THANK YOU FOR YOUR INTEREST IN MAKE-UP DESIGNORY.

Did we answer all of your questions? Would you like to take a tour? We welcome any and all inquiries for more information. We’d also love to get to know you better. To request an application or to schedule a free tour of one of our campuses, please contact us. You may also visit our website at www.mud.edu. We look forward to hearing from you.

LOS ANGELES
Make-Up Designory
Admissions Department
129 South San Fernando Blvd.
Burbank, CA 91502
T 818-729-9420
F 818-729-9971
info@mud.edu

NEW YORK
Make-Up Designory
Admissions Department
375 West Broadway, Suite 202
New York, NY 10012
T 212-925-9250
F 212-925-9254
nyinfo@mud.edu

MUD SHOP LA
T 818-557-7619
www.mudshop.com

MUD SHOP NY
T 212-925-7711
www.mudshop.com

CONNECT WITH US:

mudblog | mudblog.net
youtube.com/makeupdesignory
facebook.com/mudschools
http://instagram.com/makeupdesignory#
twitter.com/mudschools

The potential student should review this approved catalog for factual information.
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### LOCAL RESOURCE GUIDE
Make-Up Designory (MUD) is dedicated to providing education in the craft of make-up artistry, as well as in related fields that are specific to the needs of both the novice and the experienced artist. We operate at two locations: our main campus in Los Angeles, and our second branch campus in New York, which opened in 2005. Our New York facility represents our latest effort to bring quality education and products to the make-up artist community. All of the courses offered in our curriculum are taught by experienced, professional artisans. Our curriculum provides students with practical, real-world skills in an academic format designed to maximize the learning process. Each year, our schools train hundreds of students from around the world in a variety of make-up specialties. Whether a student chooses the intricacies of prosthetics or the delicacy of beauty make-up, Make-Up Designory can prepare him or her to begin a journey as a make-up artist.
SCHOOL HISTORY
Make-Up Designory (MUD) was founded in 1997 by accomplished professional make-up artisans who shared a goal to bring excellence to make-up education. The school’s founders sought to offer an unparalleled education, put students first, and create an educational institution that would support the needs of the make-up industry.

From its original two classroom, 800 square foot location in Toluca Lake, California, MUD’s Los Angeles campus has grown to occupy over 15,000 square feet in Burbank, California. The Los Angeles facilities include the main school building, adjacent retail store, and nearby administrative offices in Burbank. A 10,000 square foot warehouse distribution center, and corporate headquarters are located in Valencia, California.

MUD’s main and branch campuses are each licensed by their respective states. In 2003 MUD’s Los Angeles campus received accreditation from the Accrediting Commission for Career Schools and Colleges (ACCSC) and was recognized by ACCSC as a School of Distinction. The Los Angeles campus has since received two 5-year terms of accreditation; once in 2008 and then again in 2013. At those times ACCSC also recognized the school as a School of Merit in 2008 and a School of Excellence in 2013.

In 2005 MUD opened its East Coast branch campus in New York City. This originally consisted of one contiguous open space that housed four classrooms, administrative offices, and the school store. The New York branch campus received accreditation from ACCSC in 2008 and was recognized as a 2009 School of Distinction. Today, MUD’s New York campus occupies five separate spaces that comprise nearly two floors and has a thriving student body and growing alumni network.

ACCREDITATION
Make-Up Designory (MUD) is accredited by the Accrediting Commission for Career Schools and Colleges (ACCSC). ACCSC is listed by the U.S. Department of Education as a nationally recognized accrediting agency. MUD’s Los Angeles main campus is located at: 129 S. San Fernando Blvd., Burbank, CA 91502. MUD’s branch campus in New York is located at: 375 W. Broadway, New York, NY 10012.

LOCATION
Make-Up Designory (MUD) is centrally located just north of downtown Los Angeles in Burbank, California. Long considered the center of the Los Angeles entertainment industry, Burbank is home to many of the major film and television studios, including Warner Bros. Studios, Walt Disney Studios, The Disney Channel, Nickelodeon, ABC Studios, and dozens of other entertainment-related companies.
Universal Studios, NBC Studios, and DreamWorks Studios are also located nearby. The neighborhood surrounding the school is characterized by an abundance of shops, movie theaters, restaurants, and cafes that are all within walking distance. Students can live within blocks of the school. The area is well served by public transportation, including a number of bus lines and the Burbank Metrolink commuter train station, which is only two blocks from the campus. Students who choose to drive to school may purchase city parking permits for unlimited parking on a monthly basis in designated city lots.

**FACILITY**

The Make-Up Designory (MUD) main campus at Burbank occupies over 10,000 square feet of classroom and administrative office space in two buildings. The main school building is located at: 129 S. San Fernando Blvd., Burbank, CA 91502. The Administrative Office is conveniently adjacent to the main school building.

The main school building includes MUD’s student and retail store, eight make-up studios, a still photography/video studio, a student facility area, a student lounge, and a library/resource center. The MUD shop is available to students and graduates during school hours, and offers materials that include cosmetics, accessories and specialty make-up, and hairstyling equipment. The photography/video studio is an ideal environment for students to view their work in high definition. It is equipped with a professional high-definition video camera and monitor system, as well as a professional lighting package. The student facility area is equipped with three sinks and three professional shampoo bowls, for student use in both hairstyling and make-up courses. The student lounge is a comfortable environment complete with tables and stools, vending machines, microwaves, and a refrigerator.

MUD’s make-up studios are equipped to meet the needs of both students and instructors. Make-up studios feature premium-quality daylight fluorescent lighting, for skin tone matching and technical applications. In addition, the studios are equipped with built-in central airbrushing systems. One of these classrooms is also outfitted as a hairstyling studio, with practice mannequins, hot roller sets, multiple curling and flat irons, and other accessories. Another classroom houses the special make-up effects lab, which is equipped with tools required by professional make-up artists. MUD is handicapped-accessible, and provides accessible restrooms.

**MISSION STATEMENT**

At Make-Up Designory (MUD), it is our mission to provide an exceptional experience for our students before, during and after their training as professional make-up artists. We are also committed to providing our customers with premium-quality products and unparalleled service.

**METHODOLOGY**

Make-Up Designory (MUD) courses are designed to maximize creativity and reinforce the skills that are required to work at a professional level in today’s make-up industry. We teach the importance of research and preparation, mixed in with lab work and assignments. As part of this process, we combine short lectures with a hands-on approach that enables students to learn the basics of a given application. Our students learn by doing and are able to get to work on the first day of class. As students master skills, they are encouraged to incorporate them into more complex applications. This mixture of lectures, demonstrations and hands-on practice moves students from research to casting to a professional photo shoot. By breaking down each application into individual elements, we help students develop a strong foundation in each area of expertise.
ADMISSIONS

ENROLLMENT PROCESS
In order to enroll in any Make-Up Designory (MUD) course of study, students must first complete a Student Application Form and submit an application fee of $100.00. All prospective students must also submit proof of high school graduation or equivalent. Acceptable items for documentation for prospective students who attended secondary school in the U.S. include a high school diploma, G.E.D or Bachelor’s Degree. Prospective students who attended secondary school outside of the U.S. must provide proof of completion of the equivalent of American High School or proof of completion of compulsory/customary secondary education in their native country (all records covering secondary school work must be submitted for evaluation to determine that acceptable minimum requirements have been met); the equivalent of a Bachelor’s degree will also be accepted. Transcripts supplied as documentation must be original and/or school-submitted documents. Students in all courses must be 18 or have parental consent.

As a part of the enrollment process and before securing a seat in class, all potential students are required to complete an interview process. The interview process includes a formal conversation with an Admissions Advisor and extends into interaction with other departments via phone conversations, e-mail correspondence, and in-person meetings. During the formal conversation, our Admissions Advisors will gain pertinent information from the prospective student to determine educational and career goals. It also allows the prospective student to ask our Advisors questions about the school and discuss expectations. The rest of the interview process is based on interaction with the faculty and staff at MUD; this helps us to determine if the prospective student is a good fit for our school. We have set a high level of standards for our students and graduates and it is important that our student body accurately reflects that by demonstrating a professional demeanor and good communication skills. If we determine that any part of the interview process has not met our expectations, we reserve the right to deny enrollment based fully or in part on our decisions from our interview process.

Student Application Forms may be obtained at the Administrative Office or through an Admissions Advisor, at the back of this catalog, or may be completed online at www.mud.edu. MUD class size is limited, and availability is determined on a first-come, first-served basis. For this reason, students are encouraged to enroll as soon as possible to ensure they get their first-choice date.

In order to complete the enrollment process, students must confirm that they have secured their finances to attend school. MUD offers a number of methods by which tuition can be paid and our Financial Aid and Admissions Departments will assist each student in finding the method that best suits him or her. Tuition is not due until the first day of class, however we ask that the first tuition payment is made two weeks prior to the start of classes to help make the transition to school easier. For those students who have secured their own funding, tuition for all courses require payment in full prior to the start of class; programs require at least 50% of tuition to be paid prior to the start of class and the remaining balance to be paid at the midpoint of the program. In addition, students must return all signed enrollment agreements and supporting documents. MUD provides courses and training in English only. MUD courses and training are not available in additional languages.

TRANSFER OF CREDIT POLICY
Make-Up Designory will allow a transfer of credit between the Los Angeles and New York campuses. Courses that have been successfully completed with a grade of C or better and taken on either campus may be applied towards programs at either campus. At a minimum, 25% of the credits required for the program’s completion must be taken at the school awarding the Diploma. Previously taken courses will be noted in the student’s file and the cost of the program will be prorated according to the number of hours being transferred. MUD has no articulation or transfer agreement with any other outside college and university to accept courses or credit to be applied towards our programs. Additionally, no credit is awarded for experiential learning.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT MAKE-UP DESIGNORY

The transferability of credits you earn at Make-Up Designory is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in the program is also at the complete discretion of the institution to which you may seek transfer. If the credits or degree/certificate that you earn at this institution are not accepted at the institution to which you
seek to transfer, you may be required to repeat some or all of your course work at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Make-Up Designory to determine if your credits or degree/certificate will transfer.

MAKE-UP KITS AND MATERIALS
It is the student’s responsibility to purchase the required materials before the first day of class. Students are not required to purchase their supplies from the student store. The actual total cost of materials may vary, depending upon whether students have already purchased, or already own materials prior to registration. However, actual costs for materials will not exceed the approximations provided. Students using financial aid funds to pay for their supplies are issued a Student Materials Card one week prior to the start of class. Students may opt out of receiving a Student Materials Card by notifying their Financial Aid Advisor in writing. A detailed list of supplies needed for each class can be found at: supplies.mud.edu.

ORIENTATION
Orientation is held for new students prior to the start of class so that they may have a chance to meet the Administrative Staff, discuss what to expect as a new student, and tour the school. Orientation is not mandatory, but is highly recommended for newly enrolled students and their families or friends who may have questions about any of the school’s policies or operations. It is beneficial to the students to bring a pen and paper to their scheduled orientation as there is important information discussed and forms to fill out; some students may be called upon to complete paperwork in the Administrative Office during this time. Students should make an appointment with the MUD shop to buy supplies prior to orientation. It is not recommended that students wait until orientation to buy supplies as the MUD shop can be quite busy with other students making last minute purchases. Orientation is typically held on the business day prior to the start of class. Once a student has been admitted, his or her Admissions Advisor will be in touch regarding the specific date and location of orientation.
Make-Up Designory (MUD) programs do not require any pre-requisites. Programs are designed to provide comprehensive training in all aspects of the appropriate career fields. A Diploma is awarded for successful completion of any program. In addition to tuition fees, each student must pay a $100.00 application fee for all programs.

**TUITION:** $8,624.00 / **MAKE-UP KITS AND MATERIALS:** $2,385.00 / **LAB FEE:** $750.00 / **STRF ASSESSMENT:** $6.00 / **TOTAL (INCLUDING $100 APPLICATION FEE):** $11,865.00

This program combines Beauty 101, Beauty 201, and Beauty 301. Techniques are demonstrated through live, interactive presentations. Students are then asked to practice their skills with the guidance of the course instructor. This program is reviewed semiannually by our Program Advisory Committee to ensure that the techniques and materials being covered are representative of professional standards. Upon successful completion, this program is designed to prepare the student to work as an entry-level make-up artist. Fields requiring make-up artists with this type of training include, but are not limited to: entertainment, theatrical, retail, bridal, society, salon/spa, fashion, and special events. Additionally, this program can be taken by individuals in related fields who are seeking professional enhancement in their chosen area of employment.

*This program consists of the following courses:*

Mastering the art of beauty make-up is an essential skill for any make-up artist, no matter what medium or industry he or she chooses. This course is designed to emphasize the skills and attention to detail required for beauty make-up application for film, high-definition television, print photography, advertising, and retail cosmetics. Students will learn facial contouring using highlights and shadows, correction and concealing techniques, base matching, eye and lip treatments, airbrush techniques, and the proper use of powder and cheek color. As part of this course, students will be required to complete projects that range from natural make-up to avant-garde looks.
MAKE-UP DESIGNORY

This course concentrates on the basic fundamentals of hairstyling, from simple blow-drying techniques to creating elaborate, period-inspired hairstyles. Students will learn to create modern styles, as well as edgy and creative hair designs, using hot tools and roller sets. This course incorporates daily projects and skill-building sessions, to encourage learning by practice. As part of this course, students are required to complete hair and make-up projects, which relate to on-the-job experience.

This course prepares students for work in their selected fields of study through a series of challenging, real-world projects. Students will be required to complete make-up and hairstyle setups on professional models for a series of photo shoots, which are designed to simulate actual working environments. Each setup will be captured digitally by a professional photographer, for the student to use in his or her portfolio. In addition to photo shoots, students will learn how to start and manage their freelance careers.

This program meets Monday through Friday and consists of 392 clock hours. Day sessions are 12 weeks long, and are between the hours of 8:00 am and 4:00 pm.

Maximum class size: 22 students

BEAUTY 201: STUDIO HAIRSTYLING FOR THE MAKE-UP ARTIST
105 CLOCK HOURS

BEAUTY 301: BEAUTY LAB
77 CLOCK HOURS

DURATION

OFFERINGS

| Jan 6 – Apr 1 | Jan 28 – Apr 23 | Feb 19 – May 14 | Mar 12 – Jun 5 |
| Apr 2 – Jun 26 | Apr 24 – Jul 18 | May 15 – Aug 8 | Jun 6 – Aug 29 |
FILM AND TELEVISION
MAKE-UP ARTISTRY PROGRAM

TUITION: $9,240.00 / MAKE-UP KITS & MATERIALS: $2,850.00
STRF ASSESSMENT: $6.00 / TOTAL (INCLUDING $100 APPLICATION FEE): $12,196.00

This program combines Beauty 101 and Special Make-Up Effects 201. Techniques are first demonstrated through live, interactive presentations. Students are then asked to practice under the guidance of the course instructor. This program is reviewed semiannually by our Program Advisory Committee, to ensure that the techniques and materials being covered are representative of professional standards. Upon successful completion, this program is designed to prepare the student to work as an entry-level make-up artist. Fields requiring make-up artists with this type of training include, but are not limited to: entertainment, theatrical, retail, bridal, special make-up effects, society, salon/spa, fashion, and special events. Additionally, this program can be taken by individuals in related fields who are seeking professional enhancement in their chosen area of employment.

This program consists of the following courses:

BEAUTY 101: FUNDAMENTALS OF BEAUTY MAKE-UP
210 CLOCK HOURS

Mastering the art of beauty make-up is an essential skill for any make-up artist, no matter what medium or industry he or she chooses. This course is designed to emphasize the skills and attention to detail required for beauty make-up application for film, high-definition television, print photography, advertising, and retail cosmetics. Students will learn facial contouring using highlights and shadows, correction and concealing techniques, base matching, eye and lip treatments, airbrush techniques, and the proper use of powder and cheek color. As part of this course, students will be required to complete projects that range from natural make-up to avant-garde looks.
This course focuses on character development, with an emphasis on the fundamental elements of prosthetic application and special make-up effects. Students will learn the techniques of professional make-up artists and will gain familiarity with traditional make-up, as well as new materials and tools. Students will also learn a variety of special make-up effects skills, including the creation of simulated injuries and age make-ups and the application of effects like bald caps and facial hair. At the end of this course students will design and create a character, which will be captured in a photo shoot.

This program meeting Monday through Friday and consists of 420 clock hours. Day sessions are 12 weeks long, and are between the hours of 8:00am and 4:00pm.

Maximim class size: 22 students

| Jan 6 – Apr 1 | Jan 28 – Apr 23 | Feb 19 – May 14 | Mar 12 – June 5 | Apr 2 – Jun 26 |
| Dec 1 - Mar 10, 2015 | | | | |
MULTIMEDIA MAKE-UP ARTISTRY PROGRAM

TUITION: $13,244.00 / MAKE-UP KITS & MATERIALS: $3,285.00 / LAB FEE: $750.00
STRF ASSESSMENT: $8.50 / TOTAL (INCLUDING $100 APPLICATION FEE): $17,387.50

This program combines Beauty 101, Beauty 201, Beauty 301, and Special Make-Up Effects 201. Techniques are demonstrated through live, interactive presentations. Students are then asked to practice their skills with the guidance of the course instructor. This program is reviewed semiannually by our Program Advisory Committee, to ensure that the techniques and materials being covered are representative of professional standards. Upon successful completion, this program is designed to prepare the student to work as an entry-level make-up artist. Fields requiring make-up artists with this type of training include, but are not limited to: entertainment, theatrical, retail, bridal, special make-up effects, society, salon/spa, fashion and special events. Additionally, this program can be taken by individuals in related fields who are seeking professional enhancement in their chosen area of employment.

This program consists of the following courses:

**BEAUTY 101: FUNDAMENTALS OF BEAUTY MAKE-UP**
210 CLOCK HOURS

Mastering the art of beauty make-up is an essential skill for any make-up artist, no matter what medium or industry he or she chooses. This course is designed to emphasize the skills and attention to detail required for beauty make-up application for film, high-definition television, print photography, advertising, and retail cosmetics. Students will learn facial contouring using highlights and shadows, correction and concealing techniques, base matching, eye and lip treatments, airbrush techniques, and the proper use of powder and cheek color. As part of this course, students will be required to complete projects that range from natural make-up to avant-garde looks.

**BEAUTY 201: STUDIO HAIRSTYLING FOR THE MAKE-UP ARTIST**
105 CLOCK HOURS

This course concentrates on the basic fundamentals of hairstyling, from simple blow-drying techniques to creating elaborate, period-inspired hairstyles. Students will learn to create modern styles, as well as edgy and creative hair designs, using hot tools and roller sets. This course incorporates daily projects and skill-building sessions, to encourage learning by practice. As part of this course, students are required to complete hair and make-up projects, which relate to on-the-job experience.

This course prepares students for work in their selected fields of study through a series of challenging, real-world projects. Students will be required to complete make-up and hairstyle setups on professional models for a series of photo shoots, which are designed to simulate actual working environments. Each setup will be captured digitally by a professional photographer, for the student to use in his or her portfolio. In addition to photo shoots, students will learn how to start and manage their freelance careers.
### SPECIAL MAKE-UP EFFECTS 201:
CHARACTER MAKE-UP ARTISTRY

| 210 CLOCK HOURS |

This course focuses on character development, with an emphasis on the fundamental elements of prosthetic application and special make-up effects. Students will learn the techniques of professional make-up artists and will gain familiarity with traditional make-up, as well as new materials and tools. Students will also learn a variety of special make-up effects skills, including the creation of simulated injuries and age make-ups and the application of effects like bald caps and facial hair. At the end of this course students will design and create a character, which will be captured in a photo shoot.

**Duration**

This program meets Monday through Friday and consists of 602 clock hours. Day sessions are 18 weeks long, and are between the hours of 8:00 am and 4:00 pm.

*Maximum class size: 22 students*

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<th>Jan 28 - Jun 5</th>
<th>Mar 12 - Jul 18</th>
<th>Apr 24 - Aug 29</th>
<th>Jun 6 - Oct 14</th>
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This program combines Beauty 101, Beauty 201, Beauty 301, Special Make-Up Effects 201 and Special Make-Up Effects 301. Techniques are demonstrated through live, interactive presentations. Students are then asked to practice their skills with the guidance of the course instructor. This program is reviewed semiannually by our Program Advisory Committee, to ensure that the techniques and materials being covered are representative of professional standards. Upon successful completion, this program is designed to prepare the student to work as an entry-level make-up artist and/or entry-level lab technician. Fields requiring make-up artists with this type of training include, but are not limited to: entertainment, theatrical, retail, bridal, special make-up effects, society, salon/spa, fashion and special events. Additionally, this program can be taken by individuals in related fields who are seeking professional enhancement in their chosen area of employment.

This program consists of the following courses:

**BEAUTY 101: FUNDAMENTALS OF BEAUTY MAKE-UP**
210 CLOCK HOURS

**BEAUTY 201: STUDIO HAIRSTYLING FOR THE MAKE-UP ARTIST**
105 CLOCK HOURS

Tuition: $17,864.00 / Make-Up Kits & Materials: $3,535.00 / Lab Fee: $1,500.00

STRF Assessment: $11.50 / Total (Including $100 Application Fee): $23,010.50

Mastering the art of beauty make-up is an essential skill for any make-up artist, no matter what medium or industry he or she chooses. This course is designed to emphasize the skills and attention to detail required for beauty make-up application for film, high-definition television, print photography, advertising, and retail cosmetics. Students will learn facial contouring using highlights and shadows, correction and concealing techniques, base matching, eye and lip treatments, airbrush techniques, and the proper use of powder and cheek color. As part of this course, students will be required to complete projects that range from natural make-up to avant-garde looks.

This course concentrates on the basic fundamentals of hairstyling, from simple blow-drying techniques to creating elaborate, period-inspired hairstyles. Students will learn to create modern styles, as well as edgy and creative hair designs, using hot tools and roller sets. This course incorporates daily projects and skill-building sessions, to encourage learning by practice. As part of this course, students are required to complete hair and make-up projects, which relate to on-the-job experience.
This course prepares students for work in their selected fields of study through a series of challenging, real-world projects. Students will be required to complete make-up and hairstyle setups on professional models for a series of photo shoots, which are designed to simulate actual working environments. Each setup will be captured digitally by a professional photographer, for the student to use in his or her portfolio. In addition to photo shoots, students will learn how to start and manage their freelance careers.

This course focuses on character development, with an emphasis on the fundamental elements of prosthetic application and special make-up effects. Students will learn the techniques of professional make-up artists and will gain familiarity with traditional make-up, as well as new materials and tools. Students will also learn a variety of special make-up effects skills, including the creation of simulated injuries and age make-ups and the application of effects like bald caps and facial hair. At the end of this course students will design and create a character, which will be captured in a photo shoot.

This course is designed to provide instruction in the lab and formulation techniques that are required to create contemporary film and television make-up effects. Students will learn prosthetic application, with a focus on the details of prosthetic appliance development. The course takes students through the phases of project conceptualization and prosthetic application, including design, sculpture, molding, formulation of foam latex and gelatin, as well as seaming, painting, and applying prosthetic pieces. For class projects, students may create original prosthetics or may develop characters inspired by current film and television effects. As part of the course, students will be required to design and create a fully developed prosthetic character, which will be captured in a photo shoot.

This program meets Monday through Friday and consists of 812 clock hours. Day sessions are 24 weeks long, and are between the hours of 8:00 am and 4:00 pm.

Maximum class size: 24 students

Jan 6 - Jun 26  
Jun 27 - Dec 19

Feb 19 - Aug 8  
Aug 11 - Feb 17, 2015

Apr 2 - Sep 22  
Sep 23 - Mar 31, 2015

May 15 - Nov 4  
Nov 5 - May 13, 2015
INDIVIDUAL COURSES & CONTINUING EDUCATION

Make-Up Designory (MUD) offers students the option to take individual courses alone in order to expand a particular area of expertise. Courses can also be taken by individuals in related fields who are seeking professional enhancement in their chosen area of employment.

At MUD, we are committed to helping students select the courses of study that will best help them reach their occupational goals. For this reason, prior to registration in an individual course, it is necessary that students consult with the Admissions Office in order to be sure that they have completed all required pre-requisites or have obtained the appropriate equivalent experience. MUD courses Beauty 201, Beauty 301, Special Make-Up Effects 201, and Special Make-Up Effects 301 are available as career-enhancement courses.

Please note the pre-requisite information listed for each course in its description. In order to register for individual courses, students may have to demonstrate that they are working, professional make-up artists that possess the skills required to enroll. Students must also furnish a one-time application fee of $100.00 for the first individual course that is taken. This fee will be waived for any subsequent enrollments.

Certificates are awarded to students who successfully complete an individual course. Please be advised that individual courses taken on a stand-alone basis are not accredited by ACCSC. In addition, students taking stand-alone courses are not eligible for Federal Financial Aid and some other services that are offered to students and graduates of larger programs.
Mastering the art of beauty make-up is an essential skill for any make-up artist, no matter what medium or industry he or she chooses. This course is designed to emphasize the skills and attention to detail required for beauty make-up application for film, high-definition television, print photography, advertising, and retail cosmetics. Students will learn facial contouring using highlights and shadows, correction and concealing techniques, base matching, eye and lip treatments, airbrush techniques, and the proper use of powder and cheek color. As part of this course, students will be required to complete projects that range from natural make-up to avant-garde looks.*

The day classes meet Monday through Friday and consists of 210 clock hours. Day sessions are 6 weeks long, between the hours of 8:00am and 4:00pm.

The evening classes meet Monday through Thursday and consists of 210 clock hours. Evening sessions are 15 weeks long, between the hours of 6:00pm and 9:30pm.

*Please be advised that individual courses taken on a stand-alone basis are not accredited by ACCSC. In addition, students taking stand-alone courses are not eligible for Federal Financial Aid and some other services that are offered to students and graduates of larger programs.
MAKE-UP DESIGNORY

BEAUTY 201: STUDIO HAIRSTYLING FOR THE MAKE-UP ARTIST

105 CLOCK HOURS
PRE-REQUISITES: BEAUTY 101 AND/OR EQUIVALENT EXPERIENCE AND MATERIALS

TUITION: $2,310.00 / MAKE-UP KITS & MATERIALS: $385.00
STRF ASSESSMENT: $1.50 / TOTAL (INCLUDING $100 APPLICATION FEE): $2,796.50

This course concentrates on the basic fundamentals of hairstyling, from simple blow-drying techniques to creating elaborate, period-inspired hairstyles. Students will learn to create modern styles, as well as edgy and creative hair designs, using hot tools and roller sets. This course incorporates daily projects and skill-building sessions, to encourage learning by practice. As part of this course, students are required to complete hair and make-up projects, which relate to on-the-job experience.*

This course meets Monday through Friday and consists of 105 clock hours. Day sessions are 3 weeks long, between the hours of 8:00 am and 4:00 pm.

Maximum class size: 22 students

January-March
Jan 6 - Jan 27
Jan 28 - Feb 18
Feb 19 - Mar 11
Mar 12 - Apr 1

April-June
Apr 2 - Apr 23
Apr 24 - May 14
May 15 - Jun 5
Jun 6 - Jun 26

June-August
Jun 27 - Jul 18
Jul 21 - Aug 8
Aug 11 - Aug 29
Sep 2 - Sep 22

September-December
Sep 23 - Oct 14
Oct 15 - Nov 4
Nov 5 - Nov 25
Dec 1 - Dec 19

*Please be advised that individual courses taken on a stand-alone basis are not accredited by ACCSC. In addition, students taking stand-alone courses are not eligible for Federal Financial Aid and some other services that are offered to students and graduates of larger programs.
BEAUTY 301: BEAUTY LAB

77 CLOCK HOURS

PRE-REQUISITES: BEAUTY 101 AND BEAUTY 201

TUITION: $1,694.00 / MAKE-UP KITS & MATERIALS: $50.00 / LAB FEE: $750.00
STRF ASSESSMENT: $1.50 / TOTAL (INCLUDING $100 APPLICATION FEE): $2,595.00

This course prepares students for work in their selected fields of study through a series of challenging, real-world projects. Students will be required to complete make-up and hairstyle setups on professional models for a series of photo shoots, which are designed to simulate actual working environments. Each setup will be captured digitally by a professional photographer, for the student to use in his or her portfolio. In addition to photo shoots, students will learn how to start and manage their freelance careers.*

This course meets Monday through Friday and consists of 77 clock hours. Day sessions are 3 weeks long, between the hours of 8:00 am and 4:00 pm.

Maximum class size: 22 students

<table>
<thead>
<tr>
<th>Jan 6 - Jan 27</th>
<th>Jan 28 - Feb 18</th>
<th>Feb 19 - Mar 11</th>
<th>Mar 12 - Apr 1</th>
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<td>Apr 2 - Apr 23</td>
<td>Apr 24 - May 14</td>
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SPECIAL MAKE-UP EFFECTS 201: CHARACTER MAKE-UP ARTISTRY

210 CLOCK HOURS
PRE-REQUISITES: BEAUTY 101 AND/OR EQUIVALENT EXPERIENCE AND MATERIALS

TUITION: $4,620.00 / MAKE-UP KITS & MATERIALS: $900.00
STRF ASSESSMENT: $3.00 / TOTAL (INCLUDING $100 APPLICATION FEE): $5,623.00

This course focuses on character development, with an emphasis on the fundamental elements of prosthetic application and special make-up effects. Students will learn the techniques of professional make-up artists and will gain familiarity with traditional make-up, as well as new materials and tools. Students will also learn a variety of special make-up effects skills, including the creation of simulated injuries and age make-ups and the application of effects like bald caps and facial hair. At the end of this course students will design and create a character, which will be captured in a photo shoot.*

This course meets Monday through Friday and consists of 210 clock hours. Day sessions are 6 weeks long, between the hours of 8:00 am and 4:00 pm.

Maximum class size: 22 students

*Please be advised that individual courses taken on a stand-alone basis are not accredited by ACCSC. In addition, students taking stand-alone courses are not eligible for Federal Financial Aid and some other services that are offered to students and graduates of larger programs.
SPECIAL MAKE-UP EFFECTS
301: LAB TECHNIQUES

210 CLOCK HOURS
PRE-REQUISITES: BEAUTY 101 AND SPECIAL MAKE-UP EFFECTS 201 AND/OR EQUIVALENT EXPERIENCE AND MATERIALS

TUITION: $4,620.00 / MAKE-UP KITS & MATERIAL FEES $250.00 / LAB FEE: $750.00
STRF ASSESSMENT: $3.00 / TOTAL (INCLUDING $100 APPLICATION FEE): $5,723.00

This course is designed to provide instruction in the lab and formulation techniques that are required to create contemporary film and television make-up effects. Students will learn prosthetic application, with a focus on the details of prosthetic appliance development. The course takes students through the phases of project conceptualization and prosthetic application, including design, sculpture, molding, formulation of foam latex and gelatin, as well as seaming, painting, and applying prosthetic pieces. For class projects, students may create original prosthetics or may develop characters inspired by current film and television effects. As part of the course, students will be required to design and create a fully developed prosthetic character, which will be captured in a photo shoot.*

This course meets Monday through Friday and consists of 210 clock hours. Day sessions are 6 weeks long, between the hours of 8:00 am and 4:00 pm.

Maximum class size: 24 students

Jan 6 - Feb 18  Feb 19 - Apr 1  Apr 2 - May 14  May 15 - Jun 26
Jun 27 - Aug 8  Aug 11 - Sep 22  Sep 23 - Nov 4  Nov 5 - Dec 19

*Please be advised that individual courses taken on a stand-alone basis are not accredited by ACCSC. In addition, students taking stand-alone courses are not eligible for Federal Financial Aid and some other services that are offered to students and graduates of larger programs.
STUDENT VISAS

Make-Up Designory (MUD) is proud to welcome international students. As make-up artistry is a visual art, there is no level of English language proficiency required. MUD is authorized to issue I-20 documentation for M-1 visas for students who are enrolled at the school. The school’s I-20 document is only valid for an M-1 visa, and can only be provided for the period of time during which the student is registered at MUD. The M-1 visa is for students only, and does not authorize external work experience.

In order to obtain I-20 documentation for an M-1 visa, international students must complete the MUD Student Application Form. This form may be downloaded from our school website (www.mud.edu), obtained at the Administrative Office, or through an Admissions Advisor. Any student who is providing documentation in a language other than English will have their documentation translated. If the student has attended secondary school outside of the U.S., he or she must provide proof of completion of the equivalent of American High School or proof of completion of compulsory/customary secondary education in their native country (all records covering secondary school work must be submitted for evaluation to determine that acceptable minimum requirements have been met); the equivalent of a Bachelor’s degree will also be accepted. In addition, students will be required to provide MUD with financial records, to establish that they will have sufficient funds to cover the cost of tuition, materials and living expenses during their stay in the United States. For more information pertaining to these guidelines for specific countries, please contact an Admissions Advisor. After a student has completed all of the necessary requirements, he or she will receive the I-20 documentation via mail.

After a student receives the MUD enrollment package and I-20 document, he or she must pay a Student and Exchange Visitor Information System (SEVIS) visa processing fee (I-901) of $200.00 U.S. dollars through the U.S. State Department website: https://www.fmjfee.com/index.jhtml. After paying the fee, students should print and retain a receipt as proof of payment. This fee must be paid before the student appears at the U.S. Embassy.

Once the student has paid the I-901 fee via the website, they must next visit a U.S. Embassy for visa processing. MUD recommends that students schedule their embassy appointments as far in advance as possible, as availability and time delays may vary by country. Students should bring all necessary documents with them, including I-20 documentation, school contracts, financial and loan documents, and proof of payment of the I-901 SEVIS visa processing fee. At the embassy, students should have their I-20 documents and passports stamped and returned with the appropriate visa.* After students have received their visas, they should notify their Admissions Advisor by phone or e-mail, to let them know that they are ready to attend school. We urge all students who have questions about their embassy appointments or about preparing for their trips to contact our Admissions Advisors.

Once a student has arrived in the U.S. at an American Port of Entry (airport, seaport or border gate), he or she will need to furnish both a passport and I-20 documentation to U.S. Customs. The Customs official will stamp the student’s passport with the arrival date. MUD will be notified through the SEVIS database that the student has entered the U.S. Students are required to report to school no later than 10 days after arrival. We realize

ENROLLMENT PROCESS
INTERNATIONAL STUDENT RESPONSIBILITIES

that it may take students some time to get situated and adjust to new surroundings; however, a student must appear at the school and MUD must verify a student’s arrival in the SEVIS database within 10 days in order to avoid incurring problems with the student’s visa status.

*Please note, it is important to watch what an embassy clerk or Customs official notes as your type of Visa. All documents should read “M-1”. If they are stamped with “F-1” or anything other than “M-1”, please bring it to the attention of the official immediately. An incorrect notation could lead to costly fines, appeals and even deportation.

The U.S. Government imposes many rules on international students. By accepting the school’s contract and the I-20 in order to study in this country, students are also accepting responsibility for residing and studying in accordance with the guidelines outlined below:

• Students are required to carry their passports, visas, and I-20 documents with them at all times.
• Students may only possess an approved I-20 form from one school at a time.
• International students are required to contact MUD if they have accepted a MUD I-20, but decide to attend another school. MUD is required by law to cancel the I-20 it has issued.
• Students are also required to notify MUD and the U.S. government if they move or change addresses during their stay. Please contact your Admissions Advisor for help completing a Change of Address (AR-11) form.

MUD is responsible for providing the following services to international students:

• Publishing the initial I-20 form
• Updating SEVIS records after a student has arrived and checked in with his or her Admissions Advisor
• Reporting courses or program changes
• Reporting a leave of absence (LOA)
• Reporting poor attendance and grades
• Reporting program completion

It is important to note that the visa required to visit the United States is different from the visa required to attend a vocational school. At Make-Up Designory (MUD), we are only authorized to issue M-1 visas. This type of visa is specifically issued by an appropriate U.S. Embassy for a vocational student. This visa will allow the student to study at MUD for a specific period of time. Upon completion of the course or program, the student must leave the country within 30 days.

With an M-1 visa, the deadlines for transferring or extending the visa are quite limited. Students who wish to do so may contact their Admissions Advisor for assistance. Please note that the processing and approval of an M-1 visa will take a minimum of 45 days.

Students who wish to extend their training or shorten their training periods should contact an Admissions Advisor. For any extension, a Change of Status application fee will apply. This involves filling out an I-539 form, including a check for $290.00, and receiving a new I-20 document. MUD’s Admissions Advisors can help students complete their paperwork and mail it to USCIS in Laguna Nigel, CA. For your convenience, the package will be addressed for return to the school. Please note that this process can take a minimum of 45 days.

Our Admissions Advisors can also help students request a school transfer (I-539). Please note that the rules for transferring between schools mandate that an M-1 student can only transfer to another school with SEVIS-approved M-1 programs, and a related course of study. We encourage students to contact their Admissions Advisor for more information.
Many MUD students return home during school breaks and holidays. Prior to traveling home for short periods of time, international students should notify their Admissions Advisor and inform him or her of their plans. The Admissions Advisor will need to sign and date the student’s I-20 in order for him or her to regain entry into the U.S.

After a student has completed his or her course of study at MUD, the school is required to update the SEVIS database and inform the U.S. government that the student is returning home. Students who wish to transfer or extend their stays after graduation should contact their Admissions Advisor prior to the completion of their classes, and need to complete the aforementioned visa extension process. All M-1 students have a maximum of 30 days after graduation during which to make travel plans and return home.

At MUD, our Admissions Advisors are provided as a resource to our international students, and can help address any concern related to international study, including visa and passport questions, transferring to and from other schools, utilizing public transportation, and housing.

International students have access to MUD housing while studying at our school. Availability is very limited, so it is advised that the student inform his or her Admissions Advisor if interested in student housing prior to choosing enrollment dates.

We are also pleased to offer our international students assistance with career planning through our Career Services Department. Before students return to their home countries, MUD can help them plan, organize, and prepare for the challenges of their new careers.

We encourage our international students to make appointments with a Career Services Advisor. While M-1 students are prohibited from working for pay while studying in the U.S., we can help students with a number of strategies through which they can gain practical experience and build their portfolios. While we do not offer Optional Practical Training (OPT) at our campus, we can help students look for unpaid assignments on university student films, as well as charity and special event projects.

In addition to perusing this catalog, we encourage all students to review the bulletin boards posted in every classroom and in the student Learning Resource Center. These postings include important and helpful information about our Saturday workshop dates, Professional Development Lectures, and other special events.

Students should visit the Administrative Office for bus and train schedules and general information about the surrounding community.

Make-Up Designory (MUD) website: http://www.mud.edu

For information about embassies and consulates in most countries, please visit the U.S. Department of State website: http://www.usembassy.gov

For information about American culture and customs, please visit the USA Education Guides website: http://www.usaeducationguides.com/guidance

For information about visas, transfers and travel, please visit the U.S. Citizenship & Immigration website: http://www.uscis.gov/portal/site/uscis

Prior to an embassy appointment, students can pay their SEVIS fees and print a receipt at the SEVIS I-901 Processing Fee website: http://www.fmjfee.com/901fee/
SCHOOL POLICIES

RULES OF CONDUCT

At Make-Up Designory (MUD) we know that the students, instructors, and administrators who meet together in our school today are the professionals who will be working together in the future. This is why we work hard to maintain an atmosphere of respect and courtesy. We ask our students to treat their school environment like a working environment, and maintain proper personal and professional hygiene at all times. MUD students are also expected to maintain their workstations and classroom at a professional level of presentation. Students are required to clean their equipment, stations, and mirrors at the end of each day of class. In addition, each instructor will outline any additional rules that are pertinent to his or her classroom, including cell phone usage, eating in class, chewing gum, and more.

MUD conducts active, hands-on programs in a rigorous professional environment. In order to maximize the learning process, we require all students to work and to model. When a student is the artist, she will approach her assignment as though she is working on a real job. This includes maintaining a high standard of courtesy and professionalism, keeping tools and the station clean, being aware of the model’s comfort and ability to breathe, and keeping the model’s clothing protected with a cover cloth. When modeling, a student will remain still and quiet, and will cooperate with the artist’s requests without dispensing opinions or advice.

On our campus, MUD students may dress casually, but are expected to maintain the same level of decorum that they would exhibit in a professional working environment. In keeping with safety considerations, we ask that students refrain from wearing open-toed or platform-style shoes. When students are modeling, their faces are the artist’s canvas. For this reason, we ask that students remove all facial hair (excluding eyebrows). Students may also be asked to remove a facial piercing, due to a course project or requirement. In addition to these guidelines, students must observe and abide by all of the rules set forth in our Safety Manual.

Students are required to complete homework assignments in addition to daily class assignments. Each instructor will assign the homework, along with its due date. Homework turned in on time will receive full credit. Homework turned in late will receive half credit. If a student is absent on the day homework is due, he or she may turn in the assignment for full credit on the first day back from the absence. During a course, a MUD instructor will provide each student with performance assessments. These assessments provide instructors and students with a forum in which to meet and discuss areas of concern. If the student is missing assignments or tests or has missed class time, the instructor will provide him or her with a plan to help get caught up and additional practice or testing periods can be scheduled. Students who are required to make up missed assignments, tests or time are encouraged to do so while they are still attending class. Final grades are posted on a designated board located in one of the student areas no more than five business days after the course completion.

Each MUD student must read and accept these written Rules of Conduct.

At the discretion of the administration, a student may be placed on a two-week probation or dismissed, and his or her enrollment terminated, for violating the school’s published Rules of Conduct. Violations include, but are not limited to: being under the influence, consuming, selling, or possession of drugs or alcohol on school premises; exhibiting disobedient or disrespectful behavior to another student, administrator or faculty member; violating local, state or federal law; or failure to meet financial obligations. If the student is terminated, MUD will calculate a refund. Please refer to the Cancellation and Refund Policy, and if applicable, the Return of Title IV Funds Policy, for more information. Terminated students are not eligible to receive Career Services, including but not limited to, Job Board access and Advisor assistance.

DRUG AND RULES OF CONDUCT VIOLATION POLICY
Eligibility for federal student aid may be affected if the student has a drug-related conviction but can be reinstated at an earlier date with the completion of an acceptable drug rehabilitation program. For more information on federal student aid eligibility and/or acceptable drug rehabilitation programs, please see the Financial Aid Office or refer to the school’s Financial Aid website: mudfinaid.com

MUD students have the right to appeal any disciplinary action in writing. Written appeals will be reviewed and evaluated by the School Director. The appeal must be received within 3 days of the initial action, and must include all information relevant to the event or situation that resulted in the disciplinary action. Upon receipt of the appeal, the School Director shall issue a written response within 3 days.

MUD students are expected to treat class responsibilities in a professional manner. This includes arriving to class on time and being prepared for the day’s assignment. MUD instructors and staff expect each student to be in the classroom, with the station set up and ready for work at the beginning of each class. It is our intention to establish behaviors and habits that will help a student to succeed in his/her professional career. Students are to avoid incurring absences and tardies that will interfere with the educational outcomes of the course and curriculum.

Students are required to maintain a minimum attendance of 90 percent of the scheduled hours in order to graduate. As academic progress is measured by clock hours, a student’s physical presence in class is necessary for it to count towards the cumulative attendance; as a result, tardiness and absence will not be excused for any reason. For the purpose of recording accurate attendance, instructors will round up any tardy to the nearest quarter-hour. A tardy is defined as arriving late for the start of class, arriving late after a break, arriving late after lunch, or leaving class early. Students who are marked absent for a day have zero recorded hours of attendance for the day on which they are absent.

Students not meeting the minimum attendance requirement of 90 percent may be subject to administrative action up to and including termination. At the discretion of the School, students that do not meet, or are in jeopardy of not meeting, the attendance standard may be required to attend unscheduled hours to remediate lesson material or practical applications as deemed necessary by the course Instructor or a Lead Instructor.

On occasion class may be cancelled due to unforeseen circumstances such as severe weather, illness, or events beyond the control of the school. In the event of a class cancellation, the hours will be made up on the next available Tuesday or Thursday following the closure from 5:00 pm to 8:30 pm and will continue until all hours have been made up; evening classes will be be made up on Friday following the closure from 6:00pm to 9:30pm and will continue until all hours have been made up.

MUD asks that students refrain from coming to school when in poor health as illness can spread quickly in tight quarters. However, there are no excused absences and missed class time will be recorded. Students are allowed to miss 10% of a course or program (depending on the student’s enrollment), so it is important to attend class when healthy so absences can be used for emergencies (this averages out to be one half day of class per week or one full day of class every 2 weeks). Vaccination records are not required to attend, but MUD stresses the importance of routine vaccinations.

All MUD courses use a standard grading scale.

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<th>LETTER GRADE</th>
<th>PERCENTAGE</th>
<th>POINT VALUE</th>
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<tr>
<td>A</td>
<td>90-100</td>
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<tr>
<td>B</td>
<td>80-89</td>
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</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>2</td>
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<tr>
<td>D</td>
<td>60-69</td>
<td>1</td>
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<tr>
<td>F</td>
<td>59 and below</td>
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<tr>
<td>W</td>
<td>Withdrawal</td>
<td>0.0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>Not weighted</td>
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Satisfactory Academic Progress (SAP) is measured at the 25 percent and 50 percent points of a student’s enrollment (if student's academic success is in jeopardy, additional evaluation points may be identified). Evaluations for Satisfactory Academic Progress are conducted as follows:

**Master Make-up Artistry Program**
- Total clock hours: 812
- 25 percent evaluation: 203 clock hours
- 50 percent evaluation: 406 clock hours

**Multimedia Make-up Artistry Program**
- Total clock hours: 602
- 25 percent evaluation: 151 clock hours
- 50 percent evaluation: 301 clock hours

**Film & Television Make-up Artistry Program**
- Total clock hours: 420
- 25 percent evaluation: 105 clock hours
- 50 percent evaluation: 210 clock hours

**Fashion Make-up Artistry Program**
- Total clock hours: 392
- 25 percent evaluation: 98 clock hours
- 50 percent evaluation: 196 clock hours

**Beauty 101, Special Make-up Effects 201 & 301**
- Total clock hours: 210
- 25 percent evaluation: 53 clock hours
- 50 percent evaluation: 105 clock hours

**Beauty 201**
- Total clock hours: 105
- 25 percent evaluation: 26 clock hours
- 50 percent evaluation: 53 clock hours

**Beauty 301**
- Total clock hours: 77
- 25 percent evaluation: 19 clock hours
- 50 percent evaluation: 39 clock hours

Withdrawal (W) and Fail (F) grades from a course will receive a point value of 0.0, and are included when determining SAP. Incomplete (I) grades are not counted as part of a student’s grade point average and are therefore not included when determining SAP.

If a student falls below Satisfactory Academic Progress standards, he or she is given a plan for remediation and placed on Satisfactory Academic Warning by the School Director until the next pre-determined evaluation point. If the student continues to fall below SAP at the next pre-determined evaluation point, or fails to maintain the terms of the remediation plan after being given a Satisfactory Academic Warning he or she will be subject to further administrative action up to and including termination of enrollment. For information on appealing termination of enrollment, please see “APPEAL PROCESS”. Students whose appeal has been granted will be placed on Satisfactory Academic Probation and must agree to the probation conditions for continued enrollment.

If at the 50 percent evaluation point, a student is not meeting SAP, he or she will lose Title IV financial aid eligibility for the remainder of the payment period. The student may have his/her financial aid eligibility reinstated by appealing the decision and being placed on Financial Aid Probation. Please see, “APPEAL PROCESS” for more information on this procedure. If probation status is granted, the student is placed on Financial Aid Probation for one payment period and Title IV aid will be reinstated.
Students who have received notification that their enrollment and/or Title IV aid has been terminated may appeal the decision by contacting the School Director in writing within three business days of the date of the termination. This written appeal should describe any circumstances that the student feels are worthy of further consideration. These circumstances, may include, but are not limited to: illness, injury, financial hardship, or death of a relative. Students must also include what has changed that will allow him or her to meet SAP at the next pre-determined evaluation point and/or better follow school policy. The School Director will make a decision regarding the appeal within three business days of receipt. While the appeal is pending, the student may continue to attend classes at the School Director's discretion, however, financial aid will remain suspended. All appeal decisions are final.

If a student changes his or her educational program, only those courses that apply to the new program will be considered when determining SAP.

A prior student requesting to be reinstated as an active student, based on whatever reasons or circumstances, should do so in writing. Supporting documentation and/or information concerning any mitigating circumstances should be noted in the request. The student shall be notified of the decision within three business days following the receipt of the request.

Students may be permitted to repeat a course at the discretion of the School Director and/or the Director of Education. Students who wish to receive approval to repeat a course will be responsible for purchasing supplies for the repeated course. At the School Director’s discretion, tuition may be waived. Also at the School Director’s discretion, if the repeated course falls within the maximum time frame, the grades for the repeated course can be averaged with the grades from the prior attempt at the course; the new final grade will be used in calculating SAP.

All students must satisfy their academic graduation requirements within 1.5 times the original program length. This means that in addition to the student having the entire program to satisfy his or her academic program requirements, he or she is allowed an additional period of time after the end of the program to make changes to grades or academic outcomes. The additional time cannot extend past 50% of the original program length.

Students enrolled in the Fashion Make-up Artistry and Film & Television Make-up Artistry programs are allotted a maximum of 18 weeks to complete all course work. Multimedia Make-Up Artistry program students are allotted 27 weeks and Master Make-Up Artistry program students are allotted 36 weeks. Students enrolled in the Beauty 101, Special Make-Up Effects 201 and Special Make-Up Effects 301 courses have a maximum of 9 weeks to complete all coursework, and Beauty 201 & 301 students have 5 weeks.

The school’s SAP Policy for Title IV students is the same as the school’s standards for students enrolled in the same educational programs who are not receiving Title IV aid. The 50 percent point evaluation marks the end of the payment period and will be used to measure SAP for Title IV aid purposes.

900 clock hours and 26 weeks
35 clock hours per week

All MUD students are expected to maintain specific standards of Satisfactory Academic Progress (SAP) and meet the school’s attendance policies. Students who fail to meet these standards will be subject to administrative action up to and including probation and termination. Students may also be subject to administrative action for violation of the school’s published Rules of Conduct. Students who are terminated may appeal the decision. Please see, “APPEAL PROCESS” for more information. Violations include, but
are not limited to: being under the influence, consuming, selling, or possession of drugs or alcohol on school premises; exhibiting disobedient or disrespectful behavior to another student, administrator or faculty member; violating local, state or federal law; or failure to meet financial obligations. If the student is terminated, MUD will calculate a refund. Please refer to the Cancellation and Refund Policy, and, if applicable, the Return of Title IV Funds Policy, for more information. Terminated students are not eligible to receive Career Services, including but not limited to, Job Board access and Advisor assistance.

In order for a student to graduate, he or she must:

- Achieve a grade of 70 percent (C) or better in each course
- Attend 90 percent of the scheduled hours
- Satisfy all financial obligations to the school
- Satisfy all administrative obligations

Students enrolled in individual courses are required to complete their course with a grade GPA of 70 percent (C) or better and must attend a minimum of 90 percent of the scheduled course hours in order to graduate. Upon completion of these requirements, a certificate shall be awarded. These courses include: Beauty 101, Beauty 201, Beauty 301, Special Make-Up Effects 201, and Special Make-Up Effects 301.

Students enrolled in programs are required to complete each course that comprises the program with a grade 70 percent (C) or better in each course and must attend a minimum of 90 percent of the scheduled program’s hours in order to graduate. Upon completion of these requirements, a Diploma shall be awarded. These programs include: Fashion Make-Up Artistry, Film & television Make-up Artistry, Multimedia Make-Up Artistry, and Master Make-Up Artistry.

Students that fail to meet the school’s graduation requirements for a course will receive a failing grade; students who fail to meet the school’s graduation requirements for a program receive a status of incomplete. Grades and status will not be changed until the student meets the minimum standards required for graduation. A student that fails to meet the graduation requirements for his or her program must return immediately following their scheduled program end date and complete all missing program requirements within 10 business days. If a student does not meet graduation requirements within the 10-day period, the student may petition the School Director for an extension prior to the end of the 10-day period. In any and all situations, students cannot exceed the maximum timeframe. Completion of these minimum requirements cannot exceed 1.5 times the original program length. Students who do not report to the school within 10 days of their scheduled program end date to complete will be unofficially withdrawn from the school and the unofficial withdrawal policy will be applied. Non-graduates are not eligible to receive Career Services, including but not limited to, Job Board access and Advisor assistance. Non-graduates include students who have Terminated, Withdrawn, Dropped or Incomplete statuses.

Students should make arrangements with their instructor prior to the scheduled end date to make up missed work. All missed work must be documented accordingly. Please note that assignments turned in late without a legitimate excuse (e.g. absence) will only be given half-credit.

Each student is responsible for completing a graduation application. On this application the student may decide how his or her name will appear on the Diploma or Certificate. Certificates will be awarded to students who have completed the course requirements for which course they wish to receive a certificate. Diplomas will be awarded to students who complete the program requirements for which program they wish to receive a Diploma. Duplicate Certificates and Diplomas can be issued for an extra charge of $25.00 per copy. Students should be sure to indicate whether they wish to receive their Diploma or Certificate by mail, or by picking it up at the school in person.
LEAVE OF ABSENCE (LOA) POLICY

In the event that a student is not able to attend class for an extended period of time, he or she may apply for a LOA, which must be granted by the School Director prior to the start date of that absence. Please note that the School Director may approve or deny the student’s LOA request at his or her discretion. The maximum LOA or absences may not exceed 60 days. LOA applications are available at the MUD Administrative Office.

Students must return to the school and resume their courses at or before the point where they left off on or before the LOA expiration date. Should a student fail to return to the school within the time allotted for the LOA, the leave shall expire and the student’s incomplete grade will be converted to a failure.

LAST DAY OF ATTENDANCE

A student’s last day of attendance is defined as the last date of academic attendance listed on the school’s attendance records. This date will be used when calculating the percent of the course or program that a student has completed.

DATE OF DETERMINATION

The date of determination is defined as the date on which a student notifies the school of his or her decision to cancel or withdraw from a course or program. If the student does not notify the school of his or her intent to withdraw, the date of determination is 10 business days after the student’s last day of attendance.

OFFICIAL AND UNOFFICIAL WITHDRAWALS

A student is considered to be “Officially Withdrawn” from the school when he or she notifies the administrative office in writing of his or her intent to terminate a program. Students who “Officially Withdraw” will receive a grade of “W” for all courses not completed.

Students who do not notify the Administrative Office in writing of intent to withdraw from the school and are absent from classes with no contact for more than 10 business days are considered to be “Unofficially Withdrawn.” Students who “Unofficially Withdraw” will receive a grade of “F” for all courses not completed.

CONSEQUENCES OF WITHDRAWAL

MUD is committed to the success of our students, and to helping students stay in school and reach their educational goals. It is our Financial Aid Office’s intent to inform federal aid recipients to seriously consider the implications of the Return of Title IV Funds Policy. We urge students who are having difficulty in their classes to seek assistance from their instructors. With this in mind, it is important to note that Title IV recipients who withdraw from their programs may become liable for unpaid institutional charges that are due to the school. Federal grant recipients who withdraw from their programs prior to completing 60 percent of the enrollment period may owe a repayment to the U.S. Department of Education. Any balance due to the school as a result of withdrawal is due within 30 days of a student’s LDA. Students who owe a balance to the school must pay that balance before registering for future classes. Additionally, withdrawn students are not eligible to receive Career Services, including but not limited to, Job Board access and Advisor assistance.
CANCELATION AND REFUND POLICY

Students who want to cancel and request a refund in writing within seven days of their first day of attendance at Make-up Designory will be refunded the application fee and tuition paid, in full. After the seven days have elapsed, the application fee becomes non-refundable and the school’s established refund policy is effective.

In addition, students may withdraw from a course or program after instruction has started and receive a pro-rated refund for the unused portion of the tuition as well as other refundable charges if the student has completed 60 percent or less of the course or program. In this case, the student’s Last Day of Attendance (LDA) is the date from which the school will calculate the pro-rated refund. The student will be charged for all days up to, and including, the LDA. The LDA is defined as the last day that the student attends the course or program.

All refunds will be paid within 30 days of the Date of Determination.* MUD will also refund payments collected from a third party. Should MUD cancel or discontinue a course or educational program, the school will issue an appropriate refund of all charges. All refunds will be paid within 30 days of the cancellation date.

*For more information about calculating this date, please see Date of Determination Policy.

RETURN OF TITLE IV FUNDS POLICY

The U.S. Department of Education has established the Return of Title IV Funds (R2T4) Policy to determine the amount of federal student aid earned when a student withdraws prior to completing his or her program. The R2T4 policy applies to Title IV recipients. It includes Title IV Aid that was disbursed, or aid that could have been disbursed, during the enrollment period.

If a Title IV Funds recipient withdraws, the amount of Title IV assistance that the student has earned up to that point is determined on a pro-rata basis, through 60 percent of the enrollment period. The percentage of Title IV Aid earned is determined by dividing the number of clock hours scheduled for completion during the enrollment period as of the date of determination of the date of withdrawal, by the total number of clock hours in the enrollment period. Once a student has completed more than 60 percent of the enrollment period, he or she has earned all of the Title IV funds due for the enrollment period. For example, if the student completes 30 percent of the enrollment period, he or she has earned 30 percent of the assistance they were originally scheduled to receive in the enrollment period.

Students who withdraw prior to receiving their federal funds may be entitled to a post-withdrawal disbursement. In order to qualify, these students must meet current required conditions for a late disbursement within the allotted eligibility period.

If it is determined that a student owes a repayment of grants to the U.S. Department of Education, that student will receive a letter notifying him or her of this debt within 30 days after determination of the withdrawal. The student has 45 days to respond to the notice that he or she owes an overpayment. The student must either repay the amount in full to the school or make satisfactory payment arrangements with the Department of Education to repay the amount. If the student fails to respond within the 45-day time frame, fails to repay the overpayment, or fails to make payment arrangements, that student will lose his or her eligibility to receive future federal financial aid at any institution.

Make-Up Designory (MUD) will return unearned Title IV funds no later than 45 days from the date of determination that the student has withdrawn. Funds will be returned in the following order:

- Unsubsidized Direct Stafford Loan
- Subsidized Direct Stafford Loan
- Direct PLUS Loan
- Federal Pell Grant

PROCEDURE FOR NOTIFYING STUDENTS OF REPAYMENTS OWED TO THE U.S. DEPARTMENT OF EDUCATION

REFUND DISTRIBUTION
**DEFINITION OF CLOCK HOURS**

MUD defines a clock hour as 50 minutes.

**COMPLAINT POLICY**

At MUD, we are always receptive to suggestions and ideas from our students. Should our students have complaints of any nature about the school, we recommend that they bring those complaints to a staff member, instructor, or administrator. Whenever possible, we strongly encourage our students to bring complaints to the attention of their instructors. Upon hearing a student’s complaint, it is incumbent upon the instructor to bring the matter to the immediate attention of the School Director, who is responsible for investigating and resolving all student complaints. The School Director shall resolve the complaint in compliance with MUD’s Student Complaint Procedures. To review these guidelines, please visit the office of the School Director.

A student or any member of the public may file a complaint about this institution with Bureau for Private Postsecondary Education by calling 888-370-7589 or by completing a complaint form, which can be obtained on the bureau’s website: www.bppe.ca.gov.

**MUD SHOP RETURN POLICY**

Make-Up Designory gladly accepts returns of unused cosmetics within 10 days of purchase date. Returns must be accompanied by the original receipt and products must be in original packaging and condition. Store credit will be issued for all cash, check, and student material card sales; a refund will be issued for credit transactions to the original card. We do not accept returns on any hair products. Students withdrawing from class have 20 days from the withdrawal date to return merchandise in the above stated condition. Students must bring a copy of the withdrawal paperwork and original receipt with their return.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition or other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or taxpayer identification number.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:
1. You are a student, who is a California resident and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program, or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident.
2. Your total charges are paid by a third party, such as an employer, government program, or other payer, and you have no separate agreement to repay the third party.

The assessment is calculated by adding $0.50 for every $1,000 of institutional charges (rounded up to the nearest $1,000) and is due at the time of tuition payment. A student seeking reimbursement under the Fund should file a written application with the Bureau for Private Postsecondary Education. The Bureau’s Student Tuition Recovery Fund Application can be found on the Bureau’s website. Any questions regarding this fund may be directed to the Bureau for Private Postsecondary Education, P.O. Box 980818, Sacramento, CA 95798-0818, www.bppe.ca.gov, 888-370-7589.

FERPA is a federal law designed to protect the privacy of educational records, to establish a student’s rights to inspect and review his or her educational records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.

In accordance with FERPA guidelines, Make-Up Designory (MUD) has established designated directory information in the school’s student records. Directory information is defined as information that is not generally considered to be harmful or an invasion of privacy. This school’s directory information includes students’ names, dates of attendance, receipt of Certificate or Diploma, enrollment status (e.g. graduate or full-time), and courses of study. Student records and personal information beyond that which is classified as directory information may not be released without the express, written consent of the student. Each student will be required to complete a release form that grants authorization to a specific person or persons to whom information beyond directory information may be released. This may include, but is not limited to, a parent, legal guardian, or co-borrower.

Student records are kept on campus in fireproof cabinets up to five years after graduation. After five years, records are moved to an off-campus storage facility. Any students or graduates requiring access to their records should contact the Registrar’s Office.

MUD is committed to providing students with a safe and secure environment. We also strive to keep parents well informed about our campus security. For these reasons, MUD distributes an annual campus security report to current students and employees. This public report can be accessed on the school’s website: http://mudfinaid.com/campus-security-la.

Students will be notified of emergency situations via a text-based messaging system. All faculty and staff members are appropriately trained in emergency procedures. However, in situations of significant emergencies or dangerous situations, all members of the school community must default to city and local officials’ instructions. Upon determination of the situation, students will be notified by the nearest faculty or staff member. All students are to follow given instructions immediately. In situations where the school is evacuated, the school’s evacuation procedure will be followed. For more information on the school’s fire safety and other campus emergency procedures and our annual fire safety report, please refer to the school’s website.

It is every faculty and staff member’s responsibility to ensure the safety of the students. Emergency exit maps are posted in areas accessible to students. In case of an emergency, a faculty member will evacuate his or her classroom and ensure all students are out and moving to the nearest exit. The first faculty or staff member to exit the building is charged with preventing anyone from re-entering the building. Once safely
out of the building, a faculty or staff member is to contact emergency personnel if the situation requires it, then contact either the School Director or one of the owners of the company. If someone comes across a person that is too injured to move, he or she should leave that person behind, evacuate everyone who is able, and contact emergency personnel once safe of the situation. Students will be allowed back into the building once it is safe to return.

Students who are missing from class for three days and have no contact with the school or classmates are contacted by the Administrative Office after teacher notification. Students are given two days to respond; if there is still no contact from the student, contact will be attempted again by administration. If a total of five days have passed and there has been no contact with the student from faculty, administration, or classmates, the student will be considered “missing” and his or her designated emergency contact will be notified. This person is elected by the student and is listed on the Student Permanent Information Record, collected on the first day of class. Students under 18 will list a parent or guardian as this person of contact.

Expedited timelines may take effect if an immediate threat or danger is suspected. Local officials may also be notified should the administration deem it appropriate.

In compliance with the Student Right to Know and Campus Security Act of 1990 (Public Law 101-542), it is policy to make available our completion rate for full-time, first-time students who completed their programs within 150 percent of normal time for completion. This rate does not represent the success rate of the entire student population. The current rate can be accessed on the school's website: http://mudfinaid.com/student_right_to_know.

MUD consistently strives to provide the best education in make-up artistry to our students. To ensure that the techniques and materials being covered are representative of the industry, a Professional Advisory Committee reviews the curriculum twice a year. The Professional Advisory Committee consists of industry professionals and employers who can provide an informed critique. Adjustments are made to the curriculum on a yearly basis after comment is provided. For specific changes to the upcoming school year, please see the school’s website.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Please direct all inquiries to:
Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the School Director or online at www.accsc.org.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number 888-370-7589 or by fax 916-263-1897.
The faculty and staff at Make-Up Designory (MUD) continually strive to provide our students with the utmost in services and support. While the School Director is primarily responsible for this department, Student Services are shared among the entire administrative staff. MUD’s Student Services Department is always available to assist students and graduates with questions about housing, financial assistance, academics, career advisement, and other concerns. Students may contact Student Services by phone at: 818-729-9420, or may stop by the Administrative Office. Individual department contact information is available in the back cover of this catalog.

The Make-Up Designory (MUD) Financial Aid Department can provide information and assistance to students concerning a variety of finance options for their education. The primary purpose for financial aid is to provide assistance to students who may not be able to afford to attend classes through their own means.

MUD understands that financing an education can be one of the most complex issues that students face. For this reason, MUD’s Financial Aid staff is available for all students and families who would like to discuss their financing options. Additional assistance and updates can be found at MUD’s Financial Aid website: mudfinaid.com. Prospective students should be sure to select the campus at which they intend to enroll for correct information.

If a student obtains a loan to pay for an educational program, he or she will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, he or she is entitled to a refund of the moneys not paid from federal student financial aid program funds.

Federal aid is available for qualified students who are enrolled in eligible programs. MUD highly recommends that all students take advantage of any federal aid for which they may be eligible. To apply, complete a free FAFSA application online at: www.fafsa.ed.gov. Make-Up Designory’s Los Angeles Campus school code is 040924. Detailed information on financial aid assistance can be accessed on the school’s Financial Aid website: mudfinaid.com.
Before looking into private student loans, prospective students should investigate federal student aid. Federal student aid may be more favorable than the provisions of private education loans such as providing a range of flexible repayment options including but not limited to, income-based repayment and income-contingent repayment plans, and loan forgiveness benefits, which other student loans are not required to provide. Federal Direct Loans are available to students regardless of income. If a student has exhausted all of his or her financial aid options (grants, scholarships, federal loans, etc.) and still needs money for school, he or she may want to apply for a private loan. These loans are generally based on credit worthiness rather than financial need. Please visit the school’s Financial Aid website: mudfinaid.com to view our preferred lender list and detailed information.

Prospective students from other countries should contact the Ministry of Education or Department of Education of their native government. Many of these agencies provide financial assistance to individuals who wish to study abroad, particularly in career fields for which training is not readily available in their home country. MUD is ready to assist any agency in evaluating our qualifications to be recognized as a viable vendor.

For citizens of the UK, you may find information on financial assistance to support your learning by visiting www.skillsfundingagency.bis.gov.uk or calling 0845 377 5000.

MUD is approved by the California State Division of Veterans’ Affairs for the training of veterans and eligible persons under the provisions of Title 38, United States Code. This approval is for Non-College Degree (NCD) Programs under Title 38, and applies to the Fashion Make-Up Artistry Program, Film & Television Make-up Artistry Program, Multimedia Make-Up Artistry Program, and Master Make-Up Artistry Program. This approval is granted for programs only. Please note that the school provides a written brochure for all service members and their families that offers details of the Veterans’ Benefits Program.

Students enrolling at MUD are responsible for meeting the financial commitments required in order to attend school. At MUD, the enrollment process is not complete until a student can confirm that he or she is financially capable of covering the costs of school registration, tuition, and supplies. Students must also demonstrate that they can cover the mandatory costs of make-up kits and materials, which are separate from school charges. Payment is not due until the first day of class, however, we ask that tuition for all courses and, at minimum, half of the tuition of programs is paid two weeks prior to the first day of class to ease the transition into school; the second half of the
tuition for programs is due at the 50% midpoint of the program. Payments for supplies are considered separate from tuition payments, and should be payable directly to the MUD student store. Students who require financial assistance with their tuition are encouraged to contact the Financial Aid Office as soon as possible.

**2012-2013 MEDIAN LOAN DEBT**

Title IV Loan Debt – $3,645  Private Loan Debt – $0 Institutional Loan Debt – $0

The Median Loan Debts given here are based on students who were in the Film & Television, Multimedia and Master Make-Up Artistry programs between July 1, 2012 and June 30, 2013 for both the Los Angeles and New York campuses. This amount noted is the median amount borrowed by students who attended during the specified time frame and what they must repay according to the terms of their loan.

**PAYMENT**

MUD accepts business or personal checks, money orders, cashier’s checks, traveler’s checks, and major credit cards. We also accept cash, but strongly discourage any cash payments in excess of $1,000.00. In addition, we currently accept vouchers from Vocational and Educational Services for Individuals with Disabilities (VESID) and Veterans’ Affairs (VA) benefits. Please make all checks payable to Make-Up Designory. If students prefer to pay for materials up front along with tuition, please note that it is included when writing the check. Once the check has cleared (approximately one week), the student will be given a credit in the form of a Student Materials Card, which can be used to purchase supplies in the MUD shop. Students can call the Administrative offices to see if their Student Materials Card is available for pick up, but should allow enough time for checks to clear.

Students receiving financial aid assistance or third party funding for supplies may have their funds sent directly to the school. MUD will issue a Student Materials Card for purchase of supplies at the MUD shop. If a student requires a refund check, he or she should visit the Administrative Office and fill out a Refund Request form. If an unclaimed refund remains on the student’s account at the time of his or her graduation, a refund check will automatically be issued to the appropriate party in order to close the student’s account.

**STORE CREDIT**
Make-Up Designory (MUD) would like to help students traveling from outside Southern California make an easy transition to Los Angeles. In order to assist international students with this goal, MUD maintains furnished student dorm-style housing at the Avalon Burbank Apartments, which are located across the street from the school. To help students traveling from other states and regions make an easy transition to Southern California, MUD has put together a list of resources where students can begin their search for housing options. Students who need housing assistance should speak with their Admissions Advisor for a list of the most current options we have available. Cost of housing in the Los Angeles area can range. However, in Burbank, on average, students should expect to pay approximately $900 per month.

We recommend that students flying into Los Angeles choose the Bob Hope Airport in Burbank, since it is located about five miles from the school. If a student chooses to fly into LAX (Los Angeles International Airport), we recommend www.Shuttle2LAX.com as they have a flat rate of $20.00 from the airport to the school. Please call 888-920-2220 for details.

Students who are planning on using a car as their primary means of transportation to and from school may purchase parking permits from the City of Burbank for $50.00 per calendar month. Permits are only necessary for day students, and pricing is subject to change without notice.

1. Westside Rentals is a rental-finding service that provides listings for 16,000 apartments and homes throughout Southern California. Westside Rentals charges a small fee to utilize all of their search features, including one-on-one rental advice. 310-395-7368 www.westsiderentals.com

2. My Cheap Apartments is a search engine for nationwide affordable housing listings. www.mycheapapartments.com

3. 1200 Riverside Apartments is conveniently located near Burbank's Entertainment Industry, the Burbank Airport, the Los Angeles Equestrian Center, Universal City, and Griffith Park. 1200 Riverside Apartments is close to the freeway and accepts small dogs. 1200 Riverside Drive, Burbank, CA 91504 818-843-2441 www.liveatalliance.com/1200riverside

4. Rancho Los Feliz is also a corporate-type housing complex. It is approximately four miles from the school, and there is direct bus service to the school. Furnished efficiencies and studios are available by the month. 3205 Los Feliz Blvd., Los Angeles, CA 90039 323-663-2626 www.rancholosfeliz.com

5. Town Center Apartments offers luxurious living located in the heart of the Media Center, just minutes from major studios, shopping, dining, and recreation. Town Center offers on-site management and maintenance services. Floorplans of one bedroom, one bedroom loft, two bedroom flats, and two bedroom townhouses style apartments are available. Fully furnished options are also available. Ask for Paul to receive MUD discounts. 333 Andover Drive, Burbank, CA 91505 818-845-2220 www.burbankaptsTCA.com

6. Oakwood Corporate Housing at Toluca Hills is a beautiful, resort-like property that offers furnished apartments. It is approximately three miles from the school. Ask for Lila Cross to receive MUD discounts. 3600 Barham Blvd., Los Angeles, CA 90068 323-878-2100 www.oakwood.com

7. Avalon Burbank is an excellent choice for housing in the Burbank area. These luxury apartments are located in a great neighborhood, approximately three miles from the school. 350 S. San Fernando Blvd., Burbank, CA 91502 866-430-4243 www.avaloncommunities.com
1. The Burbank Extended Stay Inn is a small apartment complex that offers weekly and monthly rates for fully furnished studio apartments. All apartments include stove, refrigerator, kitchen utensils, linens, and weekly maid service. Be sure to ask for the MUD discount.
2021 W. Olive Ave., Burbank, CA 91506  818-848-9048  www.esinns.com

2. Holiday Inn Burbank offers daily to monthly rates and is conveniently located across the street from the school.
150 E. Angeleno Ave., Burbank, CA 91502  818-841-4770  www.holidayinnburbank.com

3. Furniture rentals
Brook Furniture Rentals: 877-285-RENT   www.bfr.com
Cort Furniture Rentals: 800-962-CORT   www.cort.com
Fashion Furniture Rental: 888-432-4196   www.fashionfurniture.com

Make-Up Designory does not discriminate in admission or access to our courses or programs on the basis of age, race, color, sex, disability, religion, sexual orientation or national origin. If you would like to request academic adjustment or auxiliary aids, please contact the School Director. You may request academic adjustments or auxiliary aids at any time. The School Director is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicants who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The School will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

- Notify the School Director in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed. You may contact the School Director by telephone at 818-729-9420.
- The School Director will respond within two weeks of receiving the request. If you would like to request reconsideration of the decision regarding your request, please contact the School Director within one week of the date of the response. Please provide a statement of why and how you think the response should be modified.

MUD is dedicated to providing all students and graduates with access to a comprehensive source of research material related to the field of make-up artistry. The research conducted in the Learning Resource Center is essential to developing a familiarity with the professional make-up industry. For this reason, our faculty and staff actively promote the frequent use of the materials and resources available here.

In the MUD Learning Resource Center, students can review notes, study course materials, and conduct research on award-winning make-up artists, popular products and specialized techniques. Students may use the computer work stations to access the internet and review photographs of their work.

The Learning Resource Center is equipped with computer work stations with networked printing capabilities using standard inkjet printers and photocopy machines. These printers and copiers allow any student or graduate an on-campus option to reproduce images or source materials that may provide inspiration in the classroom or for professional assignments. Each work station with a desktop PC includes software such as Microsoft Office applications Word, Excel and PowerPoint, as well as photo viewing and editing programs. The Learning Resource Center also provides MUD students and graduates with wireless internet connectivity with access points located throughout the campus.
As future artists, students must be sensitive to the unlawful use of other individuals’ work. Use of written materials, pictures, music, etc., without giving credit to the original artist or use of the material for purposes other than its original intention is against MUD policy. Students should be aware that any files that are on the library computers will be deleted after school hours. Students are encouraged to keep their work, and their work only, on portable memory devices that are required for class. Any student who violates federal or state policies on file sharing will be held to the MUD’s Rules of Conduct and is subject to the sanctions outlined in the Probation and Termination Policy.

Make-Up Designory (MUD) is pleased to offer continuous graduate assistance to active students and graduates through our Career Services Department. Career advisement is based upon each individual student’s needs, and is available to all MUD students and graduates in good standing. Our services include the MUD Job Board, Professional Development Lectures, and one-on-one counseling.

Make-Up Designory does not guarantee our students’ employment; each make-up artist is responsible for securing his or her next job. Most make-up artists find employment in a variety of areas that creates an employment mix and offers various job experiences. Employment can be found in industries such as cosmetics lines, salon/spas (additional licensing and training may be required depending on the state or country), film, television, fashion, theater, and social events. Depending on the job, project, or budget, employment can range from one day to several months. The hours worked can also range from a traditional eight-hour day in cosmetic sales to ten- to fourteen-hour days on a film set. The field of make-up artistry is artistic, diverse, highly entrepreneurial, and competitive – which can be both challenging and rewarding. When starting out, it is extremely important to set realistic goals. Being organized, tracking expenditures, budgeting money, networking, and being open and available to various job opportunities are just a few guidelines for success in the industry.
Getting Started with a Professional E-mail Address

We highly recommend that all artists maintain a professional e-mail address. This e-mail address will not replace your personal e-mail, but should be used for all business communication as you begin your new career.

Examples:
firstname.lastname@hotmail.com
firstname_makeupartists@gmail.com
makeupbyfirstname@yahoo.com

Once you have established your new, professional make-up artist's e-mail address, please notify the Administrative Office so that we can update your file.
The following Completion Rates are done in accordance with California Education Code and represent only the Los Angeles campus during the noted time frame. This information is also reported on the School Performance Fact Sheet which is filed with the Bureau for Private Postsecondary Education and is given to students as a part of their enrollment package; enrolling students are required to sign off on the Fact Sheet to acknowledge that they have received this information.

<table>
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<tr>
<th>Course</th>
<th>2011</th>
<th>2012</th>
<th>Completion Rate</th>
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<tbody>
<tr>
<td>Fashion Make-Up Artistry</td>
<td>56</td>
<td>55</td>
<td>89%</td>
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<tr>
<td>(12 WEEKS)</td>
<td>56</td>
<td>47</td>
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<td>Film and Television Make-Up Artistry*</td>
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<tr>
<td>(18 WEEKS)</td>
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<td>10</td>
<td>71%</td>
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<td>Multimedia Make-Up Artistry</td>
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<td>(18 WEEKS)</td>
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<td>Master Make-Up Artistry</td>
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<tr>
<td>(24 WEEKS)</td>
<td>135</td>
<td>96</td>
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*Please note that in 2013, a substantive modification was made to the Film & Television Make-up Artistry program that decreased the total clock hours from 630 to 420, thereby decreasing the total number of weeks of attendance from 18 to 12. Outcome data reflecting this change will not be available until the 2015 catalog.

The following Completion Rate is reported via the US Department of Education guidelines. This rate is calculated using student completion data from the Multimedia and Master Make-Up Artistry programs from both the Los Angeles and New York campuses. Graduates had an expected graduation date between July 1, 2012 and June 30, 2013 and graduated on-time, within a normal time frame.

**Combined Campus Completion Rate - 79%**

Placement is determined if the graduate declares himself or herself as a self-employed or freelance make-up artist, or secures traditional type employment, where knowledge of make-up artistry is required. Due to the nature of make-up artistry, most graduates of our school, placed in the field, will not work a “typical” work week of 30-40 hours. Work is obtained through independent jobs in the film, television, fashion and social industries. Graduates collect their wages and secure employment in a number of positions from these areas; these graduates are considered self-employed or as a freelancer and have an employment mix. We confirm a graduate’s self-employment status through his or her affirmation of self-employment or freelance work and by collecting one or more forms of verification: employer statement, business cards, resume, marketing materials, call sheets, etc. The number of hours that these graduates work per week can vary depending on the nature of the project that they are working on; as a result, we consider them to work less than 32 hours per week since we cannot substantially verify their regular hours of employment. Graduates who secure traditional employment are those who can verify that they have attained employment through a singular employer; jobs of this sort are mostly found in the retail industry, skin-care professions and in salons and spas (jobs in the skin-care field or in salons and spas may require more training and a state license). It is in this field of employment that we generally find students who have secured more than 32 hours of work per week. Information on the employers that frequently hire our students and/or the types of jobs our students receive after graduation can be obtained through our Career Services Office.
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<tbody>
<tr>
<td>Fashion Make-Up Artistry (12 WEEKS)</td>
<td>56</td>
<td>55</td>
<td>50</td>
<td>47</td>
<td>38</td>
<td>32</td>
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<td>82%</td>
<td>91%</td>
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<tr>
<td>Film and Television Make-Up Artistry*</td>
<td>8</td>
<td>7</td>
<td>7</td>
<td>10</td>
<td>6</td>
<td>9</td>
<td>5</td>
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<tr>
<td>(18 WEEKS)</td>
<td>83%</td>
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<td>83%</td>
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<tr>
<td>Multimedia Make-Up Artistry (18 WEEKS)</td>
<td>122</td>
<td>119</td>
<td>119</td>
<td>103</td>
<td>112</td>
<td>93</td>
<td>82</td>
<td>78</td>
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<td>80%</td>
<td>84%</td>
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<td>69</td>
<td>74</td>
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<tr>
<td>Master Make-Up Artistry (24 WEEKS)</td>
<td>130</td>
<td>113</td>
<td>119</td>
<td>96</td>
<td>99</td>
<td>88</td>
<td>113</td>
<td>71</td>
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<td>74</td>
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</tbody>
</table>

1 “Number of Students Who Began Program” is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.
2 “Graduates” is the number of students who completed the program within 100% of the published program length.
3 “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment. Graduates unavailable for employment means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students who leave the United States, or do not have a Visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
4 “Graduates Employed in the Field” means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.
5 “Placement Rate” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

*Please note that in 2013, a substantive modification was made to the Film & Television Make-up Artistry program that decreased the total clock hours from 630 to 420, thereby decreasing the total number of weeks of attendance from 18 to 12. Outcome data reflecting this change will not be available until the 2015 catalog.
The following is a chart of the annual salaries of our employed graduates for the past two years, as reported by those students who responded to the survey. This chart is completed in accordance with the regulations of the California Private Postsecondary Act of 2009. Graduates were contacted using a third-party servicer and reported their salary and wage information directly to the third-party servicer, not to MUD. These students graduated between January 1st, 2010 and December 31st, 2010, and January 1st, 2011 and December 31st, 2011; the data reported reflects their reported employment during the same calendar year in which they graduated.

<table>
<thead>
<tr>
<th>Programs</th>
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<tbody>
<tr>
<td>Fashion Make-up Artistry (12 weeks long)</td>
</tr>
<tr>
<td>Film &amp; Television Make-up Artistry* (18 weeks long)</td>
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<tr>
<td>Multimedia Make-up Artistry (18 weeks long)</td>
</tr>
<tr>
<td>Master Make-up Artistry (24 weeks long)</td>
</tr>
<tr>
<td>Graduates Available for Employment</td>
</tr>
<tr>
<td>Graduates Employed in the Field</td>
</tr>
</tbody>
</table>

1 “Graduates available for employment” means the number of graduates minus the number of graduates unavailable for employment. Graduates unavailable for employment means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

2 “Graduates employed in the field” means graduates who are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

3 Salary is as reported by the student. Not all graduates reported salary.

**US DEPARTMENT OF EDUCATION PLACEMENT DATA**

As per the USDOE guidelines, we are required to report the Employment Rates given to our accrediting commission in the most recent annual report. The employment rates are based on the total number of graduates, including those graduating within the maximum time frame, but excluding anyone not available for employment due to medical reasons, death, further education, incarceration and international students. Our programs prepare students for the occupation of “Makeup Artist, Theatrical and Performance” (O*NET code 39-5091.00) and for occupations where knowledge of make-up artistry is required such as Retail Salespersons (O*NET code 41-203100) and Skin care Specialist (O*NET code 39-509400). More information on this profession can be found at the Department of Labor’s website at: www.onetonline.org.

**ANNUAL SALARY AND WAGES REPORTED BY GRADUATES EMPLOYED IN THE FIELD**

<table>
<thead>
<tr>
<th>Programs</th>
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<tbody>
<tr>
<td>Fashion Make-up Artistry</td>
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<td>Film &amp; Television Make-up Artistry*</td>
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<tr>
<td>Multimedia Make-up Artistry</td>
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<tr>
<td>Master Make-up Artistry</td>
</tr>
<tr>
<td>Salary Range</td>
</tr>
<tr>
<td>Number of Graduates</td>
</tr>
<tr>
<td>Students Not Reporting Salary</td>
</tr>
</tbody>
</table>

*“Graduates enrolled in the field” means graduates who are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

1 Salary is as reported by the student. Not all graduates reported salary.

**COMPLETION AND PLACEMENT DATA**

- **Fashion Make-up Artistry**
  - Number of Graduates: 56
  - Graduates Available for Employment: 42
  - Graduates Employed in the Field: 37
  - Placement Rate: 88%

- **Film and Television Make-up Artistry***
  - Number of Graduates: 13
  - Graduates Available for Employment: 12
  - Graduates Employed in the Field: 10
  - Placement Rate: 77%

- **Multimedia Make-up Artistry**
  - Number of Graduates: 109
  - Graduates Available for Employment: 93
  - Graduates Employed in the Field: 76
  - Placement Rate: 82%

- **Master Make-up Artistry**
  - Number of Graduates: 104
  - Graduates Available for Employment: 98
  - Graduates Employed in the Field: 78
  - Placement Rate: 80%

*Please note that in 2013, a substantive modification was made to the Film & Television Make-up Artistry program that decreased the total clock hours from 630 to 420, thereby decreasing the total number of weeks of attendance from 18 to 12. Outcome data reflecting this change will not be available until the 2015 catalog.
STACY BISEL  
INSTRUCTOR

Stacy Bisel has been a professional make-up artist for the past 11 years. Ms. Bisel is a graduate of Russell High School in Russell, KY, University of Kentucky in Lexington, KY and Make-up Designory. She has been with Celestine Agency for the past seven years and has extensive knowledge in print, commercial, and film with professional credits in printing including Target, Chevrolet, Martha Stewart Weddings, Old Navy and she has worked in reality television America’s Next Top Model and has production credits in DVD Documentaries including: The Dark Knight Rises, The Girl With the Dragon Tattoo, and the re-release of The Wizard of Oz. She has also worked with celebrities Jolie Richardson, Laura Linney, Jordan Sparks, and Christina Applegate to name a few.

DEE DEE BLACK  
INSTRUCTOR

DeeDee Black graduated from Laurel High School in Laurel, Maryland and continued her education at Morgan State University in Baltimore where she earned a Bachelor's Degree in Biology. Ms. Black started her career as a production hair and make-up artist in her hometown of New York City, New York. She has shared her skills with various media including commercials, print, fashion shows and film, and has worked with Olympic winner Allyson Felix, Lady Gaga, 50 Cent and a host of others. She is a licensed cosmetology graduate from Redondo Beach Beauty College in Redondo Beach, California as well as a certified hair extensions instructor from Dallas Academy of Hair Extensions in Dallas, Texas.

MICHELLE CHUNG  
INSTRUCTOR

Michelle Chung has been a professional makeup artist for over 8 years and is a member of Local 706, The Makeup Artists and Hairstylists Union. She is a graduate of Los Angeles County High School for the Arts and has a B.A. in Fine Art from the University of California, Los Angeles. She graduated from Make-Up Designory in 2004, and began freelancing while at MUD. She has extensive experience in film and television, working on TV shows for CBS, FOX, MTV, The History Channel, CNN, TLC, SpikeTV, and FuseTV. She has extensive commercial credits with clients like McDonalds, Dr. Pepper, Adidas, Budweiser, Subway, Chevrolet, and Audi and has worked on music videos for The Beastie Boys, Maroon 5, and Big & Rich. Her feature film credits include Rob Zombie’s upcoming film The Lords of Salem, House of the Wolfman, The Revenent, Dark and Stormy Night, Midnight Movie, and Steam. She is currently working on the 5th season of the CW show 90210.

SEAN CONKLIN  
INSTRUCTOR

Sean Conklin is a freelance make-up artist and Make-up Designory’s Los Angeles lead make-up artist. He received his G.E.D. from the State of California's Department of Education and went on to study theatre at Mira Costa College. He is a graduate of MUD’s Master Make-up Artistry Program, Studio Hair Styling and Airbrush courses. Mr. Conklin’s professional credits include: American Idol, BET Award Show, numerous WB spots (Where L.A. Lives), HGTV spots (Selling L.A.), MTV's Next, TV Land's She's Got the Look, and various infomercials and feature films. He has worked with numerous entertainment personalities including: Chris Brown, Marcia Cross, Jason Alexander, Adam Arkin, Bill Mosely, Camryn Manheim, Jane Kaczmarek, Justin Kirk, Jason Priestly, Alanis Morissette and Giovanni Ribisi. Mr. Conklin's work has appeared in print publications such as: Flaunt and Elle Magazines and the Lands' End catalog. He teaches regular seminars for Make-up Designory and is also a volunteer for the Beauty Bus Foundation which provides in-home beauty services to the terminally and chronically ill and their caregivers.

JAMES CONRAD  
INSTRUCTOR

James Conrad is a graduate of Healdsburg High School in Healdsburg, CA and trained at The Academy of Studio Makeup in Studio City, CA. Mr. Conrad has been a professional make-up artist for 20 years and has spent most of that time working in effects labs like Fun House Inc., ADI, Cannom Creations, and Almost Human on movies such as Fight Club, Starship Troopers, Blade, Wishcraft and TV shows Buffy the Vampire Slayer and Angel. His eclectic career has included work on a broad range of artistic projects ranging from tattoos to fully mechanized creatures. Mr. Conrad has worked with many prominent actors including Brad Pitt, Adam Sandler, Drew Barrymore, Malcolm McDowell and LL Cool J.
NIKKI DEROEST

INSTRUCTOR

A Salt Lake City and Seattle native, Nikki DeRoest has been in the makeup and hair industry for ten years. She is a freelance artist, working both in make-up and hairdressing. She graduated from Sumner High in Sumner, WA and went on to train as a hairdresser with an apprenticeship at Jake Thompson Hair in Salt Lake City, UT. Her make-up training was self taught, followed by courses through Aveda, Stila, Bobbi Brown, and Jane Iredale. She is known for her range of versatility; creating flawlessly beautiful to edgy, conceptual, and avant-garde make-ups. She has worked on projects from fashion campaigns to TV commercials and music videos.

JED DORNOFF

INSTRUCTOR

Jed Dornoff received his diploma from St. Anthony High School in Long Beach CA, and pursued his Associates Degree in Acting from Long Beach City College. He also served in US Navy for 8 years as a CTT2 (SS) in the submarine force. Mr. Dornoff is a MUD graduate and a Journeyman Make-up Artist at Local 706 Los Angeles. His diverse professional experience as a make-up artist expands over 12 years and includes: running stage shows at LBCC, FX studio work, film and television, as well as becoming fashion show certified with MAC. His most recent credits include: Dexter, Details magazine, Vampire Diaries, House, Dark Skies, Major Crimes, Insidious, TOYOTA commercial, Newsreaders, The Artist, After Earth, The Amazing Spider Man, Red State, Thor, Priest, True Blood, No Ordinary Family, Star Trek XI, CSI Miami, Criminal Minds, The Soloist, NTSF:SD:SUV, 2012 BET Awards, Children’s Hospital, Wild About Harry, Shadow heart, Fred & Vinnie, and Pirates of the Caribbean: Dead Man’s Chest; Pirates of the Caribbean: At World’s End; Pirates of the Caribbean: On Stranger Tides.

PAMELA HACKEMAN

INSTRUCTOR

Pamela has had a passion for health and beauty most of her life; she has over 18 years of experience in skin care, professional make-up, and retail sales. She is a graduate of John I. Leonard High School in Lake Worth, FL. New England Shiatsu School in Boston, MA, Moro Beauty School in Glendale, CA and Make-Up Designory. Ms. Hackeman has been teaching with Make-Up Designory for over 12 years, and has taught make-up and skin care seminars, internationally, in Los Angeles, San Francisco, New York, Miami, Japan, Thailand and South Africa. Her background includes: Art, Psychology, Nutrition, Shiatsu, Hatha Yoga, Chi Kung, Tai Chi, and Meditation. She believes that balance of body, mind and spirit, are key to beauty, along with topical skin care treatments and make up. Her approach embraces the natural, using shiatsu and organic products, and the new, using advanced technology such as stem cell products, microdermabrasion, light and color therapy, and oxygen infusion to give you the best care available. She has worked with MAC, Chanel, La Prairie, Beau Bridges, Eric Roberts, Stacey Keach, (LT) Lawrence Taylor, Christopher Titus, Shane Black, Sally Kirkland, Amanda Lucas, Cynthia Watros, among many others. She has also mentored many successful make up artists, including Tara Savelo, Patrice Graham, Amy Chance, Kimberly Pletz, Jackie Mgido, and many others.

JENN HALL

INSTRUCTOR

Jenn Hall has been a professional make-up artist and special make-up effects artist for over 9 years. After graduating from Titusville High School in Titusville, FL and completing her Associates Degree in Film at Full Sail University, she began her career apprenticing under Rick Gonzales in Orlando where she partnered with him on several projects which lead to her becoming the lead supervisor of his shop. Her film work ranges from special effects techniques to more classic beauty looks on a variety of films, television productions and music videos. Ms. Hall was a key make-up artist on such films as Would You Rather, Alyce, By the Wayside, Terror Inside, Days of Darkness, Wolf Pack of Reseda, Pose Down, and many others. Her special make-up effects film credits include The Crazies, Devil, Zombies! Zombies! Zombies!, Automaton Transfusion and Doomsday County, for which she won a ScreamFest Film “Best Special Effects Make-up” award. Her beauty make-up credits include A Modern Twain Story: the Prince and the Pauper and A Glaring Emission. She was the assistant creature creator on Box of Shadows, and worked on five episodes of the television series Fear Clinic. Ms. Hall's most recent work has been applying prosthetics for Mr. Jeffrey Combs for the play Nevermore: An Evening with Edgar Allan Poe, working on- and off-camera for SyFy’s Face Off and for the MTV Film Awards.

DAVID HARRINGTON

INSTRUCTOR

As a stylist with over 30 years of experience, David Harrington is a creative force in the entertainment and salon industries, having styled for fashion greats such as Gucci, Escada, Vidal Sassoon, and Shu Uemura. He is a graduate of Abbeville High School in Abbeville, LA and The Institute of Cosmetology, Trilogy and Esthetic in Lafayette, LA, and has professional training from Vidal Sassoon, Toni & Guy, Christie Valmy, Rudy Harlow, Bumble & Bumble, Orlando Peta.
and Bryin Smoot. Mr. Harrington has also worked as a personal stylist for talent such as Paula Abdul and Erik Palladino and his artistry has been showcased on runways, on Entertainment Tonight, Univision, the British GQ Awards, Los Angeles Magazine, and more. He is a licensed cosmetologist in Louisiana, New York, California and Hawaii and has spent his career working with a diverse clientele throughout London, New York, San Francisco, and New Orleans. Mr. Harrington is currently sharing his talent and vision in Los Angeles.

**BYRD HOLLAND**  
MAKE-UP ARTIST EMERITUS

Byrd Holland is a recognized professional make-up artist and a member of Local 706, The Make-Up Artists and Hair Stylists Union IATSE. His career spans 40 years in television, theater, and print. Mr. Holland's film credits include working as Department Head for productions such as Executive Action, The Spectre of Edgar Allan Poe, I Crossed the Color Line, Rabid, and Journey to the Center of Time. Mr. Holland's television credits include The Alamo: Thirteen Days To Glory, Six Against the Rock, Crazy Times, Gunsmoke: Return to Dodge, Crisis in Midair, The Bill Cosby Variety Show, The Rock & Roll Years, and American Bandstand. In addition, Mr. Holland worked as the Department Head for Hard Copy for four years. Over the course of his career, he has worked with prominent actors, musicians, and entertainment personalities that include John Travolta, Danny DeVito, Cloris Leachman, Tom Hanks, Burt Reynolds, Natalie Cole, Paul McCartney, Michael Jackson, Hal Linden, Jonathan Winters and James Arness. He has also worked with Jimmy Carter, Senator and Mrs. Bob Dole, and Governor Pete Wilson.

**TATE HOLLAND**  
CEO, PRESIDENT

Tate Holland has worked in make-up education and cosmetic sales, manufacturing and distribution for the last 18 years. He is also an experienced Administrator and School Director. Along with his school responsibilities, Mr. Holland is active in local community affairs. He is a former President of CAPPS, the California Association of Private Postsecondary Schools, the Burbank Chamber of Commerce, and the Burbank Downtown Business Improvement District. He is also a member of the Measure K Budgetary Oversight Committee for the Newhall School District. Mr. Holland holds a Bachelor of Arts in International Studies from the American University in Washington, DC.

**VERONICA LANE**  
INSTRUCTOR

Veronica Lane has been a professional Make-up & Hair Artist for over 20 years. She is a graduate of Theodore Roosevelt High School in Los Angeles and Creative Cosmetics Makeup School and received her cosmetology license from Cerritos Community College. In 1989 she answered an ad in the newspaper for a makeup sales position at the Max Factor Museum and Boutique where she first got her taste of makeup and design and paved the way for many more opportunities to come. She went on to work for the world-renowned hair company, Sebastian International, in the 1990’s where she taught seasonal makeup collections throughout the United States and Canada. Throughout her career, she has worked in films, television, reality television, commercials, fashion shoots, advertising, press junkets, and red carpet events. She loves to teach others and share her knowledge of the industry. Her client list includes: L'anza Healing Hair Care, K-Swiss, Wal-Mart, Target, Montage Laguna Beach, Kodak, BBC America, Best Buy, Pet Armour, Mazda, McDonalds, Oxygen Network, Vyebmobile, Toy R’ Us, Giada at Home, Game, Ellen DeGeneres Show, Megan Mullaly Show, The ESPY’s and many more. As a freelance make-up artist working for 14 years, she continues to be a force in very competitive industry.

**LISA LEVERIDGE**  
INSTRUCTOR

Lisa Leveridge has been a professional make-up artist and hair stylist for 25 years. Her career began after graduating John H. Glenn High School and Long Island Beauty School in New York, where she received a cosmetology license. She began working on various television productions for ABC, NBC, FOX, HBO, MTV, VH-1, PBS, and Comedy Central, as well as print and runway for Revlon, and Betsey Johnson. In 1996, she was given the opportunity to move to Los Angeles where she continued as the makeup artist for Politically Incorrect with Bill Maher, (later named Real Time with Bill Maher). This led her to join the make-up artist Union Local 706. Her vast experience in the industry has allowed her to work on sitcoms, sketch shows, reality shows, talk shows, episodic shows, game shows, commercials, award shows, red carpet events, news shows, print ads, and fashion shows. She has also been the personal make-up artist for Jenny McCarthy, Carmen Electra, and Kathy Griffin. Her celebrity client list includes; Sarah Jessica Parker, Tom Hanks, Chris Rock, Claudia Schiffer, Ben Affleck, Sarah Silverman, Michael Buble, Bill Clinton, Lisa Kudrow, Jaime King, Rob Lowe, Rose McGowan, Alyssa Milano, Alec Baldwin, Nicole Richie, Jack Black, Marilyn Manson, Cyndi Lauper, Green Day, and Guns n’ Roses. Most recently she lends her talents to Dancing with the Stars.
David Langford began his career after graduating from Fountain Valley High School in Fountain Valley, CA by doing make-up for local theater productions. After realizing his passion for the craft, he subsequently trained at the Joe Blasco Makeup Artist Training Center in Hollywood and began working on small TV productions such as Elvira: Mistress of the Dark, then later on Jeopardy with Alex Trebek and The Richard Simmons Show. Mr. Langford was also Department Head on the Paramount lot and remains the Senior Make-Up Consultant for Disney, doing make-up for premieres of Disney films and ABC specials on shows such as Dancing With The Stars.

Kat Laskey is a native of Miami, Florida where she began her make-up career in 2004. After obtaining her GED from the state of New Jersey she went on to graduate with her BFA from Florida International University where she studied Stage Make-up in their theater department. She has received additional training from The Powder Group, the Joe Blasco Makeup Artist Training Center and Temptu, and has worked for and trained with MAC Cosmetics and MAC Pro in Chicago. Currently residing in Los Angeles, Ms. Laskey freelances as a make-up artist for print, music videos, commercials, film, and television, and provides on-site hair and make-up services for weddings and red carpet events.

Angel Radefeld-Wright has been a professional make-up artist for 12 years and a licensed cosmetologist for over 15 years. Ms. Radefeld-Wright is a graduate of Blue Valley North High School in Overland Park, KS, Lawrence Beauty Academy in Lawrence, KS, and Make-Up Designory. She has advanced training in make-up and cosmetology from Aveda Institute in Minneapolis, MN, Toni & Guy in Dallas, TX and IATSE Local 706 in Los Angeles, CA and has studied with professionals from MAC, Aveda, TIGI, Redken, Sexy Hair Concepts, Matrix, Biolage, Make-up Forever, PPI and L'Oreal. She has extensive experience in film, television, and print with professional credits including Little Miss Sunshine, The Hangover, Bad News Bears, Peaceful Warrior, Hidalgo, The District (CBS), House (FOX), In Justice (ABC), and E! Networks. Ms. Radefeld-Wright's print and commercial credits include Sprint, Bud Light, Heineken, Bare Minerals, TV Guide, Toyota, Teen People, and Abercrombie & Fitch. She is an active Journeyman Make-up Artist with Local 706 in Los Angeles.

Gil Romero has been an educator with Make-up Designory for over 13 years. He is a graduate of Willow Park High School in Apple Valley, CA, Cinema Make-up School in Los Angeles, CA and Make-Up Designory. Additionally, he received training in make-up design and artistry from UCLA Extension and Scheell Sculpture Studio, and has continued to further his own educational experiences by taking courses in management and instructional methodology through UCLA Extension, University of Phoenix, Victorville Community College, Skillpath and the Coalition of New York State Career Schools. Mr. Romero has lectured and demonstrated make-up techniques including injury simulation, the process of prosthetic construction and prosthetic application on behalf of MUD, both nationally and internationally. In 2009, he co-authored the second edition of Make-Up Designory’s Character Make-up textbook. As a professional make-up and special make-up effects artist, Mr. Romero has had extensive experience in film and television since 1995. His work has been seen on television shows and films including The Unit, Scrubs, Prison Break, Untold Stories of the E.R., The Sarah Silverman Show, The Late, Late Show with Craig Ferguson, The Shield and America’s Next Top Model, Midnight Movie, Five Fingers with Laurence Fishburne, Route 666 with Lou Diamond Phillips, Rob Zombie’s House of 1000 Corpses, and the short film Wounded Embark of a Lovesick Mind by author/illustrator and film director Gris Grimly. In addition to his film and television work, he has produced prosthetic make-ups and effects for Universal Studios’ Hollywood and Tokyo live-action stunt show WaterWorld, the Anubis puppets for The Mummy II: Chamber of Horrors, Busch Gardens Howl-O-Scream event character “Jack”, FuseTV/ Fangoria Chainsaw Awards, live musical performances, and specialty trauma simulations for companies and professional organizations including one the largest and most technologically advanced burn centers in the U.S., the Integris Burn Center.

Gina Sandler has been a professional make-up artist for 21 years. After graduating from Heritage High School in Conyers, Georgia she moved to Los Angeles to work as a scenic artist in the film and tv world. She is a graduate of Joe Blasco Makeup Artist Training Center in Hollywood. She has worked extensively in commercials, print advertising, and editorials. Ms. Sandler has worked on commercials for clients such as Canon, Mercedes-Benz, EA Sports, Ford, Lincoln, Nike,
Taco Bell, and Seiko Watches. Her print advertising clients include Sony, Flexfit, Jaguar, Nikon, and Pepsi. Ms. Sandler has also completed editorial work for publications that include *Detour, Glamour, LA Times Magazine, Paper, Shape, Arena, Business 2.0,* and *Spin.* She continues to expand her artistic skills by taking extensive visual art workshops in sculpting, painting and drawing.

Since moving to Los Angeles in 2002, Ray Shaffer has been employed in the motion picture industry as a special make-up effects sculptor, mold-maker, hair technician, and applications artist. He has worked with numerous Oscar®-winning make-up artists including Michele Burke, Barney Burman and Christien Tinsley and has assisted in developing prosthetic appliances for actors that have included Tom Cruise, Kevin Costner, Chris Pine, Leonard Nimoy, Jason Statham and Winona Ryder. His filmography includes *Star Trek (2009), The Watchman, Tron Legacy, Crank, I Am Legend, Mr. Brooks and Tropic Thunder.* He attended Bourne High School in Bourne, MA and holds a BFA in Theatre from Salem State College in Massachusetts.

KarrieAnn Sillay has been a professional make-up and special make-up effects artist for fifteen years. Mrs. Sillay's work has included film and television productions such as *We Are Marshall, Heavens Fall, Elvis (CBS miniseries), The Crow, Gacy, Five Fingers, Rollerball 2000,* and music videos for Limp Bizkit, Courtney Love, and Macy Gray. She has had the honor of working with many celebrities such as Laurence Fishburne, LL Cool J, Dennis Hopper, Jean Reno, Alan Arkin, Frank Langella, Tyler Perry, Juliet Landau, Tito Ortiz, Lucia Rijker, Tara Reid, David Boreanaz, Rose McGowan, Daniel Baldwin, Naveen Andrews, Rebecca Romijn, Jonathan Rhys Meyers, Randy Quaid, Matthew McConaughey, Anthony Mackie, Russell Simmons, Colm Meaney, Ryan Phillippe, Timothy Hutton, Billy Zane, Bryan Cranston, and Chris Klein. Mrs. Sillay is a graduate of Woodbridge High School in Irvine, CA and Make-Up Designory. She continues to develop herself professionally by taking courses in instructional methodology and by working as an artist in the film and television industry.

Karen Stein has been a professional freelance make-up artist for over 10 years. In order to learn her trade, she studied with professionals from Make-up Forever, Bobbi Brown, Tempu, MAC, and Make-Up Designory. She has worked on television shows for Comedy Central, TLC, Food Network, PBS, DIY Network, BBC, History Channel, and GSN as well as the award-winning horror film, *Babysitter Wanted.* Ms. Stein has also worked with celebrities including Rosario Dawson, Rachel Hunter, Seth Green, Bob Newhart, Martin Landau, Jane Lynch, Rip Taylor, Ron Perlman and Jimmie “J.J.” Walker. Ms. Stein is a graduate of Berkmar High School in Lilburn, GA and received her BFA in Theatre from Emerson College in Boston, MA.

Paul Thompson is the Director of Education at Make-Up Designory and is a professional make-up artist with 24 years of experience, and an educator with 18 years of experience. He graduated high school in California at La Quinta High School, and then attended Orange Coast College and UCLA extension classes to learn the art of make-up. In addition to his make-up education, Mr. Thompson has completed courses in curriculum design and writing with the University of Phoenix, completed all course work required for a designated subjects vocational teaching credential at UCLA, and completed all course work to achieve a full teachers license in the State of New York. Over the course of his career he has been licensed to teach in California, Florida and New York. Mr. Thompson founded Creature Creations, a special make-up effects company specializing in television, commercial and theme park projects. One project resulted in the creation of the very first silicone bodysuit for Luke Perry in *Robin Cook’s Invasion,* an NBC mini-series. He also supervised film and television projects for the MUD/FX Group, a special make-up effects shop he co-founded. Mr. Thompson has held a number of educational specialist positions at several professional make-up schools including UCLA extension, and has lectured all over the world for major cosmetic companies such as MAC Cosmetics, Max Factor & Company, and Kryolan Cosmetics. Currently, he is responsible for the educational quality of the Los Angeles, New York and European MUD campuses which includes overseeing curricula, educational materials, and the recruitment and training of all faculty members. In addition to managing the development of curriculum for MUD’s main campuses, seminars and company
training programs, he also manages MUD’s publishing endeavors. Mr. Thompson authored MUD’s character textbook *Character Make-up*, published in 2005 and co-wrote the second edition, published in 2009. Over the course of his career, he has worked with many prominent actors, musicians, and entertainment personalities including Janet Jackson, Whoopi Goldberg, James Earl Jones, Jackie Chan, Matthew Broderick, Christopher Reeve, Jonathan Taylor Thomas, Cheech Marin, Pauly Shore, Traci Lords, John Dye, George Hamilton, Clint Howard, and Mark Kriski.

Mary Anne Toccalino has been a professional make-up artist and consultant for the cosmetics industry for over 30 years. Since 1997, she has worked to develop a strong background in commercials, industrial videos, and print, for clients like Chrysler, General Motors, The Detroit Pistons, Merrill Lynch, Audi, K-Mart, Benetton, and Domino’s Pizza. Ms. Toccalino has worked for major cosmetics companies including Lancôme, Ralph Lauren, Rene Guinot, Sothys, La Prairie, Dermalogica, MOP, Giovanni, and Sebastian. Her more recent fashion credits include Lux Life Fashion Evolution 2007 in Miami, Florida. Ms. Toccalino has also owned and operated her own business for over nine years. Her film and television credits include work as a Make-Up Supervisor for *Jelly* at the 2008 Sundance Film Festival, *The Big Story*, and *The Faith Hill Special* (NBC). She has worked with personalities such as Michael Jackson, Gary Oldman and Lily Tomlin. Ms. Toccalino is a graduate of Radford Union High School in Radford, MI, Joe Blasco Makeup Artist Training Center in Hollywood, CA and Make-Up Designory. Ms. Toccalino has her A.A. in humanitarian Arts from Oakland University in Oakland, MI and an Esthetician’s Degree from Virginia Farrell in Royal Oak, MI. Additionally, she has received make-up training from Lancome, MAC, Dermalogica, Giovanni, Arbonne, Estee Lauder, Sothys, La Prairie, Dermalogica, MOP, Giovanni, and Sebastian. Her more recent fashion credits include Lux Life Fashion Evolution 2007 in Miami, Florida. Ms. Toccalino has also owned and operated her own business for over nine years. Her film and television credits include work as a Make-Up Supervisor for *Jelly* at the 2008 Sundance Film Festival, *The Big Story*, and *The Faith Hill Special* (NBC). She has worked with personalities such as Michael Jackson, Gary Oldman and Lily Tomlin. Ms. Toccalino is a graduate of Radford Union High School in Radford, MI, Joe Blasco Makeup Artist Training Center in Hollywood, CA and Make-Up Designory. Ms. Toccalino has her A.A. in humanitarian Arts from Oakland University in Oakland, MI and an Esthetician’s Degree from Virginia Farrell in Royal Oak, MI. Additionally, she has received make-up training from Lancome, MAC, Dermalogica, Giovanni, Arbonne, Estee Lauder, Bumble & Bumble, and Toni & Guy and instructional methodology training from UCLA Extension and the Coalition of New York State Career Schools.

Chad Washam is a MUD graduate and has been a professional make-up effects artist for over 20 years. He graduated from South Fork High School in Stuart, Florida and promptly began working in the field of make-up and creature effects. As a SAG Puppeteer, he has also been able to work for many of the top make up effects studios in the world. His theatrical credits include: Broadway and Theme park shows Disney’s *The Lion King* and *Aladdin*. His many film and television credits are: *Men in Black, Batman and Robin; Nightmare on Elm Street; G.I. Joe: Retaliation; True Blood*, and *Cloverfield*. Commercially he has worked with: Carl’s Jr; Subway, Orbit Gum; Burger King and Comcast Cable. He has also branched out into digital conceptual design focusing on character rendering and make-up design for productions.

Cyndi Welch has been a professional make-up artist for 15 years. In this time, Ms. Welch gained extensive experience in film and television and conducted several International Model & Talent Agency Shows in Los Angeles and New York. Her film credits include *The Devil’s Tomb, Love Comes to the Executioner, Fly Boys, Ripple Effect, American Black Beauty, Believers Among Us, Lover’s Lane, Forget About It*, and *Carbon Copy*. Her television credits include *The Chicago Story, Time and Time Again, Mary Christmas, Mom, Can I Keep Her?, and Invisible Mom II*. Ms. Welch has worked with well-known musicians at Center Staging such as Earth, Wind and Fire, Dave Navarro, Edgar Winters, Mick Fleetwood, and Lisa Marie Presley and with prominent actors, musicians and entertainment personalities including Cuba Gooding Jr., Anna Faris, Ginnifer Goodwin, Jeremy Renner, Minnie Driver, Forest Whitaker, Virginia Madsen, Simon Cowell, Debbie Allen, Daniel Baldwin, Hugh Laurie, Omar Epps, Chris O’Donnell, Burt Reynolds, Robert Loggia, Charles Durning, Richard Grieco, Phyllis Diller, Joanna Pacula, Connie Sellecca, Rachel Welch, Gary Busey, Riley Smith, and Tim Abell. Ms. Welch is a graduate of Rancho Cordova High School in Rancho Cordova, CA and Joe Blasco Makeup Artist Training Center in Hollywood, CA. She has additional make-up training from Temptu and MAC. Currently Ms. Welch is pursuing her cosmetology degree from Moro Beauty College in Glendale, CA.
ADMINISTRATIVE STAFF

Matt Berenty, Admissions Advisor
Jarrell Mosely, Admissions Advisor
Jackie Rosner, Admissions Advisor
Christy Gregory, Financial Aid Director
Desiree Wilde, Financial Aid Advisor
Laura Valenziano, Registrar
James Porras, Career Services Director
Kandice Vazquez, Career Services Advisor
Myken Wang, Store Manager
Derek Althen, Media Manager
Elizabeth Tignini, Director of Compliance
Cindy Jacuk, Controller/CFO
Karl Zundel, Vice President
John Bailey, Secretary
I. PERSONAL INFORMATION

Name

Last

First

Middle

Date

Social Security Number (if applicable)

Date of Birth

Address

City

State/Province

Country

Postal Code

Phone Number

Alternate or Cell Number

E-mail Address

How did you hear about us?

II. CITIZENSHIP INFORMATION

Are you a U.S. Citizen?

☐ Yes (Stop here)

☐ No (Continue with next item)

Country of Citizenship

Country of Permanent Residence

III. EDUCATIONAL BACKGROUND

School and College attended:

Students of all courses must be at least 18 years of age (or have parental permission) and have proof of a high school diploma, GED or the equivalent. International students must provide proof of completion of the equivalent of American High School or proof of completion of compulsory/customary secondary education in their native country; documentation will be translated and evaluated.

High School

City

State

Date of Graduation

MM/DD/YYYY

How will you provide proof of meeting the high school requirement?

☐ I will fax a copy of my documentation to the Admissions Office.

☐ I will mail a copy of my documentation to the Admissions Office.

☐ I will send a copy of my documentation to the Admissions Office as an attachment via email.

Post High School Education - please fill in the highest level of education attained

Art School

Major

Graduated: Y / N

College

Major

Graduated: Y / N

Trade School

Major

Graduated: Y / N

Additional

Major

Graduated: Y / N

Please continue on the other side
IV. CAREER EXPERIENCE AND PLANNING

Please describe your interest and experience in make-up, hairstyling, art and esthetics (attach additional sheets if necessary):

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THE SCHOOL IS LOCATED AT:
129 S. San Fernando Blvd., Burbank, CA 91502
818-729-9420 phone  818-729-9971 fax
OFFICE HOURS: Monday through Friday 8:00 am-5:00 pm

School Director  Ext. 2030
Admissions Advisor  Ext. 2003
Admissions Advisor  Ext. 2004
Admissions Advisor  Ext. 2104
Registrar  Ext. 2027
Financial Aid Director  Ext. 2009
Financial Aid Advisor  Ext. 2010
Career Services Director  Ext. 2008
Career Services Advisor  Ext. 2005

THE CORPORATE OFFICE IS LOCATED AT:
25311 Avenue Stanford, Valencia, CA 91335
818-729-9420 phone  818-729-9971 fax

Director of Education  Ext. 2305

CLASSES WILL NOT BE HELD ON THE FOLLOWING DATES IN 2014:
Holiday Break  Jan. 1-3
Martin Luther King, Jr. Day  Jan. 20
President’s Day  Feb. 17
Student Holiday  Apr. 4
Memorial Day  May 26
Independence Day  Jul. 4
Labor Day  Sept. 1
Student Holiday  Oct. 10
Thanksgiving Break  Nov. 26-28

The potential student is encouraged to read this catalog prior to signing an enrollment agreement and to review the School Performance Fact Sheet, which must be provided to the student prior to signing an enrollment agreement.

Please note that the 2014 catalog contains information pertaining to our class starts which begin in the 2014 calendar year (1/1/14 to 12/31/14). Students starting during the 2014 calendar year will be held responsible for information stated in this version of the catalog.

SCHOOL CATALOG DATE OF PUBLICATION:
OCTOBER 2013 VOLUME 16, ISSUE 1

All photos featured in this catalog represent student work or class environments from the Los Angeles Campus