



NY  
2012  
SCHOOL  
CATALOG

*The potential student should review this approved catalog for factual information.*

**THE SCHOOL IS LOCATED AT:**

375 West Broadway, Suite 202, New York, NY 10012  
212-925-9250 phone 212-925-9254 fax

**Office Hours:** Monday through Friday 8:00 am-5:00 pm

School Director	Ext. 2223
Admissions Advisor	Ext. 2203
Admissions Advisor	Ext. 2202
Registrar	Ext. 2206
Financial Aid Director	Ext. 2009
Financial Aid Advisor	Ext. 2204
Bursar	Ext. 2013
Career Services Director	Ext. 2018
Career Services Advisor	Ext. 2205
Career Services Advisor	Ext. 2211

**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
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**CLASSES WILL NOT BE HELD ON THE FOLLOWING DATES IN 2012:**

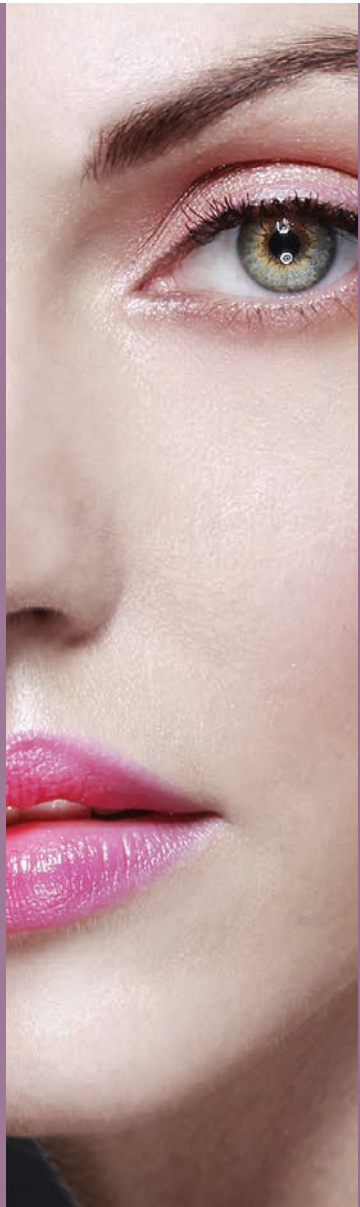
New Year's Day	Jan. 2
Martin Luther King, Jr. Day	Jan. 16
President's Day	Feb. 20
Student Holiday	Apr. 9
Memorial Day	May 28
Independence Day	Jul. 4
Student Holiday	Jul. 5 & 6
Labor Day	Sept. 3
Student Holiday	Sept. 14
Thanksgiving	Nov. 22 & 23
Holiday Break	Dec. 19 – Jan. 4, 2013

INCLEMENT WEATHER LINE: 212-925-SNOW (7669)



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All photos featured in this catalog represent student work or class environments from the New York Campus

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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 who are also state-certified instructors. 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.

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 honored by ACCSC as a distinguished school. The Los Angeles campus received re-accreditation by ACCSC in 2008, and was honored with a 2007-2008 School of Merit Award. 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.

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 earned a 2008-2009 ACCSC School of Distinction Award. 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 West Broadway, New York, NY 10012.

## LOCATION

When we set out to establish a branch campus for Make-Up Designory (MUD) on the East Coast, New York City was the obvious choice. New York brings together the best of the fashion, theater, and cosmetics industries. It has also become increasingly important as the East Coast hub for film and television. Major networks like ABC, CBS, and NBC have always had production centers in New York, and more recently, prominent cable networks, including ESPN, CNN, The History Channel, and MTV have joined them. New York is home to television productions such as *The David Letterman Show*, daytime soap operas, and renowned crime series *Law and Order* spin-off shows. In recent years, studio production in the

city has increased, driven in part by the Tribeca Film Festival, which has helped to strengthen New York's reputation as an international hub for film.

Our school is located in SoHo (South of Houston), a bustling downtown Manhattan neighborhood known for its eclectic collection of designer boutiques, funky cafés and upscale restaurants. MUD's address on West Broadway between Spring and Broome Streets places the school just steps from the Anthropologie, Ralph Lauren, and Tommy Hilfiger retail stores. Stand-alone stores for major cosmetics brands like Chanel, MAC, Shu Uemura, and FACE Stockholm are a few blocks away. The area's distinct character is created in part by unique, historical architecture, which originally earned SoHo the nickname: "The Cast Iron District." SoHo is walking distance from Tribeca and Greenwich Village. The area is well served by New York City Metro, with subway stations for the A, C, E, N, R, W, 1, and 6 trains within a few blocks of the school.

## FACILITY

Make-Up Designory's New York campus occupies a 5,000 square-foot space in Manhattan's SoHo neighborhood. The school, retail store, and Administrative Office are housed in a 19th century loft that features hundred year-old hardwood floors and tin ceilings. Our classrooms, video and photography areas have been specially constructed to accommodate our courses.

The main school area on the second floor of the building includes class space, a photo/video space, Learning Resource Center, student facility area, and Administrative Office. The free standing

photo/video space is an ideal environment in which students can have their work captured in a professional photo shoot and critiqued on camera. This space is equipped with wardrobe and accessory props for student use during photo shoots. The Learning Resource Center offers access to eight computer work stations with internet connections, a commercial grade printer and photocopier, and a comprehensive library stocked with books, magazines and movies. The student facility areas are equipped with five restrooms (three standard restrooms and two handicapped-accessible restrooms) and feature a microwave, refrigerator, and eating area. The student entrance to the building is located at 61 Wooster St., which is the rear of our building. The MUD student and retail store is located downstairs. It is available to students and graduates during school hours and offers materials that include cosmetics, accessories and specialty make-up, and hairstyling equipment.

MUD's make-up studios are equipped to meet the needs of both students and instructors. Each classroom contains a high-definition television, which students can use to view and critique their work, and which can also be used for classroom presentations and lectures. Work stations feature premium-quality daylight fluorescent lighting for skin tone matching and technical applications, and all classrooms are outfitted with installed air compressors for use at each station.

The school's Administrative Office is staffed with dedicated Student Services personnel. Here, current students and graduates can access complete administrative assistance. The entire

school is set up for wireless internet access, so that students have the option of using their personal laptops.

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. This must be submitted with payment of the \$100.00 application fee, as well as proof of high school graduation (which includes a graduation date) or the equivalent. Transcripts supplied as documentation must be original, school-issued documents. Any student who is providing documentation in a language other than English must have their documentation translated and certified as a high school graduation documentation or the equivalent by an agency that has been approved by MUD. Please see an Admissions Advisor for a list of approved translation services and service centers. Students in all courses must be 18 or have parental consent and must also be able to furnish proof of high school graduation or a GED.

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](http://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.

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 Department will assist each student in finding the method that best suits him or her. Tuition is due two weeks prior to the start of classes. 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, New York and European 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](http://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. 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.

## PROGRAMS

FASHION MAKE-UP  
ARTISTRY PROGRAM

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 & MATERIALS: \$1,775.00**  
**TOTAL (INCLUDING APPLICATION FEE): \$10,499.00**

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:***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.

## BEAUTY 301: BEAUTY LAB

77 CLOCK HOURS

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.

## DURATION

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: 20 students*

## OFFERINGS

Feb. 15 – May 10	May 11 – Aug. 8	Aug. 9 – Nov. 2	Nov. 5 – Feb. 9, 2013
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***If availability permits, the following course dates will also be offered:***

Jan. 3 - Mar. 8	Jan. 25 – Apr. 19	Mar. 8 – Jun. 1	Mar. 29 – Jun. 22
Apr. 20 – Jul. 18	Jun. 4 – Aug. 29	Jun. 25 - Sept. 21	Jul. 19 – Oct. 12
Aug. 30 – Nov. 27	Sept. 24 – Dec. 18	Oct. 15 – Jan. 28, 2013	Nov. 28 – Mar. 12, 2013

## FILM AND TELEVISION MAKE-UP ARTISTRY PROGRAM

TUITION: \$13,860.00 / MAKE-UP KITS & MATERIALS: \$2,550.00  
TOTAL (INCLUDING APPLICATION FEE): \$16,510.00

This program combines Beauty 101, Special Make-Up Effects 201 and Special Make-Up Effects 301. 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 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

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.

### 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.

### SPECIAL MAKE-UP EFFECTS 301: LAB TECHNIQUES

210 CLOCK HOURS

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.

### DURATION

This program meets Monday through Friday and consists of 630 clock hours. Day sessions are 18 weeks long, and are between the hours of 8:00 am and 4:00 pm.  
*Maximum class size: 20 students*

### OFFERINGS

Feb. 15 – Jun. 22      May 11 – Sept. 21      Aug. 9 – Dec. 18      Nov. 5 – Apr. 2, 2013

## MULTIMEDIA MAKE-UP ARTISTRY PROGRAM

TUITION: \$13,244.00 / MAKE-UP KITS & MATERIALS: \$2,725.00  
 TOTAL (INCLUDING APPLICATION FEE): \$16,069.00

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.

BEAUTY 301: BEAUTY LAB

77 CLOCK HOURS

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.

OFFERINGS

*Maximum class size: 20 students*

Jan. 25 – Jun. 1	Mar. 8 – Jul. 18	Apr. 20 – Aug. 29	Jun. 4 – Oct. 12
Jul. 19 – Nov. 27	Aug. 30 – Jan. 28, 2013	Oct. 15 – Mar. 12, 2013	Nov. 28 – Apr. 24, 2013



## MASTER MAKE-UP ARTISTRY PROGRAM

TUITION: \$17,864.00 / MAKE-UP KITS & MATERIALS: \$2,975.00  
TOTAL (INCLUDING APPLICATION FEE): \$20,939.00

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

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.

### BEAUTY 301: BEAUTY LAB

77 CLOCK HOURS

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.

#### SPECIAL MAKE-UP EFFECTS 301: LAB TECHNIQUES

210 CLOCK HOURS

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.

#### DURATION

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 to 4:00 pm.

*Maximum class size: 20 students*

#### OFFERINGS

Jan. 3 – Jun. 22  
Jun. 25 – Dec. 18

Mar. 29 – Sept. 21  
Sept. 24 – Apr. 2, 2013

# 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, Special Make-Up Effects 301, and Airbrush 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 approved by the New York State Education Department (NYSED), but are not accredited by ACCSC. In addition, students taking stand-alone courses are not eligible for the Federal Financial Aid and placement services that are offered to students and graduates of larger programs.

## BEAUTY 101: FUNDAMENTALS OF BEAUTY MAKE-UP

210 CLOCK HOURS  
PRE-REQUISITES: NONE

TUITION: \$4,620.00 / MAKE-UP KITS & MATERIALS: \$1,350.00  
TOTAL (INCLUDING APPLICATION FEE): \$6,070.00

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.

Please be advised that this course taken on a stand-alone basis is approved by the New York State Education Department (NYSED), but is not accredited by ACCSC. In addition, students taking stand-alone courses are not eligible for the Federal Financial Aid and placement services that are offered to students and graduates of larger programs.

### DURATION

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.

*Maximum Class Size: 20 students*

DAY OFFERINGS

Jan. 3 – Feb. 14 Mar. 29 – May 10 Jun. 25 – Aug. 8 Sept. 24 – Nov. 2	Jan. 25 – Mar. 7 Apr. 20 – Jun. 1 Jul. 19 – Aug. 29 Oct. 15 – Nov. 27	Feb. 15 – Mar. 28 May 11 – Jun. 22 Aug. 9 – Sept. 21 Nov. 5 – Dec. 18	Mar. 8 – Apr. 19 Jun. 4 – Jul. 18 Aug. 30 – Oct. 12 Nov. 28 – Jan. 28, 2013
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EVENING OFFERINGS

Feb. 1 – May 17	May 21 – Sep. 6	Sep. 4 – Dec. 18
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**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: \$375.00**  
**TOTAL (INCLUDING APPLICATION FEE): \$2,785.00**

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.

Please be advised that this course taken on a stand-alone basis is approved by the New York State Education Department (NYSED), but is not accredited by ACCSC. In addition, students taking stand-alone courses are not eligible for the Federal Financial Aid and placement services that are offered to students and graduates of larger programs.

DURATION

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 to 4:00 pm.

*Maximum Class Size: 20 students*

OFFERINGS

Jan. 3 – Jan. 24 Mar. 29 – Apr. 19 Jun. 25 – Jul. 18 Sept. 24 – Oct. 12	Jan. 25 – Feb. 14 Apr. 20 – May 10 Jul. 19 – Aug. 8 Oct. 15 – Nov. 2	Feb. 15 – Mar. 7 May 11 – Jun. 1 Aug. 9 – Aug. 29 Nov. 5 – Nov. 27	Mar. 8 – Mar. 28 Jun. 4 – Jun. 22 Aug. 30 – Sept. 21 Nov. 28 – Dec. 18
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**BEAUTY 301: BEAUTY LAB**

77 CLOCK HOURS  
*PRE-REQUISITES: BEAUTY 101 AND BEAUTY 201*

**TUITION: \$1,694.00 / MAKE-UP KITS & MATERIALS: \$50.00**  
**TOTAL (INCLUDING APPLICATION FEE): \$1,844.00**

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.

Please be advised that this course taken on a stand-alone basis is approved by the New York State Education Department (NYSED), but is not accredited by ACCSC. In addition, students taking stand-alone courses are not eligible for the Federal Financial Aid and placement services that are offered to students and graduates of larger programs.

DURATION

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: 20 students*

OFFERINGS

Jan. 3 – Jan. 24 Mar. 29 – Apr. 19 Jun. 25 – Jul. 18 Sept. 24 – Oct. 12	Jan. 25 – Feb. 14 Apr. 20 – May 10 Jul. 19 – Aug. 8 Oct. 15 – Nov. 2	Feb. 15 – Mar. 7 May 11 – Jun. 1 Aug. 9 – Aug. 29 Nov. 5 – Nov. 27	Mar. 8 – Mar. 28 Jun. 4 – Jun. 22 Aug. 30 – Sept. 21 Nov. 28 – Dec. 18
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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: \$950.00  
TOTAL (INCLUDING APPLICATION FEE): \$5,670.00

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.

Please be advised that this course taken on a stand-alone basis is approved by the New York State Education Department (NYSED), but is not accredited by ACCSC. In addition, students taking stand-alone courses are not eligible for the Federal Financial Aid and placement services that are offered to students and graduates of larger programs.

### DURATION

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 5:00 pm.

*Maximum Class Size: 20 students*

### OFFERINGS

Jan. 3 – Feb. 14	Jan. 25 – Mar. 7	Mar. 8 – Apr. 19	Mar. 29 – May 10
Apr. 20 – Jun. 1	Jun. 4 – Jul. 18	Jun. 25 – Aug. 8	Jul. 19 – Aug. 29
Aug. 30 – Oct. 12	Sept. 24 – Nov. 2	Oct. 15 – Nov. 27	Nov. 28 – Jan. 28, 2013

## 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 & MATERIALS: \$250.00  
TOTAL (INCLUDING APPLICATION FEE): \$4,970.00

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.

Please be advised that this course taken on a stand-alone basis is approved by the New York State Education Department (NYSED), but is not accredited by ACCSC. In addition, students taking stand-alone courses are not eligible for the Federal Financial Aid and placement services that are offered to students and graduates of larger programs.

### DURATION

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: 20 students*

### OFFERINGS

Feb. 15 – Mar. 29	May 11 – Jun. 22	Aug. 9 – Sept. 21	Nov. 5 – Dec. 18
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## AIRBRUSH COURSE

32 CLOCK HOURS

*PRE-REQUISITES: BEAUTY 101 AND/OR  
EQUIVALENT EXPERIENCE*

**TUITION: \$704.00 / MAKE-UP KITS & MATERIALS: \$350.00  
TOTAL (INCLUDING \$70 APPLICATION FEE): \$1,124.00**

In order to stay current with the latest industry trends, professional make-up artists need to command a mastery of emerging tools and products. From fad to staple, the airbrush has grown in popularity, and is requested today by leading actors, models, directors, producers, and more. This informative and engaging course introduces students to the mechanical aspects of the airbrush, and teaches them how to use it in order to create dramatic effects. Students are first given a solid understanding of the tool and the materials it requires. From there, students will be instructed in a versatile array of basic airbrush applications, including beauty make-up, body make-up, tanning, character make-up, and stenciling. When taken in addition to other courses or programs, this course prepares students for work as entry-level make-up artists in film, television, and fashion. For an experienced, professional make-up artist, this course provides a valuable continuing education experience that can augment his or her existing skill set. Please be advised that this course taken on a stand-alone basis is approved by the New York State Education Department (NYSED), but is not accredited by ACCSC. In addition, students taking stand-alone courses are not eligible for the Federal Financial Aid and placement services that are offered to students and graduates of larger programs.

### DURATION

This course meets during Tuesday and Thursday evening sessions and Saturday day sessions, and consists of 32 clock hours, over the duration of 2 weeks. Tuesday and Thursday sessions are conducted from 6:00 pm and 10:00 pm. Saturday day sessions are conducted from 9:00 am and 6:00 pm.

*Maximum Class Size: 20 students*

### OFFERINGS

Feb. 21 – Mar. 3

Jul. 10 – Jul. 21

Sept. 25 – Oct. 6

# INTERNATIONAL STUDENTS

## 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.

## ENROLLMENT PROCESS

In order to obtain I-20 documentation for an M-1 visa, international students must complete the MUD School Registration Form. This form may be downloaded from our school website ([www.mud.edu](http://www.mud.edu)), obtained at the Administrative Office, or through an Admissions Advisor. In order to register, international students will be required to present valid proof of high school completion or a GED. Any student who is providing documentation in a language other than English must have their documentation translated and certified as high school graduation documentation or the equivalent by an agency that has been approved by MUD. An Admissions Advisor can provide a list of approved translation services and service centers. 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 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 staple a small card into the passport. This is

## INTERNATIONAL STUDENT RESPONSIBILITIES

an I-94 document, and must be kept in the passport at all times. 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 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 ADMINISTRATIVE OFFICE RESPONSIBILITIES

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

## M-1 VISA SPECIFICS

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.

## TRANSFERRING SCHOOLS OR EXTENDING VISAS

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 St. Albans, VT. 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.

## SCHOOL BREAKS AND HOLIDAYS

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.

## GRADUATES

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.

## MUD INTERNATIONAL STUDENT SERVICES

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 STUDENT CAREER SERVICES

Students are also encouraged to contact their Admissions Advisor with any questions or problems they may encounter while researching accommodations.

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.

## GENERAL INFORMATION FOR INTERNATIONAL STUDENTS

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.

## HELPFUL LINKS FOR INTERNATIONAL STUDENTS

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/i901fee/>

# 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.

## DRUG AND RULES OF CONDUCT VIOLATION POLICY

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.

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: [finaid.mud.edu](http://finaid.mud.edu).

## DISCIPLINARY APPEALS PROCESS

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 30 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 30 days.

## ATTENDANCE POLICY

MUD students are expected to treat class responsibilities in a professional manner. This includes arriving in 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. As graduation requirements are partially based on attendance, students must avoid incurring absences and tardies. 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. All tardiness will be rounded up to the nearest hour.

## CANCELLATION OF CLASS

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.

## GOOD HEALTH AND VACCINATION POLICY

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, 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.

## GRADING POLICY

All MUD courses use a standard grading scale.

LETTER GRADE	PERCENTAGE	POINT VALUE
A	90-100	4
B	80-89	3
C	70-79	2
D	60-69	1
F	59 and below	0.0
W	Withdrawal	0.0
I	Incomplete	Not weighted

## SATISFACTORY ACADEMIC PROGRESS POLICY

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Satisfactory Academic Progress (SAP) is measured at the 25 percent and 50 percent points of a student's program. If a student falls below Satisfactory Academic Progress standards, he or she is placed on Satisfactory Academic Warning by the School Director until the next evaluation point. If the student falls below SAP after being placed on Satisfactory Academic Warning at the next evaluation point, the student is due to be terminated. The following criteria must be met in order to make SAP:

- **Achieve standard of C (70 percent) in preceding course(s)**  
*Students must have a grade of C or better in each course prior to the evaluation point. All grades from completed classes, current classes, repeated courses, failed courses, withdrawals and transferred hours are taken into account.*
- **Attend a cumulative 90 percent of the program hours**  
*Students cannot miss more than 10% of their total hours scheduled up until the evaluation point. All attended hours are included in making this calculation.*
- **Pace of progression must be at 67 percent**  
*Students must be finishing courses in their chosen program at a rate that will allow them to complete their program within the 1.5 maximum time frame.*

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### SATISFACTORY ACADEMIC WARNINGS

Students who are given a Satisfactory Academic Aid Warning have failed to make SAP. Students may continue to receive Title IV Aid for one payment period after receiving a Warning. Students need not appeal a Satisfactory Academic Warning.

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### SATISFACTORY ACADEMIC TERMINATION

Students who have been given a Warning and continue to not make SAP may be terminated at the discretion of the School. Students may appeal a Termination decision.

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### ACADEMIC PROGRESS APPEALS

Students who have received notification that they are not meeting SAP standards may appeal this decision by contacting the School Director in writing within three business days of his or her warning or 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 make SAP at the next evaluation. 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.

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### SATISFACTORY ACADEMIC PROBATION

Students who have been granted an appeal from Termination due to SAP failure are placed on Satisfactory Academic Probation. During this time, a student may have his or her Title IV Aid reinstated for one payment period and must agree to conditions for continuing enrollment.

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### INCOMPLETE / WITHDRAWAL / FAIL GRADES

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.

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## PROBATION AND TERMINATION POLICY

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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 placed on probation, and may be terminated from the school.

At the discretion of the administration, a student may be placed on a two-week probation or dismissed, and the 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.

## GRADUATION REQUIREMENTS

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 documentation 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, Special Make-Up Effects 301, and Airbrush.

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 and 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 been Terminated, Withdrawn, Dropped or are Incomplete.

Students should make arrangements with their instructor prior to the scheduled end date to make up missed assignments, tests or time. All missed assignments, tests and time 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 at an extra charge. 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.

## MAXIMUM TIME FRAME POLICY

All students must satisfy their academic graduation requirements within 1.5 times of 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 their program completes 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 program are allotted a maximum of 18 weeks to complete all course work. Multimedia and Film and Television 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. Students taking the Airbrush course do not have any additional time to make up coursework after the last day of class.

## REPEATING COURSES

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.

## CHANGING PROGRAMS

### LEAVE OF ABSENCE (LOA) POLICY

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

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 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

## CANCELLATION AND REFUND POLICY

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.

Students who request a refund within three days of signing the enrollment agreement will be refunded all monies paid to the school, including the application fee, in full. If a student has not physically visited the campus, this three-day period shall not begin until the student arrives at the school for the first time. After three days have elapsed, the application fee becomes non-refundable.

Should a student cancel his or her enrollment agreement after the three-day period has elapsed, but prior to the start of instruction, the student will have the right to a full refund of all charges paid, minus the amount of the application fee.

MUD has established and maintains a refund policy that incorporates both the New York State Education Department's (NYSED) Regulations and the institutional policy. In accordance with both State, Federal and Accreditation rules, both refund policies are applied and the policy that gives the student a greater refund is used.

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.*

The institutional policy uses the student's Last Day of Attendance (LDA) and calculates a pro-rata refund. Students who have completed 60 percent or less of their program are eligible for a refund. The student will be charged for all days up to and including the LDA.

The NYSED has established a series of refund rules based upon the period and scope of the educational programs offered. The failure of a student to notify the School Director in writing of withdrawal may delay refund of tuition due pursuant to Section 5002 of the NYSED Education Law.

## MINI-PROGRAM REFUND POLICY

The following policy applies to students who are enrolled in Beauty 101, Beauty 201, Beauty 301, Special Make-Up Effects 201, Special Make-Up Effects 301, and Airbrush:

- (a) A student who cancels within seven days of signing the enrollment agreement, but before instruction begins, shall receive all monies returned to him or her, with the exception of the non-refundable application fee.
- (b) Thereafter, a student will be liable for:
  1. The non-refundable application fee, plus;
  2. The cost of any textbooks or supplies that he or she has accepted, plus;
  3. Payment of tuition as of the student's last date of physical attendance in the course classroom. Tuition liability will be determined by the percentage of the program that the student has completed.

<i>If termination occurs:</i>	<i>School may keep:</i>
0-15 percent of the program	0%
16-30 percent of the program	25%
31-45 percent of the program	50%
46-60 percent of the program	75%
After 60 percent of the program	100%

- (c) The refund due to the student may be more than what is stated above if the accrediting agency's refund policy results in a greater refund. Any refund due to a student shall be paid by the school within forty-five days of the date upon which the student withdraws from his or her program. For the purposes of this policy, such date shall be the earliest of:

- (i) The date on which the student gives written notice to the school, or;
- (ii) The date on which the student is deemed to have withdrawn, pursuant to Subparagraph Two of NYSED §5002(g).  
If a student has failed to attend classes for a period of thirty calendar days, the school will notify the student by regular mail that he or she has twelve days from the letter's mailing date to confirm or deny his or her withdrawal. If the student does not notify the school within the twelve-day period, he or she will be deemed to have withdrawn.

## TERM PROGRAM REFUND POLICY

The following refund policy applies to students who are enrolled in the Fashion Make-Up Artistry Program, Film and Television Make-Up Artistry Program and Multimedia Make-Up Artistry Program:

- (a) A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable application fee.
- (b) Thereafter, a student will be liable for:
1. The non-refundable application fee, plus;
  2. The cost of any textbooks or supplies accepted, plus;
  3. Tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of terms in the program. Total tuition liability is limited to the term during which the student withdrew or was terminated and any previous terms completed.

### First Quarter

<i>If termination occurs:</i>	<i>School may keep:</i>
Prior to or during the first week	0%
During the second week	20%
During the third week	35%
During the fourth week	50%
After the fourth week	100%

### Subsequent Quarters

<i>If termination occurs:</i>	<i>School may keep:</i>
During the first week	20%
During the second week	35%
During the third week	50%
During the fourth week	70%
After the third week	100%

- (c) The refund due to the student may be more than what is stated above if the accrediting agency or federal refund policy results in a greater refund.

Any refund due to a student shall be paid by the school within forty-five days of the date upon which the student withdraws from his or her program. For the purposes of this policy, such date shall be the earliest of:

- (i) The date on which the student gives written notice to the school, or;
- (ii) The date on which the student is deemed to have withdrawn, pursuant to Subparagraph Two of NYSED §5002(g). If a student has failed to attend classes for a period of thirty calendar days, the school will notify the student by regular mail that he or she has twelve days from the letter's mailing date to confirm or deny his or her withdrawal. If the student does not notify the school within the twelve-day period, he or she will be deemed to have withdrawn.

## QUARTER PROGRAM REFUND POLICY

The following refund policy applies to students who are enrolled in the Master Make-Up Artistry Program:

- (a) A student who cancels within seven days of signing the enrollment agreement, but before instruction begins, shall receive all monies returned to him or her, with the exception of the non-refundable application fee.
- (b) Thereafter, a student will be liable for:
1. The non-refundable application fee, plus;
  2. The cost of any textbooks or supplies that he or she has accepted, plus;
  3. Payment of tuition as of the student's last date of physical attendance in the course classroom. Tuition liability will be determined by the number of quarters in the program. Total tuition liability is limited to the quarter during which the student withdrew or was terminated, as well as any previous quarters that were completed.

### First Quarter

<i>If termination occurs:</i>	<i>School may keep:</i>
Prior to or during the first week	0%
During the second week	25%
During the third week	50%
During the fourth week	75%
After the fourth week	100%

### Subsequent Quarters

<i>If termination occurs:</i>	<i>School may keep:</i>
During the first week	25%
During the second week	50%
During the third week	75%
After the third week	100%

(c) The refund due to the student may be more than what is stated above if the accrediting agency or federal refund policy results in a greater refund.

Any refund due to a student shall be paid by the school within forty-five days of the date upon which the student withdraws from his or her program. For the purposes of this policy, such date shall be the earliest of:

- (i) The date on which the student gives written notice to the school, or;
- (ii) The date on which the student is deemed to have withdrawn, pursuant to Subparagraph Two of NYSED §5002(g). If a student has failed to attend classes for a period of thirty calendar days, the school will notify the student by regular mail that he or she has twelve days from the letter's mailing date to confirm or deny his or her withdrawal. If the student does not notify the school within the twelve-day period, he or she will be deemed to have withdrawn.

## 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.

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

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.

## REFUND DISTRIBUTION

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
- Federal Supplemental Educational Opportunity Grants (FSEOG)

## DEFINITION OF CLOCK HOURS

## MUD SHOP RETURN POLICY

MUD defines a clock hour as 50 minutes.

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.

## 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.

## STATE STUDENT TUITION REIMBURSEMENT FUND

In accordance with the laws and regulations of NYSED §5007, vocational schools in the State of New York must provide funds to the State Tuition Reimbursement Fund, based upon their annual tuition earnings. These funds are available to provide students with the opportunity to pursue their education at another institution, in the event that their current school closes for any reason. Tuition Reimbursement Funds are maintained and supervised by the Bureau of Proprietary School Supervision, to ensure that they are readily available to protect the interests of the residents of the State of New York. For additional information about this program, please visit the MUD School Director.

***Inquiries regarding the State Student Tuition Reimbursement Fund should be directed to:***

New York State Education Department  
Bureau for Proprietary School Supervision  
116 W. 32nd Street, 5th Floor  
New York, NY 10001  
212-643-4760

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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.

## RECORD RETENTION

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.

## CAMPUS SECURITY POLICY AND CRIME STATISTICS

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://mud.edu/Campus-Security-NY.pdf>.

## CAMPUS EMERGENCY PROCEDURES AND FIRE SAFETY

### EVACUATION PROCEDURE

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.

## MISSING PERSONS POLICIES AND PROCEDURES

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.

### STUDENT RIGHT TO KNOW

Students who are missing from class for three days and have no contact with the school or classmates are contacted by the administrative offices 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.

Students who live in student housing may be subject to an expedited timeline should he or she be absent from class and not seen or heard from by roommates. Expedited timelines will also be in effect if an immediate threat or danger is suspected. Local officials may also be notified should the administration deem appropriate.

## PLANS FOR ACADEMIC IMPROVEMENT

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://mud.edu/Student-Right-to-Know.pdf>.

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.

# STUDENT SERVICES

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: 212-925-9250, or may stop by the Administrative Office located at: 375 West Broadway, Suite 202, New York, NY 10012. Individual department contact information is available in the front cover of this catalog.

## DIRECTORY OF INFORMATION

### SERVICES AND SUPPORT

Academic Advising  
 Address Changes  
 Admissions Information  
 Attendance Information  
 Billing Information  
 Career Advising  
 Certificate or Diploma Inquiries  
 Compliance Coordination  
 Cosmetic Company Discount Letter  
 Course or Program Changes  
 Enrollment Verification Letter  
 Financial Assistance  
 Graduate Employment Assistance  
 Housing Assistance  
 I-20 and Visa Inquiries  
 Leave of Absence  
 Parking Information  
 Teacher Reference Letter  
 Transcript Request  
 Tuition and Payments  
 Tutorial Services  
 Veteran's Benefit Information  
 Withdrawal from Program or Course

### PLEASE VISIT

Lead Instructor  
 Registrar  
 Admissions  
 Registrar/Instructors  
 Bursar  
 Career Services  
 Registrar  
 School Director  
 Registrar  
 Admissions  
 Registrar  
 Financial Aid  
 Career Services  
 Admissions  
 Admissions  
 Registrar  
 Reception  
 Instructors  
 Registrar  
 Bursar  
 School Director/Lead Instructor  
 Admissions  
 Admissions/Registrar

Schools accredited by the Accrediting Commission for Career Schools and Colleges (ACCSC) must have in place a procedure and operational plan for handling student complaints. If a student feels that the school has not adequately addressed a complaint or concern, he or she may consider contacting the ACCSC. In order for a complaint to be considered, it must be submitted in writing, and must include permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. After the complaint has been submitted, the Commission will keep the complainant(s) informed with regard to the status of the complaint, as well as the final resolution.

*Please direct all inquiries to:*  
 Accrediting Commission of Career  
 Schools and Colleges  
 2101 Wilson Blvd., Suite 302  
 Arlington, VA 22201  
 703-247-4212

Students may obtain a copy of the Commission's Complaint Form at the school by contacting Carmen Hendrickson, School Director.

## FINANCIAL SERVICES

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: [finaid.mud.edu](http://finaid.mud.edu). 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 FINANCIAL AID

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](http://www.fafsa.ed.gov). Detailed information on available financial aid assistance, including school codes, can be found on the school's Financial Aid website: [finaid.mud.edu](http://finaid.mud.edu).

### PRIVATE STUDENT LOANS

If a student has exhausted all of his or her financial aid options (grants, scholarships, federal loans, etc.) and still needs money for college, 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: [finaid.mud.edu](http://finaid.mud.edu) to view our preferred lender list and detailed information.

### FINANCIAL AID FOR INTERNATIONAL STUDENTS

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](http://www.skillsfundingagency.bis.gov.uk) or calling 0845 377 5000.

### VETERANS' BENEFITS

MUD is approved by the New York 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. The school provides a written brochure for all service members and their families that offers details of the Veterans' Benefits Program. Please contact us for more information.

### TUITION

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. Tuition for all courses and, at minimum, half of the tuition of programs is due two weeks prior to the first day of class; the second half of the tuition for programs is due at the 50% midpoint of the program. Payments for supplies are 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.

### 2009-2010 MEDIAN LOAN DEBT

Title IV Loan Debt – \$3,334      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, 2009 and June 30, 2010 for both the Los Angeles and

## PAYMENT

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.

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.

## STORE CREDIT

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.

## HOUSING AND TRANSPORTATION

To help students traveling from other states and regions make an easy transition to New York City, Make-Up Designory (MUD) has put together a list of places where students can begin their searches for housing options.

MUD strongly recommends that students begin their housing searches well in advance of beginning school. Metropolitan New York City is one of the most expensive places to live in the United States, and available housing can be scarce. Students need to plan ahead, in order to ensure that they have given themselves enough time to secure acceptable housing.

When beginning the housing search, please note that there are many easy and accessible public transportation commuter options to and from the island of Manhattan. The city, outlying boroughs, and communities across the river in New Jersey are well served by a number of subway, commuter train, and commuter bus lines.\* Students who intend to bring their own cars should be aware that daily parking is extremely challenging in New York City, and monthly parking is limited and expensive. Students may be able to secure spaces in garages that are owned by larger management companies. Such garages charge approximately \$275.00 – \$600.00 per month to rent a space.

*\*For more information about travel to and from, as well as within New York City, please see the Transportation Resources section of this Catalog.*

For those coming from a distance, New York City is served by three major airports: Newark, LaGuardia, and JFK. Students may access the city via a number of shuttles, trains, and taxis that leave directly from the airports. New York is also a hub for Amtrak railroad services. Trains arrive in Penn Station. Amtrak also offers frequent departures to other cities, including Albany, Rutland, Providence, Boston, Washington DC, Philadelphia, Montreal, and many more.

## HOUSING RESOURCES

The following listings include housing options that students may contact on their own. Please note that some options are only available at certain times during the year, and may only be available to students while they are enrolled in school.

### ***For students only:***

**1. Educational Housing Services** offers 24-hour building security and fully furnished rooms at 11 different locations within the city. Please note that occupancy must fall within their established schedules. 800-297-4694 [www.studenthousing.org](http://www.studenthousing.org)

**2. NYC Intern** is a program of The King's College, a liberal arts college located in midtown Manhattan in the Empire State Building. They are dedicated to helping students from around the world to find affordable and convenient housing during their studies in New York City.  
212-659-7286 [www.nycintern.org](http://www.nycintern.org)

**3. The de Hirsch Residence** at the 92nd Street Y offers furnished rooms and an on-site fitness facility that is available for an additional fee.  
1395 Lexington Ave. (at 92nd Street), New York, NY 212-415-5660 [www.92y.org](http://www.92y.org)

**4. University Place** offers 24-hour building security and fully furnished rooms. Please note that occupancy must fall within their established schedules.  
385 MacDonald Ave., Brooklyn, NY 718-844-5300 [www.nystudenthousing.com](http://www.nystudenthousing.com)

**For students and non-students:**

**5. Pace University Summer Conference Accommodations** offer 24-hour building security and fully furnished rooms to individuals 18 years of age and older. Please note, housing is only available between June and mid-August. Please contact the Associate Director of Auxiliary Services.  
South Street Seaport 212-346-1015

**6. Sara's New York Homestay** offers furnished, shared apartments at locations that vary based upon availability.  
212-564-5979 [www.sarahomestay.com](http://www.sarahomestay.com)

**7. The Gershwin Hotel** offers accommodations for a maximum stay of two weeks.  
7 East 27th Street (at 5th Ave.), New York, NY 212-545-8000 [www.gershwinhotel.com](http://www.gershwinhotel.com)

SHORT-TERM HOUSING RESOURCES

MUD also recommends that students review the following extended-stay facilities for short-term housing options.

**1. Candlewood Suites** offers special discounts to MUD students. Check the "MUD" link on their home page.  
21 2nd Street, Jersey City, NJ [www.candlewoodsuites.com](http://www.candlewoodsuites.com)

**2. Oakwood Apartments** also extends special offers to MUD students, at locations all over the city.  
800-259-6914 [www.oakwood.com](http://www.oakwood.com)

WEB RESOURCES

We also encourage students to review the following websites for additional information about available apartment rentals and sublets.

<b>No fee sites</b>	Beds in the City Sublets	<a href="http://www.bedsinthecity.com">www.bedsinthecity.com</a>
	Craig's List	<a href="http://www.craigslist.org">www.craigslist.org</a>
<b>Membership required for access</b>	Citirents	<a href="http://www.citirent.com">www.citirent.com</a>
	College Sublease	<a href="http://www.collegesublease.com">www.collegesublease.com</a>
	MetroRoomates.com	<a href="http://www.metroroomates.com">www.metroroomates.com</a>
	New York Sublets	<a href="http://www.sublet.com">www.sublet.com</a>
	Rent-Direct	<a href="http://www.rent-direct.com">www.rent-direct.com</a>
<b>Brokers' fee sites</b>	Citi Habitats	<a href="http://www.citi-habitats.com">www.citi-habitats.com</a>
	Manhattan Apartments Inc.	<a href="http://www.manhattanapts.com">www.manhattanapts.com</a>

HOSTELS

**General hostelling websites**  
[www.hostels.com](http://www.hostels.com)  
[www.hostelnewyork.com](http://www.hostelnewyork.com)  
[www.hostelplanet.com](http://www.hostelplanet.com)

**American Dream Hostel**  
168 E. 24th Street (between Lexington and 3rd Aves.), New York, NY  
212-260-9779 [www.midtownhostel.com](http://www.midtownhostel.com)

**Central Park Hostel**  
19 W. 103rd Street (at Manhattan Ave.), New York, NY  
212-678-0491 [www.centralparkhostel.com](http://www.centralparkhostel.com)

**Chelsea Center**

313 W. 29th Street (between 8th and 9th Aves.), New York, NY  
212-260-0961 [www.chelseacenterhostel.com](http://www.chelseacenterhostel.com)

**Chelsea International**

251 W. 20th Street (near 8th Ave.), New York, NY  
212-647-0100 [www.chelseahostel.com](http://www.chelseahostel.com)

**Columbus Studios Hostel**

106 W. 83rd Street (between Columbus and Amsterdam Aves.), New York, NY

**Hostelling International**

891 Amsterdam Ave. (at W. 104th Street), New York, NY  
212-932-2300 [www.hinewyork.org](http://www.hinewyork.org)

**Jazz on the Park Hostel**

36 W. 106th Street (at Central Park West), New York, NY  
212-932-1600 [www.jazzhostels.com](http://www.jazzhostels.com)

**Manhattan Hostel (a.k.a. Big Apple Hostel)**

119 W. 45th Street (between 6th and 7th Aves.), New York, NY  
212-302-2603 [www.bigapplehostel.com](http://www.bigapplehostel.com)

New York City is served by a wide range of public transportation options. Students can access in-depth information about traveling into and out of New York on the websites listed below. In order to get acclimated to New York City before arriving, we recommend that students review travel books like the *Not For Tourists Guide to New York City*, published by Not For Tourists. This is a great resource for getting around the city. Information is updated annually and structured on a neighborhood-by-neighborhood basis. This book also includes sightseeing information, maps of the city, its boroughs, and the subway system.

## TRANSPORTATION RESOURCES

**Airports**

JFK Airport	<a href="http://www.panynj.gov/airports/jfk.html">www.panynj.gov/airports/jfk.html</a>
LaGuardia Airport	<a href="http://www.panynj.gov/airports/laguardia.html">www.panynj.gov/airports/laguardia.html</a>
Newark Airport	<a href="http://www.panynj.gov/airports/newark-liberty.html">www.panynj.gov/airports/newark-liberty.html</a>

## LONG-DISTANCE TRAVEL RESOURCES

**Trains**

Amtrak	<a href="http://www.amtrak.com">www.amtrak.com</a>
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**HopStop** is a website that will plan your trip using public transportation. [www.hopstop.com](http://www.hopstop.com)

**New York City Subway** [www.mta.info/nyc](http://www.mta.info/nyc)

Please note, the train lines/stations that are closest to the school include:

C, E at Spring Street	A, C, E at Canal Street
1 at Canal Street	R, W at Prince Street
6 at Spring Street	J, M, Z, N, Q, R, W, 6 at Canal Street

## COMMUTING RESOURCES

**From Long Island:**

Take the Long Island Railroad (LIRR) to Penn Station. The LIRR includes eight train lines that service Long Island, parts of Queens, and Brooklyn. Discounts are available for weekly and monthly tickets. [www.lirr.org](http://www.lirr.org)

**From New Jersey and upstate New York west of the Hudson River:**

NJ Transit buses and trains run to and from Manhattan via Port Authority and Penn Station. These buses and trains service New Jersey and parts of upstate New York that are west of the Hudson River. Student discounts are available on monthly fares. [www.njtransit.com](http://www.njtransit.com)

## PARKING RESOURCES

## AMERICANS WITH DISABILITIES ACT POLICY

## LEARNING RESOURCE CENTER

Students may also travel to and from New Jersey via Port Authority Trans Hudson (PATH) buses, trains and ferries. For schedules, please visit: [www.panynj.gov](http://www.panynj.gov)

### ***From Connecticut and upstate New York east of the Hudson River:***

Take the Metro North train to Grand Central Station. This service includes five train lines that serve Connecticut and parts of upstate New York that are east of the Hudson River. [www.mta.info/mnr](http://www.mta.info/mnr)

Central Parking Systems	<a href="http://www.parking.com">www.parking.com</a>
Garage Management Company	<a href="http://www.gmcparking.com">www.gmcparking.com</a>
Icon Parking Systems	<a href="http://www.parking.com">www.parking.com</a>
Imperial Parking Services	<a href="http://www.impark.com">www.impark.com</a>

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 212-925-9250.
- 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.

## CAREER SERVICES

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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.

## THE MUD JOB BOARD

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This private, password-protected online job center is maintained by MUD's Career Services Department. This online resource includes a job center with employment listings for student and graduate make-up artists, a schedule of weekly business lectures, as well as professional advice and general guidance for all aspects of a student's make-up career. All students receive login information to access this site on their first day of class. We encourage MUD students and graduates to visit this job site frequently, as it is updated daily with different job postings and area events.

## PROFESSIONAL DEVELOPMENT LECTURES

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MUD also conducts Professional Development Lectures, which are free of charge to students and graduates. Our lectures cover a variety of career-related topics, help students prepare for work in the industry, and provide a forum for graduates, students, and professionals in the industry to exchange ideas and peer counsel one another. Professional Development Lectures are also wonderful opportunities for MUD graduates to network with current students and other professional make-up artists and establish connections that are critical to an artist's success.

## PERSONAL SUPPORT

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MUD's Career Services Advisors also offer career advice during class, to develop a professional profile of each student that will help us to provide future placement references. Students who seek one-on-one support or advisement are encouraged to schedule a meeting with a Career Services Advisor.

## 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. 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.

Examples:  
*firstname.lastname@hotmail.com*  
*firstname\_makeupartists@gmail.com*  
*makeupbyfirstname@yahoo.com*

# STUDENT DISCLOSURES

## COMPLETION AND PLACEMENT DATA

### NEW YORK STATE EDUCATION DEPARTMENT COMPLETION AND PLACEMENT DATA

These figures are based upon the OEDS, Proprietary School Annual Report for reporting periods July 1, 2008 through June 30, 2009 and July 1, 2009 through June 30, 2010. These reports were submitted to the NYSED on March 9, 2010 and May 5, 2011, respectively.

Please note, Make-Up Designory made significant changes to our education offerings starting in 2010. The previous program names used to calculate the data in the 2008-2009 report are as follows: Fashion Make-Up, Journeyman, Make-Up Artistry II, Beauty Make-Up Artistry, Studio Hairstyling Make-Up Artistry, Portfolio Development and Character Make-Up Artistry. Updated programs, which are considered new to the NYSED, are approved by MUD's accrediting commission, ACCSC, and are now known respectively as Fashion Make-Up Artistry, Film & Television Make-Up Artistry, Multimedia Make-Up Artistry, Beauty 101, Beauty 201, Beauty 301 and Special Make-Up Effects 201. The Master Make-Up Artistry program and Special Make-Up Effects 301 course were new additions to the New York Campus in 2010; therefore, no comparative data is available prior to then.

The following information is included pursuant to New York State Education Department (NYSED) Regulation 126.9 (a) (14): "Each licensed private school and registered business school/computer training facility shall publish a catalog or bulletin, which shall be furnished to each prospective or enrolled student, which shall include... data regarding student completion and job placement as set forth in subdivision (f) of section 126.10 of this Part for the two most recent reporting periods."

### OEDS, Proprietary School Annual Report July 1, 2009 through June 30, 2010

	Fashion Make-Up Artistry Program	Film and Television Make-Up Artistry Program	Multimedia Make-Up Artistry Program	Master Make-Up Artistry Program	Beauty 101	Beauty 201	Beauty 301	Special Make-Up Effects 201	Special Make-Up Effects 301	Airbrush
Graduation Rate	96%	50%	95%	100%	100%	100%	100%	100%	100%	97%
Employment Rate	67%	100%	79%	75%	75%	100%	n/a	0%	75%	n/a
Unavailable for Employment*	15%	0%	0%	17%	8%	0%	n/a	0%	0%	n/a
Pursuing Additional Education	0%	0%	5%	0%	0%	0%	n/a	0%	0%	n/a
Unknown/Unemployed/Not Employed in Field	18%	0%	16%	8%	17%	0%	n/a	100%	25%	n/a

### OEDS, Proprietary School Annual Report July 1, 2008 through June 30, 2009

	Fashion Make-Up Artistry Program	Film and Television Make-Up Artistry Program	Multimedia Make-Up Artistry Program	Master Make-Up Artistry Program	Beauty 101	Beauty 201	Beauty 301	Special Make-Up Effects 201	Special Make-Up Effects 301	Airbrush
Graduation Rate	89%	97%	85%	n/a	97%	82%	95%	85%	n/a	97%
Employment Rate	66%	69%	81%	n/a	67%	70%	86%	73%	n/a	n/a
Unavailable for Employment*	23%	3%	6%	n/a	19%	23%	10%	18%	n/a	n/a
Pursuing Additional Education	2%	3%	2%	n/a	6%	2%	0%	3%	n/a	n/a
Unknown/Unemployed/Not Employed in Field	9%	26%	10%	n/a	13%	5%	4%	6%	n/a	n/a

Placement is determined if the graduate declares himself or herself as a self-employed make-up artist or secures traditional type employment as a make-up artist or in a position where knowledge of make-up artistry is required. Graduates who secure traditional employment are those who can verify that they work, on average, at least 32 hours per week in the field; 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). A typical graduate of our school secures employment in a number of positions and collects their wages from different areas of employment; these graduates are considered self-employed and have an employment mix. Work is obtained through independent freelance jobs in the film, television, fashion and social industries. We confirm a graduate's self-employment status through his or her affirmation of self-employment and by collecting one or more forms of verification: employer statement, business cards, resume, marketing materials, call sheets, etc. These graduates can average more or less than 32 hours of work per week at any given time 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. 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.

\*Students are classified as unavailable for employment based upon the following criteria: pregnancy, onset of a medical condition that prevents employment, active military service deployment, international students who return to their countries of origin, incarceration, and death.

US DEPARTMENT OF EDUCATION  
COMPLETION DATA

The following Completion Rate is reported via the US Department of Education guidelines. This rate is calculated using student completion data from the Film & Television, 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, 2009 and June 30, 2010 and graduated on-time, within a normal time frame.

US DEPARTMENT OF EDUCATION  
PLACEMENT DATA

**Combined Campus Completion Rate - 85%**

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](http://www.onetonline.org).

	STUDENT START DATES	EMPLOYMENT RATE
Fashion Make-Up Artistry	12/08-11/09	70%
Film and Television Make-Up Artistry	9/08-8/09	89%
Multimedia Make-Up Artistry	9/08-8/09	80%
Master Make-Up Artistry	n/a	n/a

DISCLOSURE PAMPHLET  
INFORMATION

**What you should know about licensed private schools and registered business schools in New York State.** Make-Up Designory (MUD) is required to issue this disclosure pamphlet to individuals who are interested in enrolling in the school.

**What is the purpose of this pamphlet?**

This pamphlet provides an overview of students' rights with regard to filing a complaint against a school, and accessing the Tuition Reimbursement Fund if they are victims of certain violations by the school. This pamphlet should be issued to all prospective and enrolled students of non-degree-granting proprietary schools.

Trade schools licensed by the New York State Education Department (NYSED) and business schools registered by the NYSED are required to meet very specific standards under the Education Law and Commissioner's Regulations. These standards are designed to help ensure the educational appropriateness of the programs offered in trade and business schools. All non-degree-granting proprietary schools are very closely monitored and regulated by the NYSED's Bureau of Proprietary School Supervision. Schools are required to have their teachers meet standards in order to be licensed by the Department. Schools are also required to have their curricula approved by the NYSED every three years. This process helps to ensure that the curricula offered are educationally sound.

As part of this process, Bureau of Proprietary School Supervision staff members often visit school campuses, in order to monitor the educational programs being offered. It is the NYSED's objective to make sure that a school's educational program meets the needs of its students, and that students' financial interests are protected. The NYSED's Bureau of Proprietary School Supervision wishes all students success in their continued efforts to obtain the skill training required in order to secure meaningful employment. Our Bureau staff will continue to work with the schools in our state, to help ensure that quality educational programs are provided for all students.

**Who can file a complaint?**

Any current or past student, or employee of a licensed private or registered business school in the State of New York may file a complaint with the NYSED if he or she believes that a school, or school representative, has acted unlawfully.

**What type of grievance constitutes an acceptable complaint?**

A student or employee may file a complaint about a school's conduct, advertising, standards and methods of instruction, equipment, facilities, qualifications for teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

**How should a complaint be filed?**

We recommend that students or employees first attempt to resolve complaints by contacting the school directly, and using the school's internal grievance procedures, unless they feel that they may be penalized for doing so. Alternately, complainants may bring the matter up with school instructors, department heads, or the School Director. We suggest that all complaints be filed in writing, and that the complainant keep copies of all correspondence. Please note that the school cannot require a complainant to contact them directly before he or she files a grievance with the NYSED.

Should a student or employee wish to file a complaint with the Department, he or she should advise the Bureau of any actions that have been undertaken previously to address or resolve the issue.

#### What are the steps required to file a complaint?

1. Please submit your complaint in writing to the NYSED at 116 West 32nd Street, 5th Floor, New York, NY 10001. Complainants may also call the Department at 212-643-4760 and request an interview for the purpose of filing a written complaint. We ask that all relevant documents be provided for the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will then meet with the complainant, and go through the grievance in detail.
2. If the complainant is unable to come in for an interview, he or she may send a letter or call the office to request a complaint form. This form must be completed, signed, and returned to the office. Please be sure to include copies of all relevant documents with the form. We recommend that complainants maintain possession of all original documents. Complaints must be filed within two years after the alleged incident took place. Please note that the Bureau cannot investigate any complaint made more than two years after the date of the incident.
3. The investigator will attempt to resolve the complaint as quickly as possible, and may contact the complainant with follow-up questions. We request that all follow-up information be furnished without delay, so as not to interfere with the investigation. When appropriate, the investigator may attempt to make informal negotiations with the school. If the Department determines that violations of the law have been committed, and if the school fails to take satisfactory and appropriate action, then the Department may proceed with formal disciplinary charges.

#### What is the Tuition Reimbursement Fund?

The Tuition Reimbursement Fund is designed to protect the financial interests of students who attend proprietary schools. If a school closes while a student is in attendance, prior to the completion of that student's education program, he or she may be eligible for a refund of all tuition expenses that have been paid. If a student drops out of school prior to completion, and the student files a complaint against the school with the NYSED, he or she may be eligible to receive a tuition refund if the NYSED finds the complaint to be valid, or identifies a violation of the Education Law or Commissioner's Regulations, as specified in Section 126.17. To file a claim to the Tuition Reimbursement Fund, students must first file a complaint with the NYSED at the address listed above. The NYSED staff can help students prepare a Tuition Reimbursement Form. Please note that a sample of this form should be provided to all students upon enrollment.

#### What is the Tuition Refund and Cancellation Policy?

All schools must have a Tuition Refund and Cancellation Policy in place for each program that is included in their catalogs, and in the student enrollment agreements. We urge all students to read and understand their school's policy regarding tuition refund and cancellation before signing the enrollment agreement. Please be sure to clarify any details with a school administrator. Students may also seek assistance from the NYSED at the address included in this pamphlet.

#### What should students know about Private School Agents?

Private School Agents are employed by schools for the purpose of recruiting or enrolling students. They are not school counselors. A Private School Agent cannot require a student to pay a placement or referral fee. Each school agent must be licensed by the NYSED, must have an Agent Identification Card, and must be a salaried employee of the school. School agents who cannot furnish an Agent Identification Card are violating the law if they try to interest students in enrolling in a particular school or group of schools. Please note that all name(s) of the agent(s) who enrolled a student must appear on that student's enrollment agreement. For this reason, students should keep a written record of any agents with whom they have spoken. Each student will be required to confirm the name(s) of the agent(s) when signing his or her enrollment agreement. Any student recruited by an unlicensed Private School Agent (or even by a licensed agent, if there is evidence that the agent made fraudulent or improper claims) will be eligible for a full refund. To determine a student's eligibility to receive a refund, please follow the complaint procedures listed above.

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

Grants are awarded to students based on income eligibility, and do not need to be repaid (e.g. New York State Tuition Assistance Program (TAP) grants or Pell grants provided by the federal government). Guaranteed student loans are low-interest loans provided to students under the Federal Guaranteed Student Loan Program. The decision to apply for a loan must be made by a student; schools cannot mandate that students apply for loans. Please be advised that students who pay school tuition with loan funds will be responsible for repaying the lender in full, with interest, in accordance with the terms of the loan agreement. Failure to repay a student loan may negatively impact a student's credit rating, and can result in legal action against that student. Even those students who do not complete their educational programs will still be responsible for paying back their loans.

It is each student's right to select his or her lender for a guaranteed student loan. A school cannot mandate that students apply to a particular lender or lending institution. Schools may recommend lenders, but must also provide students with statements of their rights to obtain loans from the lenders of their choosing, as well as the insurance premiums charged on these loans. We recommend that students read and understand all information and applications for financial aid grants and loans before signing any documents.

#### Where can students file complaints, file claims to the Tuition Reimbursement Fund, or get additional information?

Please contact the NYSED at:  
New York State Education Department  
116 West 32nd Street, 5th Floor  
New York, NY 10001  
Attention: Bureau of Proprietary School Supervision  
212-643-4760

➤ *This pamphlet is provided by the New York State Education Department (NYSED). The NYSED regulates the operation of licensed private schools and registered business schools/ computer training facilities.*

## FACULTY AND STAFF

### KELLY BUDD

INSTRUCTOR

After graduating from MUD's New York campus in June 2005, Kelly Budd has worked extensively in the make-up industry for individual clients, magazines, and more. Her editorial assignments have included shoots with celebrities like Rev Run of Run DMC for *People* magazine, and her work has been featured in publications like *Noise*, *Pride*, *Prim Magazine*, *Mini Magazine* (Russia), *Deutsch*, and *Client*. As an instructor, she works hard to help her students discover and hone their own distinctive styles. Ms. Budd is a licensed instructor in accordance with NYSED Regulation 126.6.f.

### ALAN CUTLER

LEAD INSTRUCTOR

Alan Cutler started his career in Miami 26 years ago working on films, music videos, and photo shoots while teaching his craft to aspiring make-up artists. Since his move to New York in 1989, he has worked with numerous celebrities including former Beatles band members, disco divas, pop stars, and acclaimed actresses. Mr. Cutler has worked with celebrity photographers Annie Leibovitz, Arthur Elgort, Andrew Eccles, Walter Chin, and Mathew Jordan Smith. His work has appeared in *Vanity Fair*, *InStyle*, *McCalls*, *Ladies Home Journal*, *Good Housekeeping*, as well as on movie posters and assorted CD covers. Mr. Cutler is looked to as a resource by the make-up artist community; he has been quoted on Sephora.com and in *Allure* magazine and has been featured in *Make-Up Artist Magazine*. His film experience includes *The Producers*, *Revolutionary Road*, *Perfect Christmas*, and *The Telephone*; his television credits include *Project Runway*, *The CDFa Fashion Awards*, *VH-1 Fashion Awards*, *The Sopranos*, *Fringe*, *Law and Order: Criminal Intent*, *Homicide: S.V.U.*, *Saturday Night Live*, *Sports Illustrated Bikini Issue*, and *Clash of the Choirs*. He has received four Emmy® nominations and has been the key make-up artist on ABC soap operas and on *The View*, for which he won his first national make-up Emmy.® Mr. Cutler has appeared as a make-up expert on camera and has worked on over 400 commercials. He has designed and taught curriculums for international cosmetic lines and has been the style director for *ABC News*, training new and established hires in updated techniques. Mr. Cutler is a member of IATSE. Local 798 and a licensed instructor in accordance with NYSED Regulation 126.6.f.

### MICHELLE CUTLER

INSTRUCTOR

Michelle Cutler has been a professional in the make-up industry for over 20 years, with an extensive background in all media. Upon obtaining her certification in her hometown of Miami, Florida, she quickly became a much sought-after make-up artist, gaining experience working with photographers and televised programming in the South Florida area. When Ms. Cutler relocated to New York, she worked as a freelancer for major television networks on shows including national news, soap operas, and entertainment. In 1993, she was made key make-up artist of NBC's *Good Morning America*, where she worked with both the anchors and guests appearing on the show. Her work has appeared on covers of various national magazines and book jackets, including contributions to beauty editorials. From 2002 to 2008, Ms. Cutler was on staff at CNN network, working with the various anchors and guests. Today, she continues her freelance work with private celebrity clients. Ms. Cutler is a licensed instructor in accordance with NYSED Regulation 126.6.f.

## MARGINA DENNIS

INSTRUCTOR

Margina Dennis has been working to make the world a little more beautiful for the past 16 years as a professional make-up artist. In this time, she has worked with celebrities such as Tracy Morgan, Nancy Kerrigan, and Tom Brady, and her work has been seen on networks including CNN, FOX, MTV2, & BET and in publications such as *Teen Vogue*, *Entertainment Weekly*, and *Zoot*. In addition to her work as a make-up artist, Ms. Dennis spent 3 years as Beauty Director for respected online publication *LA'G Magazine*. She is sought out as a beauty expert for numerous publications and corporate clients including Crest, Pink, and *For Me*. Ms. Dennis was invited to join the prestigious Make Up For Ever Artist Alliance in 2008 and has been a guest speaker at the international HBA conference in New York. She has also served as a consultant for beauty companies such as Kiss Beauty, Mehron, and Temptu. Ms. Dennis is a licensed instructor in accordance with NYSED Regulation 126.6.f.

## MERIDETH HARING

INSTRUCTOR

Merideth Haring has been a New York City based hair and make-up artist since 2001. Her work history includes film and television, print advertising, fashion, and theatrical events in the Nashville and New York City areas. Ms. Haring currently specializes in high concept avant-garde make-up. She attended New York University with concentration in Film Production and is a licensed New York State Cosmetologist, holding professional certifications in basic and advanced make-up artistry, airbrush make-up, and special make-up effects. Ms. Haring is a licensed instructor in accordance with NYSED Regulation 126.6.f.

## CARMEN HENDRICKSON

SCHOOL DIRECTOR, NEW YORK CAMPUS

Carmen Hendrickson has worked in vocational education for over twelve years. She has in-depth experience in international student services and financial aid. Ms. Hendrickson has been the Director of Financial Aid for Make-Up Designory's New York campus for four years. She is a member of NYSFAA, the New York State Financial Aid Association. Beyond her dedicated service to our school's student service, she is a dedicated volunteer in several New York community affairs projects. Ms. Hendrickson is a certified School Director in accordance with NYSED Regulation 126.6.d(2) (3) and a state-licensed school agent.

## 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 Hairstylists 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 Post-secondary 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.

## CRAIG LINDBERG

INSTRUCTOR

Craig Lindberg began his career in make-up in 1985. Throughout his career, he has worked in industries including film, television, and Broadway. In 1997, he became head make-up instructor at Christine Valmy; during this time, he continued his own education by taking workshops hosted by many well-known artists such as Ve Neill, Richard Snell, and Sam Fine. Mr. Lindberg joined Local 798 in 2001, and became a Journeyman make-up artist in 2004. His television work includes five seasons at *Saturday Night Live*, three seasons with *Royal Pains*, four seasons at *Law and Order: SVU* and all 7 seasons of *Rescue Me*; his film work includes *Indiana Jones and the Kingdom of the Crystal Skull* and *Spider-man 3*. Mr. Lindberg is a licensed instructor in accordance with NYSED Regulation 126.6.f.

## JENNIFER LOMBARDO

INSTRUCTOR

Jennifer Lombardo has been a professional make-up artist for almost ten years. During this time she has gained a vast array of print, television and film, body painting, live performance, stage and theater, and runway experience. As a member of the MAC Pro Team she has worked with prominent fashion designers such as Oscar de la Renta, Valentino, Diesel, G-Star, Emanuel Ungaro, and more for the past nine seasons of New York Fashion Week. Ms. Lombardo has also worked with major actors, musicians, athletes, and entertainment personalities, including Steven Tyler of Aerosmith, Joan Jett, Garth Brooks, Ricki Lake, "Hip-Hop Violinist" Miri Ben Ari, Kathleen Hanna of Le Tigre, Aubrey O'Day, Latoya London of *American Idol*, professional football player Boomer Esiason, and many of the cast members from *All My Children*. Her work has appeared on Fuse, MTV2, CBS, ABC, Comedy Central, and *The Late Show with David Letterman*. Ms. Lombardo has also been a make-up artist with MAC Cosmetics for the past five years. Ms. Lombardo is a licensed instructor in accordance with NYSED Regulation 126.6.f.

## GRACE LOPEZ

INSTRUCTOR

Grace Lopez's love of make-up started at a very early age in her home town of Chicago, where she was inspired by her glamorous aunt as she spent hours doing her make-up and applying false eyelashes. She moved to New York seven years ago, where she worked for several cosmetics companies including M.A.C. Ms. Lopez has also done make-up for New York Fashion week and has contributed to various print and editorial projects. Ms. Lopez is a licensed instructor in accordance with NYSED Regulation 126.6.f.

## CHANTAL MARIANI

INSTRUCTOR

Chantal Mariani has been a professional make-up artist for 20 years, and is a member of The Make-Up Artists and Hairstylists Union Local 798, IATSE. Her work has appeared on television productions such as *Guiding Light*, *As The World Turns*, *Good Day N.Y.*, *A Current Affair*, *Larry King Live*, *Showbiz Today*, and *The 500 Home Run Club (Mickey Mantle)*. She has worked on commercials for JP Morgan, Dean Witter, Ticketron, Nutri-System and *Robin Leach on the Beach*. Ms. Mariani's film credits include *She's Back (Carrie Fisher)*, *Day Traitors*, and *The Gifted*. She has also worked with major actors, models, politicians, and entertainment personalities, including James Earl Jones, Patrick Stewart, Ellen Burstyn, Vanessa Redgrave, Christopher Reeve, Sigourney Weaver, Susan Sarandon, Ray Liotta, Gwyneth Paltrow, Miranda Richardson, Iman, John F. Kennedy Jr., Elle MacPherson, Brooke Shields, Jaclyn Smith, and Cicely Tyson. Ms. Mariani has a passion for acting, and has been awarded the 2001 Curtain Up Critics Award for Best Actress, in addition to her extensive work in commercials, and as a spokesperson. Ms. Mariani is a licensed instructor in accordance with NYSED Regulation 126.6.f.

## MELISSA MICHELE MULKEY

INSTRUCTOR

Michele Mulkey has been a professional make-up artist for almost ten years. In that time, she has worked on films such as *Déjà Vu*, *Flags of our Fathers*, *Sin City*, *Herbie: Fully Loaded*, *Seed of Chucky*, *The Passion of the Christ*, *Constantine*, *The Chronicles of Riddick*, *The Haunted Mansion*, *The Last Samurai*, and *Solaris*. Her television credits include *The Bold and the Beautiful*, *Black.White.*, *Charmed*, *CSI: Miami*, *Without A Trace*, *Firefly*, *Ascent of the Red Planet*, *Law and Order: Criminal Intent*, *Star Trek: Voyager*, and MTV's *Dismissed*. Ms. Mulkey has also worked on commercials for clients that include

Jack in the Box, Dell, Verizon, Subway Restaurants, Wells Fargo, Cingular Wireless, Ford, Dockers, Honda, FedEx, Old Navy, Fruit Gushers, and AT&T. Ms. Mulkey has worked with prominent actors and entertainment personalities, including Jamie Kennedy, Alan Cumming, Ben Stein, Hunter Tylo, Pat Morita, Christopher Atkins, Ron Masak, Dennis Haskins, and Bernie Kopell. Ms. Mulkey is a licensed instructor in accordance with NYSED Regulation 126.6.f.

## SYLVIA PICHLER

INSTRUCTOR

Sylvia Pichler has been a professional make-up artist since the late 1980s. She has been a passionate airbrush enthusiast for the past 15 years, and uses the airbrush technique to create a wide variety of beauty make-up artistry looks. In addition to her freelance work, she worked as Director of Education and Product Development for Temptu Cosmetics from 2006 to 2007. During this time, she traveled extensively throughout the United States and abroad, conducting airbrush seminars and leading hands-on classes. Ms. Pichler has worked on advertising for clients like Rolex, Clairol, Epsom, T-Mobile, and Panasonic. Her work has been featured in *Vogue*, *Zink*, and *Glamour*. Her credits also include make-up for Broadway, red carpet events and the runway. Ms. Pichler is a licensed instructor in accordance with NYSED Regulation 126.6.f.

## ELIZABETH PISANO

INSTRUCTOR

Elizabeth Pisano is a Make-Up Designory graduate and has been a professional make-up artist for the past seven years, with an emphasis on film and television work. She has also worked in special make-up effects and as a hair technician on films such as *Tropic Thunder* and TV shows such as *Grey's Anatomy* and *Private Practice*. Ms. Pisano is a licensed instructor in accordance with NYSED Regulation 126.6.f.

## ERICA POWELL

INSTRUCTOR

Erica Powell has been a cosmetologist for over 17 years, and is licensed in three states. Ms. Powell received her training at the Empire Beauty School in Easton, Pennsylvania, and has remained current with changing trends and styles through her training with Aveda, Dudley, Affirm, Paul Mitchell, Matrix, and Mizani. From 1993 to 2000, Ms. Powell managed Briali's Haircare in Easton, Pennsylvania, which was voted one of the top salons in the country by *Essence Magazine* in 1997. She has worked as an educator for numerous hair academies across the East Coast for almost ten years. Ms. Powell has also worked with prominent musicians and entertainment personalities, including Total (Bad Boy Entertainment), the late Notorious B.I.G., JaRule, and LaVita (The Inc.). Ms. Powell is a licensed instructor in accordance with NYSED Regulation 126.6.f.

## RAY SHAFFER

INSTRUCTOR

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 actors including Michele Burke, Barney Burman and Christien Tinsley. His filmography includes *Star Trek* (2009), *The Watchman*, *Tron Legacy*, *Crank*, *I Am Legend*, *Mr. Brooks* and *Tropic Thunder*. He holds a BFA in Theatre from Salem State College in Massachusetts. Mr. Shaffer is a licensed instructor with NYSED Regulation 125.6.f.

## JENNIFER SUAREZ

INSTRUCTOR

Jennifer Suarez is a professional make-up artist with over 15 years of experience. Ms. Suarez has worked in runway, print, editorial, television, and film. Her years in the beauty industry as a make-up artist and Training Manager have led her to work with many prestigious companies, including Shiseido, Bliss, Sephora, Bloomingdale's, Saks Fifth Avenue, and Barney's New York. Her work has appeared in publications such as *Nylon*, *Trace*, *Time Out*, and *Seventeen*, and on television for *The Morning Show*, *Good Morning America*, Univision, and Fuse TV. In recent years, she has focused on special make-up effects, and has worked in this capacity in film and television for *Law & Order: Criminal Intent*, *The Fuse Fangoria Chainsaw Awards*, *Partnership for a Drug-Free America*, *The Whitest Kids You Know* (Fuse TV), and numerous indie films. Ms. Suarez has worked

with prominent actors, designers, musicians, models, and entertainment personalities, including Vincent D’Onofrio, Kevin Corrigan, Naomi Watts, Glenn Close, Chloë Sevigny, Jay Saunders, Adam Sandler, Debbie Harry, Diane Von Furstenburg, Jennifer Tilly, Linda Evangelista, Malaak Compton-Rock, and Raquel Welch. Ms. Suarez is a licensed instructor in accordance with NYSED Regulation 126.6.f.

## PAUL THOMPSON

DIRECTOR OF EDUCATION

Paul Thompson is the Director of Education at Make-Up Designory and is a professional make-up artist with over 20 years of experience, and an educator with over 15 years of experience. He supervises the Los Angeles and New York campuses including daily educational programs and the recruitment and training of all faculty members. Mr. Thompson designs, writes, edits and markets textbooks and workbooks for MUD, and creates and writes curricula and lesson plans for classrooms, seminars, and company training programs. He authored MUD’s character textbook *Character Make-up*, published in 2005 and co-wrote the second edition, published in 2009. In addition to teaching at Make-Up Designory and UCLA Extension, Mr. Thompson has lectured all over the world for major cosmetic companies such as MAC Cosmetics, Max Factor & Company, and Kryolan Cosmetics. His professional credits include the co-creation of the very first silicone bodysuit for Luke Perry in *Robin Cook’s Invasion* (NBC mini-series). He has created numerous make-up effects for commercials, and has also supervised film and television projects for the MUD/FX Group. Over the course of his career, Mr. Thompson 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. He is a licensed instructor in accordance with NYSED Regulation 126.6.f.

## ADMINISTRATIVE STAFF

Seneca Cancel, Admissions Advisor  
Ivory Williams, Admissions Advisor  
Christy Gregory, Financial Aid Director  
Maggie Smith, Financial Aid Advisor  
Desirae Ross, Registrar  
James Porras, Career Services Director  
Jennifer Heslop, Career Services Advisor  
AnNur DeCosta, Career Services Advisor  
Karen Demirjian, Bursar  
Rita Botelho, Store Manager  
Cindy Jacuk, Controller/CFO  
Karl Zundel, Vice President  
John Bailey, Secretary

# LOCAL RESOURCE GUIDE

## MEDICAL & DENTAL CARE

*NYU Downtown Hospital*  
170 Williams St.  
New York, NY 10038  
212-312-5000

*Soho Dermatology and Health*  
155 Spring St., 4th Floor  
New York, NY 10012  
212-343-0080

*Soho Dental*  
589 Broadway  
New York, NY 10012  
212-219-7600

*Duane Reade (Pharmacy)*  
598 Broadway  
New York, NY 10012

*Rite Aid (Pharmacy)*  
495 Broadway  
New York, NY 10012

*Duane Reade Walk-In Medical Care*  
1627 Broadway (at 50th St.)  
New York, NY 10019  
866-366-3060

*Gouverneur Healthcare Services*  
227 Madison St.  
New York, NY 10002  
212-238-7000

## DAY CARE CENTERS

*Chinatown Day Care Center Incorporated*  
35 Division St.  
New York, NY 10002  
212-431-3845

*NY Grand Center Day Care*  
323 Grand St.  
New York, NY 10002  
212-226-8600

*Little Star of Broome St. Day Care*  
151 Broome St.  
New York, NY 10002  
212-673-2680

## BANKS/CHECK CASHING FACILITIES

*Bank of America*  
589 Broadway  
New York, NY 10012

*HSBC Bank*  
599 Broadway  
New York, NY 10012

*North Fork Bank*  
594 Broadway  
New York, NY 10012

*Chase*  
623 Broadway  
New York, NY 10012

*Fast Cash Inc.*  
145 Greene St.  
New York, NY 10012

*G&R Check Cashing Corp.*  
629 Broadway, New York, NY 10012

## OTHER INFORMATION

*Emergency*  
911

*New York Police Department*  
212-741-4811

*Yellow Cab*  
212-571-5412

*MTA*  
[www.mta.info](http://www.mta.info)



Note: Application can also be completed on our website at [www.mud.edu](http://www.mud.edu)

## I. PERSONAL INFORMATION

Name			Date	
LAST	FIRST	MIDDLE	MM/DD/YYYY	
Social Security Number (if applicable)			Date of Birth	
			MM/DD/YYYY	
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. The same information is required for foreign students.*

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
_____	_____	_____

#### 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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#### V. AREAS OF INTEREST AND GOALS

I would like to enroll in the following program:

Program Name	1st Choice Date	2nd Choice Date
Fashion Make-Up Artistry Program		
Film and Television Make-Up Artistry Program		
Multimedia Make-Up Artistry Program		
Master Make-Up Artistry Program		

I would like to enroll in the following courses:

Course Name:	1st Choice Date	2nd Choice Date
Beauty 101: Fundamentals of Beauty Make-Up		
Beauty 201: Studio Hairstyling for the Make-Up Artist		
Beauty 301: Beauty Lab		
Special Make-Up Effects 201: Character Make-Up Artistry		
Special Make-Up Effects 301: Lab Techniques		
Airbrush Course		

**Employment Goals:**     Fashion                       Photography                       Film/TV  
(Check all that apply)     Cosmetic Sales                       Theater                       Special Make-Up Effects  
 Other: \_\_\_\_\_

Upon graduation, where do you plan to work? (City, State, Country) \_\_\_\_\_

Do you need housing assistance?                       Yes                       No

Will you be attaching a resume to this form?                       Yes                       No

Do you require financial aid?                       Yes                       No

Enrollment is not complete and a place is not reserved until the application fee (\$100.00 USD) is paid, high school verification is received by the school and finances are secured. Enrollment may be completed by mailing the necessary information to:



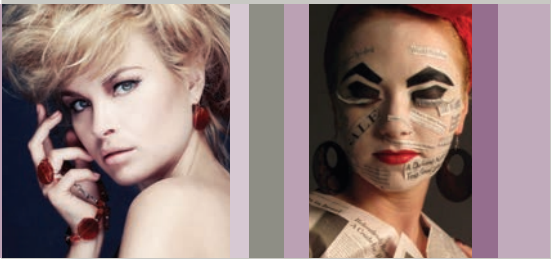


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