iCandles Academy

Student Handbook

Learn the Craft. Create Your Opportunity.

Program policies, student expectations, assessment standards, and Certificate of Completion requirements.

1. Welcome to iCandles Academy

iCandles Academy provides practical, hands-on candle-making education while helping students develop skills they can use creatively, professionally, or as a foundation for additional income or business development.

Academy philosophy: Learn the Craft. Create Your Opportunity.

2. Academy Program Structure

Level 1 - Candle-Making Workshop

Level 1 provides hands-on instruction in candle-making fundamentals, including wax chemistry, fragrance, wicks, candle construction, formulation, and creative design.

Level 2 - Income & Business Workshop

Level 2 focuses on helping students use their candle-making knowledge to explore income opportunities or take the next steps toward building a business.

Students who already have candle-making knowledge and experience may choose to begin directly with Level 2 without completing Level 1 first.

3. Course Format & Schedule

Classes are held live online through Zoom. Students also have access to supplemental YouTube videos that reinforce techniques and topics covered during class and provide additional guidance when needed.

The program includes **50 hours of instruction across 23 class days**. Most sessions are two hours, with extended three-hour sessions on Thursdays.

Enrollment is limited to **20 students per term**.

4. Student Eligibility

Students must be **18 years of age or older** at the time of enrollment. No previous candle-making or chemistry experience is required for Level 1.

5. Candle-Making Tool Kit & Course Materials

Enrollment includes essential learning materials and tools needed for training.

Candle-Making Tool Kit

- Apron
- Safety glasses
- Premium latex gloves
- Face mask
- Heat-resistant gloves

- Essential candle-making tools

Latex-free gloves are available upon request.

Additional Course Materials & Benefits

- Composition journal
- Blue ink pen
- Black permanent marker
- Thermometer
- Complimentary iCandles Academy T-shirt

T-shirt sizing will be collected at the end of the first week, with the complimentary Academy T-shirt provided during the second week.

6. Attendance, Absences & Make-Up Requirements

Attendance is required for all scheduled classes. Because iCandles Academy is an accelerated, hands-on program, every class is considered an essential part of the student's training. Students should enroll only if they are able to commit to the full course schedule.

The Academy does not provide a set number of optional or planned absences. If an unavoidable emergency prevents attendance, the student must notify iCandles Academy as soon as possible.

Missed instructional hours must be completed through an Academy-approved make-up assignment, supplemental instruction, or another approved method before the student becomes eligible for a Certificate of Completion.

Supplemental YouTube videos do not automatically replace required live instructional hours unless specifically approved by iCandles Academy.

7. Assessments, Retakes & Remediation

Students will complete **four assessments per term**. A minimum score of **80%** is required to pass each assessment.

If a student does not achieve 80% on the first attempt, the student receives **one complimentary retake for that assessment**. If the student does not achieve a passing score after the complimentary retake, **one additional retake is available for a $20 fee**.

Students are permitted a maximum of three test attempts per assessment:

- Original assessment
- One complimentary retake
- One additional $20 retake

Remediation After the Third Attempt

If a student does not achieve 80% after the third assessment attempt, the student may complete up to **two Academy-approved remediation assignments**. The student may select from remediation options provided by iCandles Academy.

Remediation assignments will focus on the areas in which the student needs additional understanding and may be used to make up the percentage difference needed to bring the student's final assessment score to the required **80% or higher**.

The student must successfully complete the required remediation before becoming eligible for a Certificate of Completion. If the student does not demonstrate the required competency after the available remediation opportunities, a Certificate of Completion will not be issued for that term. Future retraining or reassessment may be required.

8. Level 1 Certificate of Completion Requirements

To receive a personalized **iCandles Academy Certificate of Completion recognizing wax chemistry training**, a Level 1 student must:

- Complete all required course hours.
- Complete required lessons and hands-on activities.
- Achieve a final score of 80% or higher on each of the four required assessments, including any approved retake or remediation process when applicable.
- Complete any required make-up instruction resulting from missed classes or course hours.
- Satisfy all other Level 1 course-completion requirements.

Upon successful completion, Level 1 students receive:

- **Personalized Certificate of Completion** - recognizing their wax chemistry training.
- **White Lab Coat** - presented upon successful course completion.

Enrollment or attendance alone does not guarantee a Certificate of Completion.

9. Level 2 Completion

Level 2 focuses on turning knowledge into opportunity. Depending on the business structure selected, students receive applicable business organization documents developed during the program, which may include **Articles of Organization and an Operating Agreement for an LLC, or appropriate organizational documents for a sole proprietorship.**

Students are responsible for reviewing applicable state and local requirements and completing any required government filings, registrations, licenses, fees, or professional legal or tax review.

10. Refund, Withdrawal & Enrollment Transfer Policy

All iCandles Academy enrollment payments are non-refundable.

Students who are unable to continue may submit a withdrawal request no later than the **final day of the first week** of their enrolled term. An approved timely withdrawal allows the student to transfer the

enrollment to **one future available term** when the student's schedule permits.

The transferred enrollment must be used within **12 months** of the original term's start date. Withdrawal requests received after the first-week deadline are not eligible for transfer to another term.

A transferred enrollment does not create a right to a cash refund. Any rights required by applicable law remain unaffected.

If iCandles Academy Cancels a Term

If iCandles Academy cancels a term, affected students will be provided the options and remedies communicated by the Academy for that cancellation, consistent with applicable requirements.

11. Income & Employment Disclaimer

iCandles Academy provides education, hands-on training, and practical skills, but completion does not guarantee employment, job placement, income, sales, profit, or a specific financial return. Results depend on factors including how students apply their skills, pricing, expenses, customer demand, sales, marketing, and the time and effort invested.

12. Student Conduct & Safety

Students are expected to maintain professional conduct during live online instruction and to follow all safety instructions provided during training. Students should use appropriate protective equipment and follow instructor guidance when working with heated wax, fragrance materials, tools, and candle-making equipment.

13. Student Acknowledgment

By participating in iCandles Academy, students acknowledge that they are responsible for reviewing and following Academy policies, attendance expectations, safety requirements, assessment standards, refund and withdrawal terms, and Certificate of Completion requirements.

Students understand that a Certificate of Completion is awarded only after all applicable Level 1 completion requirements have been successfully satisfied.

Student Name: _____

Student Signature: _____

Date: _____