

OIPMU

THE OHIO INSTITUTE OF PERMANENT MAKEUP



SCHOOL CATALOG

9425 Olde 8 Rd #2
Northfield Center, Ohio 44067

Approved by the Ohio State Board of Career Colleges and Schools, Registration #2273

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2026–2027 Catalog Edition*

Approved Certificate Programs

Permanent Brows Professional Certificate Program (50 Clock Hours)

Objective: To develop foundational professional brow artistry skills through pre-class study, classroom and laboratory instruction, a supervised model practical, and an apprenticeship component designed to build consistency, control, safety, and professional readiness.

- Five required live client brow procedures, including the in-class practical and apprenticeship procedures.
- Instructor evaluation of core competencies and sanitation practices.
- Minimum passing standard: 80% on required graded academic work and final written examination, plus satisfactory completion of required practical competencies.

Advanced Permanent Brows Professional Certificate Program (100 Clock Hours - AAM Board Certification Track)

Objective: To prepare students for professional permanent makeup practice and eligibility for the American Academy of Micropigmentation (AAM) Board Certification examination through structured theory, laboratory practice, live client procedures, and competency evaluation.

- Six required live client brow procedures evaluated by an instructor.
- Comprehensive theory, laboratory practice, sanitation, client care and professional preparation.
- Minimum passing standard: 80% on required graded academic work and final written examination, plus satisfactory completion of required practical competencies.

Permanent Cosmetics Professional Certificate Program (300 Clock Hours)

Objective: To prepare students for entry-level professional practice in brows, lips, and eyeliner through hybrid theory, laboratory skill development, demonstrations, supervised clinical training, and competency evaluation.

- Twelve required live client procedures across brows, lips, and eyeliner.
- Includes theory, practical skills, clinical residency, professional development, final practical evaluation, and portfolio review.
- Minimum passing standard: 80% graded academic work and satisfactory completion of all practical competencies.

Advanced Permanent Cosmetics Professional Certificate Program (600 Clock Hours)

Objective: To advance graduates through comprehensive permanent cosmetics, restorative tattooing, corrective work, specialty camouflage, clinical residency, leadership, and portfolio development.

- 600 clock hours of hybrid instruction and training, normally completed in approximately one year.
- Includes the complete 300-hour core followed by 300 advanced hours.
- Twenty-four required live client procedures across core and advanced specialties.
- Minimum passing standard: 80% on graded academic work and satisfactory completion of all practical competencies.
- Tuition and fees are listed in the Tuition, Fees and Additional Expenses section of this catalog.

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1. Message from the Director

Welcome to The Ohio Institute of Permanent Makeup! OIPMU was created from my belief that aspiring artists deserve more than a brief introduction to permanent makeup. They deserve a clear educational pathway that prepares them to work with skill, confidence, integrity, and respect for the responsibility that comes with serving clients.

As a permanent makeup artist and educator, I saw the life-changing possibilities of this profession, but I also saw a need for stronger, more structured education in Ohio. I founded OIPMU to help close that gap and build the kind of school I believed our students, our industry, and the public deserved. My background in biology and chemistry, years of hands-on experience, and commitment to professional standards shaped a school grounded in safety, artistry, sound judgment, and real-world preparation.

OIPMU is more than a place to learn techniques. It was built to create meaningful career pathways and raise expectations within the permanent makeup profession. Through independent study, instructor-led education, hands-on practice, live client experience, apprenticeship, mentorship, and competency-based evaluation, students are challenged to become thoughtful professionals. You will be supported, guided, and encouraged, but your success will also require consistency, accountability, practice, and perseverance.

It is an honor to help shape the next generation of permanent makeup professionals. My hope is that you leave OIPMU with the confidence, judgment, and professional foundation to serve others well, protect the public, build a sustainable career, and contribute positively to the future of this industry. I am proud to welcome you to OIPMU, and I am excited for what you can become.



Brensha "Shay" Searcy, B.Sc., DiAAM
Founder & School Director
AAM Board Certified Trainer

2. Administration, Faculty & Facilities

School Director and Instructor: Brensha Searcy, B.Sc., DiAAM - Bachelor of Science in Biology/Chemistry; AAM Board Certified Trainer; Chairman of the American Academy of Micropigmentation Board of Directors; permanent makeup artist and educator with more than seven years of professional experience.

OIPMU is located at 9425 Olde 8 Rd #2, Northfield Center, Ohio 44067. The approximately 1,400-square-foot facility provides classroom and hands-on training space. The current maximum cohort size is three students.

Training tools may include latex, silicone, mannequin heads, tattoo machines, pigments, needles/cartridges, mapping supplies, sanitation supplies, and other equipment appropriate to the authorized curriculum.

The Ohio Institute of Permanent Makeup (OIPMU) is approved by the State Board of Career Colleges and Schools, Registration No. 2273. The Advanced Permanent Brows Professional Certificate Program (100 Clock Hours – AAM Board Certification Track) has received programmatic curriculum approval from the American Academy of Micropigmentation (AAM). All certificate programs listed in this catalog are approved programs of the school.

Student Records and Transcripts

OIPMU maintains records documenting admission, enrollment, tuition and fees paid, attendance and participation, grades, evaluations, progress, conduct, withdrawal or completion, and credentials issued. Nonacademic student records are retained for at least five years. Academic transcripts are retained permanently.

3. Admissions & Enrollment

General Admission Requirements

- Valid government-issued photo identification.
- Applicants must be at least eighteen (18) years of age by the program start date.
- Bloodborne Pathogens (BBP) training/certificate as required by the program.
- First Aid/CPR certification as required by the program.
- Completion of the school application and admissions interview.
- Completion of the Ohio State Board of Career Colleges and Schools student disclosure course.
- OIPMU pays the required student disclosure course fee; this cost is not charged to the student.
- Completion and signature of the enrollment agreement and all required school forms.
- Payment of the registration fee and tuition according to the enrollment agreement.

Admission is subject to review by the School Director. OIPMU does not discriminate in admission on the basis of race, color, religion, sex, national origin, or other status protected by applicable law.

Reasonable Accommodations

OIPMU provides reasonable accommodations to qualified students with disabilities as required by applicable law. A student requesting accommodation should contact the School Director as early as possible and provide information sufficient to identify the functional limitation and requested support. Accommodation does not waive essential safety, sanitation, attendance, clock-hour, academic, or practical competency requirements. Accommodations are not retroactive unless required by law. Information related to an accommodation request will be handled as confidentially as reasonably possible.

Physical and Technical Requirements

Permanent makeup training requires sustained visual attention, fine-motor control, safe handling of needles and machines, the ability to wear required personal protective equipment, and the ability to communicate with clients and follow infection-control procedures. Students must be able to perform essential functions with or without reasonable accommodation.

Hybrid Technology Requirements

Students must maintain regular access to a reliable internet connection; a current laptop or tablet capable of accessing the student learning platform; a working email account; a smartphone or camera capable of producing clear photographs and video; and software needed to view, upload, and submit common document, image, and video formats. Students are responsible for basic device operation, checking compatibility before deadlines, retaining copies of submissions, and promptly reporting verified platform-wide outages. Ordinary device failure, insufficient storage, lost passwords, unsupported files, or unreliable personal internet service does not automatically excuse missed work or attendance.

Enrollment Procedure

A prospective student is considered enrolled only after completing the required enrollment agreement, admissions documentation, and applicable financial requirements. Enrollment is subject to seat availability. A \$125 registration fee is required to reserve an approved student's seat.

The remaining tuition balance is due no later than two weeks before the first scheduled day of resident classroom instruction. Failure to satisfy the required financial obligations by the applicable deadline may result in the loss or postponement of the student's scheduled seat, subject to applicable law and the school's refund policy.

Students must begin and complete all required prework on the dates published in the school calendar. Access to prework or online course materials does not waive or extend any tuition payment deadline.

4. School Calendar & Class Scheduling

November 2026 Permanent Brows Cohort

Program	Program Start and Prework	Classroom Training	Complete By
Permanent Brows Professional Certificate Program (50 Clock Hours)	October 22–November 4, 2026	November 5–7, 2026	January 2, 2027
Advanced Permanent Brows Professional Certificate Program (100 Clock Hours - AAM Board Certification Track)	October 22–November 4, 2026	November 5–9, 2026	January 4, 2027

March 2027 Permanent Brows Cohort

Program	Program Start and Prework	Classroom Training	Complete By
Permanent Brows Professional Certificate Program (50 Clock Hours)	February 18–March 3, 2027	March 4–6, 2027	May 1, 2027
Advanced Permanent Brows Professional Certificate Program (100 Clock Hours - AAM Board Certification Track)	February 18–March 3, 2027	March 4–8, 2027	May 3, 2027

March 2027 Permanent Cosmetics Cohort

Program	Begins	Ends
Permanent Cosmetics Professional Certificate Program (300 Clock Hours)	March 2, 2027	August 31, 2027
Advanced Permanent Cosmetics Professional Certificate Program (600 Clock Hours)	March 2, 2027	February 29, 2028

Advanced Permanent Cosmetics Professional Certificate Program (600 Clock Hours) Terms

Term	Dates	Clock Hours
Term One	March 2–August 31, 2027	300
Term Two	September 1, 2027–February 29, 2028	300

School Holidays and Closures

OIPMU will be closed on New Year's Eve, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day. Any instruction, clinical training, or apprenticeship appointment affected by a closure will be rescheduled.

Clinical and apprenticeship appointments are scheduled separately based on student readiness and instructor, facility, and model availability. Students must complete all required coursework, clock hours, competencies, and procedures by the published completion date.

Emergency Closures and Schedule Changes

OIPMU may delay or reschedule instruction because of severe weather, utility failure, public-health conditions, instructor emergency, facility conditions, model availability, or another circumstance that affect safe operation. The school will notify students through a designated communication channel and will schedule replacement instruction or clinical opportunities necessary to preserve approved clock hours and competencies. A schedule adjustment does not reduce graduation requirements. Students remain responsible for monitoring school communications.

Apprenticeship/model appointments are by appointment only. Availability is not guaranteed on a particular requested date. Students must schedule sufficiently in advance to meet their program completion deadline.

5. Academic Standards, Grading & Satisfactory Progress

OIPMU uses competency-based evaluation in addition to clock-hour completion. A student must complete the required hours and demonstrate satisfactory academic and practical performance to graduate.

Minimum Passing Standard

Unless a specific assignment or rubric states a higher standard, 80% is the minimum passing grade for graded quizzes, homework assignments, written examinations, and other graded academic work. Practical work is evaluated using the school's applicable competency rubric and must be rated satisfactory/passing.

Methods of Evaluation

- Quizzes and written examinations.
- Homework and online assignments.
- Latex, silicone, mannequin, mapping, and other practice assignments.
- Class participation and preparedness.
- Instructor observation.
- Live client/model procedures.
- Sanitation and Bloodborne Pathogens compliance.
- Professional conduct and documentation.
- Demonstration of required core competencies.

Core Practical Competencies

Core competencies include depth and pressure, stretch, mapping and shaping, machine control, pigment/color selection, client consultation, workstation setup and breakdown, documentation, sanitation, Bloodborne Pathogens compliance, and safe professional procedure execution.

Progress Reports and Academic Intervention

The school will periodically evaluate and communicate student progress. A student who is not making satisfactory progress may receive additional practice requirements, remediation, tutorials, shadowing opportunities, additional instructor review, academic warning/probation, a hold on advancement to practical work, or other corrective requirements appropriate to the deficiency.

Providing remediation does not guarantee a passing grade, extend a program deadline, or waive any graduation requirement.

Unsatisfactory Progress Probation

A student who falls below the 80% minimum academic standard, fails a required practical competency, accumulates attendance deficiencies, or otherwise fails to make satisfactory progress may be placed on written academic probation. Unless the written notice states a shorter final deadline already controlling the student's program, the probationary remediation period is fourteen (14) calendar days. The notice will identify the deficiencies, required corrective work, deadline, and consequences. The student must complete the assigned remediation and restore satisfactory progress by the stated deadline. Failure to do so may result in suspension from practical work or dismissal. A final program, extension, reinstatement, or completion deadline is not extended by probation.

6. Homework, Late Work, Failed Work & Resubmissions

This section governs all quizzes, homework, online modules, practice submissions, written examinations, and other academic assignments unless a written assignment instruction states otherwise.

Due Dates

Students must complete and submit coursework by the published due date. Students are responsible for monitoring the student portal, course materials, email, and other school designated communication channels for assignments and deadlines.

Unless a written notice states otherwise, electronic deadlines are measured in Eastern Time. Students should verify successful upload and portal status before the deadline. Mobile display issues, unread notifications, incomplete uploads, unsupported file formats, or checking the portal shortly before a deadline do not extend the deadline unless the school confirms a documented system-wide failure in writing.

Missed or Failed Assignments

During the ordinary course of a student's program, a missed assignment or an assignment receiving less than the minimum passing standard may generally be made up or resubmitted within fourteen (14) calendar days of the original due date or the date the failing grade is issued, whichever date the school identifies in writing.

The fourteen-day make-up opportunity is a remediation period only. It is not an automatic extension of the student's program completion deadline, apprenticeship deadline, leave-of-absence return date, academic probation deadline, final extension deadline, or any other final deadline established by the school.

Final Deadlines Control

When the School Director establishes a final completion, probation, reinstatement, appeal, or extension deadline, ALL requirements subject to that deadline must be completed and must achieve a passing/satisfactory result by that deadline unless the Director expressly approves additional time in writing.

Submission of an assignment on a final deadline does not create a new fourteen-day resubmission period. A student who submits work at or near a final deadline assumes the risk that insufficient time remains to correct work that is incomplete, inaccurate, unsatisfactory, or below the minimum passing standard.

No Automatic Multiple Attempts

A student is ordinarily eligible for one formal remediation period of up to fourteen (14) calendar days for identified academic or practical deficiencies during the program. The written remediation notice controls the work required and the deadline. Remediation is an opportunity to demonstrate competency, not a guarantee of

a passing grade or an entitlement to unlimited attempts. Work must be received and must achieve at least 80% or a satisfactory practical rating by the stated deadline. Submission, upload, acknowledgment of receipt, or attempted submission does not equal successful completion. The school may require additional practice or repetition of instruction before accepting a final resubmission.

Late Work and Inactivity

Repeated late work, failure to submit assignments, failure to respond to academic notices, or extended academic inactivity may constitute unsatisfactory progress and may result in academic warning/probation, restriction from practical work, or dismissal in accordance with this catalog.

Academic Integrity

Submitted work must represent the student's own skill and effort unless collaboration or use of a specific aid is expressly permitted in writing. Unauthorized use of artificial intelligence, image generation or editing tools, copied or purchased work, another person's practice images, or materially altered evidence of performance is academic dishonesty. Falsification, plagiarism, misrepresentation of practice hours, fabricated documentation, removal or concealment of source information, or submission of work that does not reliably demonstrate the student's own competency may result in a zero, failure of the requirement, suspension from practical work, or dismissal. The school may review original files, metadata, timestamps, portal records, device exports, and other reasonably available information and may require a live demonstration or oral explanation before determining whether competency or authorship has been established.

7. Attendance, Leave, Completion Deadlines & Extensions

Attendance

Students are expected to attend all scheduled classroom, laboratory, model, and apprenticeship sessions. Advance notice should be provided for an intended absence whenever reasonably possible. Missed required instruction must be made up as directed by the school.

Because intensive training is sequential, a student may be no more than twenty (20) minutes late and may accumulate no more than three tardies during a program. Arrival more than twenty minutes after the scheduled start may be recorded as an absence and may require approved make-up instruction. A fourth tardy, repeated early departure, or more than two absences during an intensive classroom period may result in attendance probation, required make-up hours, inability to advance to practical work, or dismissal, subject to documented circumstances, applicable law, and the student's ability to complete all required clock hours and competencies.

Clock Hour and Participation Records

OIPMU records resident attendance through sign-in records, instructor verification, or another approved method. Distance-education clock hours require documented academic engagement such as completion of assigned content, quizzes, discussions, submissions, instructor interaction, or another activity identified in the approved course. Logging into the learning platform without completing the assigned activity does not by itself establish attendance or earn clock hours. Clinical clock hours require attendance, participation, required documentation, and instructor verification. Falsification of attendance, practice, clinical, or participation records is academic dishonesty.

Program Completion Deadline

For the 50-hour and 100-hour programs, all post-class coursework, model procedures, apprenticeship requirements, examinations, and other graduation requirements must be completed within eight (8) weeks of

the last scheduled classroom day unless the enrollment agreement states a different period. Students enrolled in the 100-hour Advanced Permanent Brows Program must also sit for the AAM Board Certification Examination within ninety (90) days after the final model procedure. The 300-hour program is normally completed in approximately six months. The 600-hour program is normally completed in approximately one year and has a maximum completion timeframe of seventy-two (72) weeks. Exact term dates and maximum timeframes appear in the applicable enrollment agreement and approved program calendar. An approved leave, legally required accommodation, or written Board-authorized amendment may change an individual completion date. The school is not responsible for delays caused by the student's failure to complete coursework, secure eligible models, schedule available appointments, maintain required insurance/certifications, attend scheduled sessions, or respond to school communications.

Extension

A student may request a one time extension of up to thirty (30) calendar days by submitting a written request via email to the School Director before the existing completion deadline. The request should identify the reason for the extension and the remaining requirements.

Extensions are discretionary and are not guaranteed. An approved extension establishes a new FINAL completion deadline. It does not reset prior assignment due dates, create additional automatic resubmission periods, waive failed requirements, or reduce competency standards.

Leave of Absence

A leave of absence must be requested in writing and approved by the School Director. An approved leave may not exceed six months unless a longer leave is required or permitted by applicable law, including military leave requirements. The school will document the leave and return date.

A student who does not return at the end of an approved leave may be withdrawn/dismissed in accordance with applicable law and the school's refund policy.

School-Approved Exceptions

Nothing in this policy prevents the School Director from granting reasonable written accommodations, deadline adjustments, or other considerations when required by law or when documented circumstances justify special consideration. Any exception must be documented and does not establish a precedent for other students.

8. Practical Readiness & Apprenticeship Policies

Readiness to Work on Live Models

Clock-hour attendance alone does not entitle a student to perform a live procedure. Before advancing to live client/model work, the student must demonstrate sufficient readiness in the prerequisite skills identified by the instructor.

The school may delay or suspend a student's advancement to a model or apprenticeship procedure when coursework is incomplete, required practice has not been submitted, prerequisite assignments are failed, sanitation skills are deficient, or the instructor determines that proceeding would be unsafe or educationally inappropriate.

A delay in practical advancement due to the student's lack of readiness does not waive the student's program completion deadline.

Model Procedures

Students are responsible for securing appropriate, reliable models when assigned by the program. When the school agrees to source a model, the applicable sourcing or model fee is due before scheduling and does not guarantee that a particular person will remain eligible or appear. All models are subject to health screening, contraindications, documentation requirements, and instructor approval. A scheduled appointment does not guarantee that a procedure will be performed if the model is contraindicated, the student is not academically or practically eligible, required documentation or insurance is missing, or the instructor determines that proceeding would be unsafe or educationally inappropriate.

Supervision

Apprenticeship procedures are conducted with school staff/instructor presence on site as required by the program. Students are expected to demonstrate increasing independence while remaining subject to instructor direction. Required approvals, including brow design and color selection, must be obtained before beginning a procedure.

Consent, Documentation & Safety

All required client consent and documentation must be completed before a procedure begins. Strict adherence to sanitation, safety, and Bloodborne Pathogens protocols is mandatory. A procedure involving a material sanitation or safety violation may be stopped, graded unsuccessful, and required to be repeated.

Scheduling, Cancellation & No-Show

Clinical and apprenticeship appointments are by appointment only and subject to instructor, facility, and model availability. Students and models must follow the school's seventy-two (72) hour cancellation policy. A late arrival, no-show, cancellation with less than 72 hours' notice, failure to arrive prepared, or failure to provide required documentation may result in forfeiture of the applicable deposit or fee and payment of a new deposit or fee before rescheduling. Appointments may be scheduled for up to six hours, although actual procedure time varies. The school is not responsible for a student's failure to reserve available dates early enough to meet a completion deadline.

Clinical outcomes vary by skin, health history, medications, aftercare, lifestyle, technique, and other factors. The school does not guarantee healed pigment retention, aesthetic outcome, or the number of sessions a model may require. A procedure may still be evaluated for student competency even when biological healing or retention is unpredictable.

Insurance

Professional liability insurance is required for every student enrolled in the Permanent Brows Professional Certificate Program (50 Clock Hours). Proof of active coverage must be provided before the first apprenticeship procedure and maintained through completion of all practical requirements. Insurance is purchased from a third party, is not included in tuition, and its price is controlled by the provider. Failure to maintain required coverage may delay practical participation without extending the completion deadline. OIPMU does not currently impose a separate student liability-insurance requirement for the 100-, 300-, or 600-hour programs unless stated otherwise.

Model Deposits and Fees by Program

For the Advanced Permanent Brows Professional Certificate Program (100 Clock Hours - AAM Board Certification Track), each required model appointment requires a \$100 refundable deposit. For the Permanent Cosmetics Professional Certificate Program (300 Clock Hours) and the Advanced Permanent Cosmetics Professional Certificate Program (600 Clock Hours), each required live procedure/model appointment requires a \$100 refundable deposit. A refundable deposit is returned after the scheduled procedure is completed and all deposit conditions are satisfied. It is forfeited when the student or model does not appear, cancels with less than 72 hours notice, arrives too late to proceed, is unprepared, or fails to satisfy disclosed eligibility or documentation requirements, unless the School Director approves an exception in writing.

For the Permanent Brows Professional Certificate Program (50 Clock Hours), every required model appointment carries a nonrefundable \$100 model deposit/fee. The first live model procedure is included in classroom training. The remaining four apprenticeship model appointments each carry a nonrefundable \$100 model deposit/fee, resulting in \$400 in required model deposits/fees. If a procedure must be repeated or a replacement model must be scheduled because of student or model conduct, eligibility, readiness, late cancellation, or no-show, an additional \$100 nonrefundable model deposit/fee is required. A fee will not be reassessed when the school alone cancels the appointment and transfers the existing payment to a replacement date.

9. Graduation Requirements & Certificates

Permanent Brows Professional Certificate Program (50 Clock Hours)

- Complete all 50 required clock hours.
- Complete all required coursework and assignments at the minimum passing standard of 80%.
- Achieve 80% or higher on the final written examination.
- Successfully complete five required live client brow procedures, including the in-class practical and apprenticeship procedures.
- Demonstrate satisfactory performance in required practical competencies.
- Meet sanitation, Bloodborne Pathogens, documentation, conduct, and other practical requirements.
- Complete all program requirements within the applicable completion deadline.

Advanced Permanent Brows Professional Certificate Program (100 Clock Hours - AAM Board Certification Track)

- Complete all 100 required clock hours.
- Complete all required coursework and assignments at the minimum passing standard of 80%.
- Achieve 80% or higher on the final written examination.
- Successfully complete six required live client brow procedures evaluated by an instructor.
- Complete the required supervised procedures and demonstrate the minimum practical competency.
- Meet sanitation, Bloodborne Pathogens, documentation, conduct, and other practical requirements.
- Complete all program requirements within the applicable completion deadline.
- Sit for the AAM Board Certification Examination within ninety (90) days after completing the final required model procedure. Examination registration, eligibility documentation, scheduling, fees, and compliance with AAM requirements remain the student's responsibility.

Certificate of Attendance / Recognition

The school may issue a Certificate of Attendance or Recognition at the conclusion of the in-class instructional component. Such a document acknowledges participation in the in-class instructional component only. It does not certify completion of the full program, fulfillment of apprenticeship or clinical requirements, demonstration of competency, eligibility for graduation, professional licensure, or outside board certification.

Permanent Cosmetics Professional Certificate Program (300 Clock Hours)

- Complete all 300 required clock hours and all courses in the approved sequence.
- Earn at least 80% on all required graded academic work and written examinations.
- Successfully complete twelve required live procedures: four Powder/Ombré Brows, two Nano/Nano Combo Brows, two Lip Blush, two Lip Neutralization, and two Eyeliner procedures.
- Pass all practical competencies, final practical evaluation, portfolio review, and graduation assessment.
- Meet all sanitation, safety, documentation, conduct, attendance, and financial requirements by the applicable deadline.

Advanced Permanent Cosmetics Professional Certificate Program (600 Clock Hours)

- Complete all 600 required clock hours and all courses in the approved sequence.
- Earn at least 80% on all required graded academic work and written examinations.

- Complete the 300-hour core and twelve additional advanced live procedures, for twenty-four total live procedures.
- Pass all practical competencies, final practical evaluations, portfolio review, and graduation assessment.
- Meet all sanitation, safety, documentation, conduct, attendance, and financial requirements by the applicable deadline.

Certificate of Completion

A Certificate of Completion is issued only after the school verifies that all graduation requirements for the enrolled program have been satisfied. Participation in graduation photographs, receipt of a Certificate of Attendance/Recognition, completion of the in-class portion, or completion of clock hours alone does not establish graduation.

The school may withhold a Certificate of Completion when academic, practical, financial, documentation, conduct, or other published graduation requirements remain unsatisfied, to the extent permitted by applicable law.

10. Student Responsibilities & Communication

OIPMU provides instruction and reasonable academic guidance, but students are responsible for actively managing their progress through the program.

- Monitor the student portal, email, text messages, and other school-designated communication channels.
- Know and meet assignment, model, examination, apprenticeship, payment, and completion deadlines.
- Complete required pre-work and independent study.
- Practice consistently and submit work that demonstrates the required standard.
- Ask questions when instructions are unclear and review instructor feedback before resubmitting work.
- Maintain current required certifications, documentation, and insurance.
- Secure and communicate with eligible models when the program assigns that responsibility to the student.
- Schedule apprenticeship/model appointments early enough to meet the completion deadline.
- Keep contact information current with the school.
- Maintain copies of important school communications and submitted documentation.

Instructor reminders and courtesy follow-ups do not replace the student's responsibility to know and meet published requirements. Failure to receive or respond to a courtesy reminder does not excuse a missed deadline when the requirement or deadline was otherwise provided to the student.

Students are expected to function as independent adult learners. The school is not responsible for repeatedly pursuing a student to complete required coursework, schedule required activities or respond to academic notices.

11. Professional Conduct, Dress Code & Safety

Students must conduct themselves ethically, professionally, and respectfully. Academic dishonesty, harassment, threats, theft, intentional damage, verbal or physical abuse, serious disruption, falsification of records, unsafe conduct, or other material misconduct may result in discipline up to and including dismissal.

Students must comply with school sanitation and safety requirements and applicable public health requirements. A serious or repeated sanitation/safety violation may result in removal from a practical session, failure of the procedure, remediation, or dismissal.

OIPMU maintains a drug- and alcohol-free educational environment. Smoking and vaping are prohibited inside the school and are limited to any designated outdoor area.

Uniform Requirements

Solid black scrubs and closed-toe shoes are required during model/client practicals unless the school approves an exception. Scrubs must be clean and professional. Students who arrive unprepared may be removed from the practical and required to make up the session, subject to applicable fees.

During practical work, attire must permit safe movement and appropriate coverage. Rings should be removed. Fingernails must be of a length and condition compatible with safe gloving and hands-on procedures.

Curriculum and Intellectual Property

OIPMU course manuals, videos, demonstrations, presentations, photographs, diagrams, rubrics, assignments, forms, assessments, portal materials, business documents, and teaching methods are provided for the enrolled student's individual educational use. Students may not reproduce, sell, publish, distribute, upload, teach from, share login credentials for, or use school materials to create competing educational content without prior written permission. Enrollment does not transfer ownership of OIPMU intellectual property. This policy does not restrict a student from using the student's independently created portfolio work or general skills learned through the program.

Recording and Photography

Audio recording, video recording, livestreaming, screen recording, photography of instructional materials, or recording another student, instructor, client, or model is prohibited unless the School Director gives advance permission and every person whose private information or likeness is involved has provided the required consent. Approved recordings may be limited to personal study and may not be posted or distributed. OIPMU may require removal of unauthorized content and may impose discipline for violations.

Client Confidentiality and Social Media

Students must protect clients and model medical information, identifying information, photographs, consultation records, and procedure documentation. Images may be captured or posted only with the required written authorization and in accordance with school instructions. Students may not post misleading claims, identify another student in a disciplinary or academic matter, disclose confidential school records, or represent student work as independently performed when instructor assistance was material.

12. Dismissal, Appeals, Reentry & Prior Training

Grounds for Academic or Administrative Dismissal

Subject to applicable law and the terms of the enrollment agreement, a student may be dismissed for reasons including:

- Failure to maintain satisfactory academic progress.
- Failure to complete required work by a final program or extension deadline.
- Failure to return from an approved leave of absence.
- Repeated failure to attend or participate.
- Failure to demonstrate safe practical competency after reasonable remediation.
- Material or repeated sanitation/safety violations.
- Academic dishonesty or falsification of records.
- Serious or repeated violations of professional conduct policies.
- Failure to comply with published program requirements.

Dismissal does not eliminate the school's obligation to perform any refund calculation required by Ohio law.

Appeal

A student may submit a written appeal within forty-eight (48) hours of the dismissal notice. The appeal should identify the decision being challenged, the reason reconsideration is requested, and any mitigating documentation.

The school will issue a written appeal decision. Reinstatement, when granted, may include specific conditions and a final completion deadline. Reinstatement does not erase previously earned grades or automatically create new make-up/resubmission periods unless expressly stated in the written reinstatement decision.

Reentry

A student previously withdrawn or dismissed who seeks reentry must satisfy the school's current admissions requirements. Reentry is not guaranteed. A student dismissed because the school determined, after appropriate instruction and remediation, that the student could not safely or satisfactorily perform required work may be denied reentry.

If reentry requires a new enrollment, tuition and fees will be governed by the current program charges and applicable refund rules.

Credit for Previous Education, Training or Experience

OIPMU does not grant transfer credit, experiential credit, or a reduction of clock hours based solely on prior education, training, licensure, work experience, or attendance at another PMU course. OIPMU does not guarantee that another institution, licensing body, employer, or credentialing organization will accept its hours, coursework, certificate, or diploma.

13. Refund, Cancellation, Grievance & Complaint Policies

Cancellation Before Classes Begin

An enrollment agreement or school application may be canceled within five (5) calendar days after signing if the school is notified in writing, provided the student has not already started classes. The school will refund tuition and fees as required by Ohio Administrative Code 3332-1-10.

Uniform Refund Policy - Clock Hour Programs

The school's refund policy follows Ohio Administrative Code 3332-1-10 and will be uniformly applied unless another approved or legally required refund policy applies.

1. A student who starts class and withdraws before the academic term is 15% complete is obligated for 25% of the tuition and refundable fees for the current academic term plus the registration fee.
2. A student who withdraws after the academic term is 15% complete but before it is 25% complete is obligated for 50% of the tuition and refundable fees for the current academic term plus the registration fee.
3. A student who withdraws after the academic term is 25% complete but before it is 40% complete is obligated for 75% of the tuition and refundable fees for the current academic term plus the registration fee.
4. A student who withdraws after the academic term is 40% complete is not entitled to a refund of tuition and fees for the current academic term.

Refunds will be calculated and issued within thirty (30) days after the school determines that a student has withdrawn, unless another period is required by applicable financial-aid rules. The withdrawal date is generally the student's last date of attendance or participation in an academic activity. A student is not required to use a particular form or method to withdraw. If a student stops attending without notice, OIPMU will treat the student as withdrawn within sixty (60) days after the last date of attendance or academic participation. A refund calculation will be completed for each withdrawal, dismissal, or cessation of attendance and retained in the student's file. OIPMU will not assess a separate withdrawal or termination fee.

If the school determines that no refund is due, the student will be notified in writing within sixty (60) days after the student's last date of attendance. The notice will provide a full explanation of the determination. Refund calculations, notices, and related correspondence will be retained in the student's permanent record.

A student who does not return at the end of an approved leave of absence will be formally withdrawn. Any refund will be calculated using the student's last date of attendance or participation in an academic activity, as required by applicable law.

In cases of documented student illness or accident, death in the family, or other circumstances beyond the student's control, the student may request special consideration. When permitted by law, OIPMU may settle the student's account for less than the amount otherwise required under the standard refund policy. Special consideration is not automatic and must be supported by appropriate documentation.

School Cancellation of a Program Start

If the school cancels or postpones a scheduled program start, affected students will be offered the options required by applicable law and the student's enrollment agreement, which may include transfer to a new start date or refund of monies paid.

Internal Grievance Procedure

A student with a concern or grievance is encouraged to first submit the concern to the School Director so the school has an opportunity to investigate and resolve the matter. The student should identify the issue, relevant dates, requested resolution, and supporting documentation.

A student may also direct a complaint to the State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, Ohio 43215; telephone (614) 466-2752 or toll free (877) 275-4219; email bpsr@scr.state.oh.us; website <https://scr.ohio.gov/>. A student has the right to contact the State Board directly.

14. Placement Assistance & Employment Disclaimer

OIPMU does not guarantee employment, income, clientele, business ownership, licensure, or career success. Tuition is charged for education and training, not for a guaranteed job or financial outcome.

Assistance may include career guidance, business-startup education, professional preparation, referrals or leads when available, portfolio/content guidance, and other services that exceed steps a graduate could initiate entirely on their own.

Graduates remain responsible for satisfying all state, local, facility, insurance, business, and professional requirements applicable to their work.

Licensure and Legal Practice Disclosure

Completion of an OIPMU program does not itself grant a government license, facility approval, business license, employment authorization, or guaranteed eligibility to practice in every jurisdiction. Ohio regulates tattoo and permanent makeup services primarily through approved facilities and local health authorities, and requirements may differ by location and may change. Students and graduates are responsible for verifying current state, county, municipal, facility, zoning, insurance, tax, and professional requirements before offering services. OIPMU does not guarantee that another state, employer, insurer, credentialing organization, school, or regulator will accept its hours or credential.

15. Permanent Brows Professional Certificate Program (50 Clock Hours)

Purpose: To develop foundational professional brow artistry skills through pre-class study, classroom/laboratory instruction, an in-class live model practical, and apprenticeship procedures.

Summary of Curriculum

PRE-CLASSWORK & HOME STUDY - 6 HOURS

- 2 hours: Bloodborne Pathogens online training; 4 hours: assigned home study using the training guide, educational videos, quizzes, and information sheets.

CLASSROOM, LAB & APPRENTICESHIP - 44 HOURS

- Day 1: Permanent makeup foundations, machine and kit orientation, brow mapping, eyebrow anatomy, latex/mannequin practice, sanitation, cross-contamination prevention, and health/facility requirements.
- Day 2: Continued latex/mannequin practice, brow mapping practice, instructor demonstration, and the client consultation process.
- Day 3: Skills review, workstation and PPE setup, and one student live-model practical completed during classroom training. This first model is included.
- Apprenticeship component: Four additional live-model brow procedures at OIPMU under limited supervision, five clock hours each, for 20 hours total.

Program total: 50 clock hours and five required live-client brow procedures. Students are responsible for securing eligible apprenticeship models unless the school agrees otherwise in writing.

16. Advanced Permanent Brows Professional Certificate Program (100 Clock Hours - AAM Board Certification Track)

Purpose: To prepare students for entry-level professional permanent brow practice and AAM Board Certification eligibility through theory, laboratory practice, live client procedures, safety training, and competency evaluation.

Summary of Curriculum

PRE-CLASSWORK & HOME STUDY - 35 HOURS

- 2 hours: Bloodborne Pathogens online training; 33 hours: assigned guides, educational videos, quizzes, information sheets, homework, and structured review.

CLASSROOM, LAB & LIVE PROCEDURES - 65 HOURS

- Day 1: Program orientation; permanent makeup foundations; skin, contraindications, color theory, sanitation, machine and needle fundamentals; mapping; and simulated-skin practice.
- Day 2: Hair-stroke and combination-brow concepts; pigment and mapping practice; instructor demonstration; consultation, consent, documentation, photography, and recordkeeping.
- Day 3: Machine and combination-brow practice, workstation setup, student model practical, PPE and breakdown, aftercare, photography, and mapping review.
- Day 4: Pigment selection, topical anesthetic principles, student model practical, room setup/breakdown, color correction and neutralization, and case review.
- Day 5: Advanced shading, combination-brow and mapping practice, final academic review, marketing, professionalism, aftercare resources, and program next steps.
- Additional clinical work: Four apprenticeship/model procedures, for six required live-client brow procedures in total. All work must meet the approved competency and completion requirements.

Program total: 100 clock hours.

17. Permanent Cosmetics Professional Certificate Program (300 Clock Hours)

Purpose: To prepare students for entry-level professional permanent cosmetics practice through hybrid theory, resident laboratory training, instructor demonstrations, supervised clinical residency, and competency-based assessments.

Program Sequence and Clock Hours

Schedule

Weeks 1-8 emphasize theory and foundations with Tuesday resident sessions, 5:00 p.m.-9:00 p.m., supported by online learning. Weeks 9-13 emphasize practical skills development. Weeks 14-17 include instructor demonstrations and procedure preparation. Week 18 and later include scheduled clinical residency until all approved hours, competencies, and twelve live procedures are completed. Exact dates, resident days, clinical opportunities, holidays, and term boundaries appear in the cohort calendar.

- Phase 1 Theory and Foundations - Weeks 1 through 8 - 130 hours.
- Phase 2 Practical Skills Development - Weeks 9 through 13 - 55 hours.
- Phase 3 Clinical Training and Case Studies - Weeks 14 through 17 and clinical residency - 90 hours.
- Phase 4 Professional Development and Final Competencies - 25 hours.
- Total - 300 clock hours.

Course Content

The approved curriculum is organized into the following courses. Each course includes the theory, laboratory, assessment, documentation, and clinical activities appropriate to its stated purpose.

Course	Title	Hours	Description
PCP101	Professional Orientation and Industry Overview	5	Profession, school expectations, policies, career pathways, study practices and program navigation.
PCP102	Ethics Scope of Practice and Professional Responsibility	10	Professional ethics, boundaries, informed consent, confidentiality, client rights and responsible decision-making.
PCP103	Infection Control BBP CPR and First Aid	20	Infection prevention, OSHA concepts, bloodborne pathogens, PPE, sharps safety, exposure response, CPR and First Aid.
PCP104	Skin Anatomy and Physiology	30	Skin structure, healing, inflammation, pigmentation, contraindications, scar response and factors affecting retention.

Course	Title	Hours	Description
PCP105	Color Theory and Pigment Science	20	Color relationships, undertones, pigment composition, selection, correction, modification and healed outcomes.
PCP106	Consultation and Documentation	10	Medical-history review, candidacy, treatment planning, expectations, informed consent, photography and records.
PCP107	Professional Practice and Regulatory Compliance	5	Facility, insurance, documentation, scope, advertising and professional compliance responsibilities.
PCP108	Equipment Machine Theory and Topical Anesthetics	15	Machine operation, needle configurations, equipment selection, troubleshooting and topical anesthetic principles.
PCP109	Healing Complications and Corrective Procedures	15	Aftercare, healing timelines, infection warning signs, complications, correction, saline removal and laser fundamentals.
PCP110	Mapping Lab	15	Facial assessment, brow anatomy, measurement, symmetry, line placement and repeatable mapping practice.
PCP111	Consultation Practicum	10	Simulated consultations, contraindication screening, communication, consent and treatment planning.
PCP112	Stretch and Implantation Lab	10	Skin stretch, hand positioning, depth, pressure, speed, movement and safe pigment implantation.
PCP113	Latex and Skills Development	20	Structured machine, line, pixel, gradient, pattern and procedure-sequence practice on simulated skin.
PCP114	Powder Brows	20	Powder and ombré design, pixel placement, gradients, saturation, color selection and client procedures.
PCP115	Nano Brows	15	Machine hairstrokes, flow patterns, spacing, depth, line quality, combination design and case selection.

Course	Title	Hours	Description
PCP116	Lip Blush	15	Lip assessment, mapping, color selection, outline, saturation, technique, aftercare and procedures.
PCP117	Lip Neutralization	10	Melanin assessment, undertone correction, neutralization planning, color selection and staged treatment.
PCP118	Eyeliners	15	Eye assessment, design, lash enhancement, classic eyeliner, contraindications, safety and procedures.
PCP119	Troubleshooting and Case Studies	15	Case analysis, retention problems, shape and color concerns, corrective planning and referral decisions.
PCP120	Professionalism and Customer Service	10	Professional communication, boundaries, client experience, complaints, follow-up and reputation management.
PCP121	PMU Business Development	10	Business setup, pricing, policies, documentation, branding, marketing, scheduling and financial fundamentals.
PCP122	Final Competencies	5	Final written and practical assessment, portfolio review, clinical documentation and graduation evaluation.

Clinical Requirement

Students complete twelve live procedures: four Powder/Ombré Brows, two Nano/Nano Combo Brows, two Lip Blush, two Lip Neutralization, and two Eyeliner procedures.

18. Advanced Permanent Cosmetics Professional Certificate Program (600 Clock Hours)

Purpose: To provide advanced professional preparation in permanent cosmetics and restorative tattooing through the complete 300-hour core plus advanced technical courses, specialty procedures, clinical practice, and leadership development.

Program Sequence and Clock Hours

ADVANCED CONTINUATION - 300 CLOCK HOURS

Course	Title	Hours	Description
PCP123	Advanced Brow Techniques	45	Advanced artistry, corrective approaches, complex mapping, nano and combination design, mature skin and case planning.
PCP124	Advanced Lip Techniques	40	Advanced lip blush, neutralization, ombré effects, difficult cases, corrective planning and healed-result analysis.
PCP125	Advanced Eyeliner Techniques	30	Advanced lash enhancement, top and bottom liner, classic and winged designs, correction and complex eye considerations.
PCP126	Scar Camouflage	40	Scar assessment, candidacy, skin and color analysis, pigment selection, camouflage technique, safety and staged care.
PCP127	Inkless Stretch Mark Revision	35	Candidacy, tissue response, device and needle selection, inkless technique, healing, documentation and risk management.
PCP128	Toe Camouflage	20	Toe and lesion assessment, contraindications, color matching, pigment implantation, retention variables, wrapping and aftercare.
PCP129	Advanced Troubleshooting and Corrective Work	20	Complex case review, color and shape correction, poor retention, complications, treatment limits and referral.
PCP130	Advanced Business Marketing and Leadership	40	Operations, policy development, pricing, ethical marketing, team leadership, professional standards and growth planning.
PCP131	Clinical Photography and Portfolio Development	20	Standardized photography, lighting, angles, consent, case documentation, selection, presentation and portfolio review.

Course	Title	Hours	Description
PCP132	Restorative Tattoo Principles and Trauma-Informed Care	10	Restorative-service principles, sensitive communication, trauma-informed interaction, boundaries, consent and referral.

The 600-hour program consists of the full 300-hour core described in Section 17 followed by the 300 advanced hours above. The advanced clinical requirement includes two procedures each in advanced brows, lips, eyeliner, scar camouflage, inkless stretch mark revision, and toe camouflage. These twelve advanced procedures are added to the twelve core procedures for twenty-four total live client procedures.

600-Hour Schedule

Weeks 1-8 meet on Tuesday evenings, 5:00 p.m.-9:00 p.m. Weeks 9-13 add two designated Saturdays per month for practical skills. Weeks 14-17 add two designated Saturdays per month for instructor demonstrations. Weeks 18-24 include two Saturdays per month and additional supervised clinical opportunities as needed. Weeks 25-48 include advanced resident instruction, two Saturdays per month, and additional clinical opportunities as needed. Advanced procedures may overlap based on student readiness, model availability, and instructor discretion. Exact dates and term boundaries appear in the cohort calendar.

19. Tuition, Fees and Additional Expenses

Permanent Brows Professional Certificate Program (50 Clock Hours)

Registration Fee	\$125.00
Tuition	\$4,499.00
Tuition and Registration Subtotal	\$4,624.00
Student Kit	Included in tuition
Required Nonrefundable Model Deposits/Fees	\$400.00 (4 apprenticeship models at \$100 each; classroom model included)
Total Projected School Charges	\$5,024.00
Required Professional Liability Insurance	Not included; third-party cost varies (historically about \$500-\$900 annually)
Required Third-Party BBP and CPR/First Aid	Not included; estimated combined cost \$25-\$75

The first live model procedure is included in classroom training. Each of the four required apprenticeship model appointments carries a nonrefundable \$100 model deposit/fee, for a scheduled total of \$400. Additional model deposits/fees apply to replacement or repeated appointments as described in the model policy. Professional liability insurance is required and must be purchased separately from a third-party provider before live practical work. Required BBP and CPR/First Aid credentials are purchased from third-party providers and are estimated to cost \$25-\$75 combined.

Advanced Permanent Brows Professional Certificate Program (100 Clock Hours - AAM Board Certification Track)

Registration Fee	\$125.00
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Tuition	\$6,674.00
Total Program Cost	\$6,799.00
Student Kit	Included in tuition
Required Third-Party BBP and CPR/First Aid	Not included; estimated combined cost \$25-\$75

The student kit includes a tattoo machine, pigments, training materials/guides, disposables, needles/cartridges, and other training supplies identified by the school.

The AAM Board Certification examination fee is currently \$397 and is paid separately to the American Academy of Micropigmentation (AAM). Each of the six required live model appointments requires a \$100 refundable deposit. Deposits are returned after the applicable appointment is completed and all conditions are met, and may be forfeited under the 72-hour cancellation and model policy. No separate student professional-liability insurance charge is imposed for this program under this catalog. Required BBP and CPR/First Aid credentials are purchased from third-party providers and are estimated to cost \$25-\$75 combined.

Permanent Cosmetics Professional Certificate Program (300 Clock Hours)

Each of the twelve required live procedures requires a \$100 refundable model deposit. Total deposits scheduled across the program are \$1,200, subject to return after each completed appointment and the conditions in the model policy. Required BBP and CPR/First Aid credentials are purchased from third-party providers and are estimated to cost \$25-\$75 combined.

Registration Fee	\$125.00
Tuition	\$9,999.00
Total Program Cost	\$10,124.00
Student Kit & Training Materials	Included in tuition
Required Third-Party BBP and CPR/First Aid	Not included; estimated combined cost \$25-\$75

Advanced Permanent Cosmetics Professional Certificate Program (600 Clock Hours)

Each of the twenty-four required live procedures requires a \$100 refundable model deposit. Total deposits scheduled across the complete program are \$2,400, subject to return after each completed appointment and the conditions in the model policy. Required BBP and CPR/First Aid credentials are purchased from third-party providers and are estimated to cost \$25-\$75 combined.

The 600-hour program is divided into two 300-clock-hour academic terms for tuition obligation and refund purposes. Total tuition is \$19,999.00: \$9,999.50 for Term One and \$9,999.50 for Term Two. The \$125 registration fee is assessed as permitted by law.

Registration Fee	\$125.00
Total Tuition	\$19,999.00
Total Program Cost	\$20,124.00
Student Kit & Training Materials	Included in tuition

Required Third-Party BBP and CPR/First Aid	Not included; estimated combined cost \$25-\$75
Term One Tuition (300 Clock Hours)	\$9,999.50
Term Two Tuition (300 Clock Hours)	\$9,999.50

20. Catalog Administration and Student Acknowledgment

Financial Aid Satisfactory Progress

OIPMU does not currently participate in federal Title IV or state financial aid programs. Accordingly, no separate federal or state financial-aid satisfactory academic progress standard applies. All students, including any student using private financing or third-party assistance, must meet the academic and attendance standards in this catalog.

Institutional Scholarships and Grants

OIPMU does not currently offer an institutional scholarship award plan or institutional grant. No scholarship, tuition discount, or institutional grant will be advertised or awarded unless approved by the State Board when approval is required and disclosed in the applicable catalog and enrollment materials.

Changes to Policies

OIPMU may revise policies, schedules, procedures, curriculum delivery details, fees, and program information prospectively as permitted by law and subject to any required State Board approval. Material changes will not be applied retroactively to deprive an already-enrolled student of a substantive right under the student's governing catalog or enrollment agreement unless required by law or approved through an applicable regulatory process.

The school may immediately implement reasonable health, safety, sanitation, emergency, technology, and administrative procedures when necessary, provided such procedures do not unlawfully alter the student's contractual or regulatory rights.

Written Exceptions

An exception to a school policy is valid only when approved in writing by the School Director or another authorized school official. A past exception, courtesy, extension, or accommodation does not create an ongoing entitlement or require the school to grant the same exception in another circumstance, except as required by law.

No Waiver by Delay

The school's failure to immediately enforce a policy does not permanently waive the policy. The school may enforce published requirements prospectively after providing appropriate notice, subject to applicable law.

Student Acknowledgment

By signing the enrollment agreement and required acknowledgments, the student confirms receipt of or access to the school catalog and agrees to comply with the policies applicable to the student's enrollment.

Students should retain a copy of the catalog edition governing their enrollment.