

# Student Handbook

## MISSION STATEMENT

We commit to be a foremost source for the education and training of students leading to career development in the specialized fields of makeup and hair artistry, aesthetics and acting. Our vision and scope embrace a nurturing environment for students to gain both comprehensive theoretical knowledge as well as practical application of skills. With appropriate methodologies and contemporary technologies, our excellent instructors guide all our graduates toward rewarding careers.

**These policies have been updated on August 12<sup>th</sup>, 2020 and supersede all other policies.**

### **Granville Campus**

2nd Floor - 987 Granville Street,  
Vancouver, BC, Canada, V6Z 1L3  
TEL: (604) 685-8807 FAX: (604) 685-8870  
WEB: [newimage.ca](http://newimage.ca) EMAIL: [info@newimage.ca](mailto:info@newimage.ca)  
A Division of Global Model and Talent Inc.

**Welcome!**

Global Model and Talent Inc. is the corporation that owns the Canadian trademark “New Image”. Global Model and Talent Inc. does business as **New Image College** herein referred to as NIC.

We are pleased that you have chosen to educate yourself at NIC.

NIC is committed to creating a campus environment defined by honesty, creative individuality, mutual respect, safety, and freedom from harassment and discrimination.

Each College member is responsible for his or her conduct as it affects the whole campus environment.

All members of the College are equal and share responsibility for the standards and reputation of NIC.

The purpose of this handbook is to define students’ basic responsibilities as members of the College\*, identify resources available to students, and define inappropriate student behaviour.

Please take the time to read this handbook. It will answer many of your questions and familiarize you with pertinent information relating to what we expect of you as a student. Note that policies and procedures are subject to change without notification.

Sincerely,

Charie Van Dyke  
President

*\* “Member of the College” refers to any New Image College instructor, employee, student, model, or client, including any volunteer member of the College body.*

## **LOCATIONS AND OFFICE HOURS**

**Granville Campus:** 2<sup>nd</sup> Floor at 987 Granville Street, BC, V6Z1L3

Email: [info@newimage.ca](mailto:info@newimage.ca)

Phone: 604-685-8807 | Fax: 604-685-8870 | Toll Free: 1-866-35-IMAGE (46243)

Hours: Monday to Friday from 8:30 am to 6 pm

## **CLOSURES AND CLASS CANCELATIONS**

Information regarding school closures in the event of snow, or other unforeseen circumstances and emergency situations, will be provided by the New Image College Social Media(s) (Facebook and Instagram) by 7:00 a.m. on the morning of the closure.

It is understood some students travel to school on routes that may be challenging on a snow day. Therefore, no student will be penalized for lack of attendance because of such conditions. If the campuses are to be kept open, the decision to attend is the responsibility of each student.

No announcement will be made that schools are open; only cancellations or closures will be announced.

The safety of our students, employees, and instructors is always the top priority in making weather-related decisions. Weather, power, road and safety conditions can change substantially within a few hours; therefore, assessments and decisions are made early in the morning by the Vice-President, so the information is reliable.

## **STATUTORY HOLIDAYS/SCHOOL SCHEDULED BREAKS**

Note that your class may or may not be running during Statutory Holidays.

## **MAKEUP PROGRAMS**

Making up Statutory Holidays' hours for Makeup programs is more difficult because Makeup Courses run by week. For this reason, classes running on holidays are for Makeup student's own benefit.

Therefore, all Makeup Programs classes run as scheduled on ALL Statutory Holidays.

## **ACTING and NAILS PROGRAMS**

Statutory Holiday's hours can be made up during various projects for Acting Programs. Please connect with the Head of the Department to schedule these hours. See: making up missed practical and written exams and school hours section of this manual. There will be NO classes run on Statutory Holidays.

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Statutory Holidays are observed as per the Province of British Columbia holiday website:

Holiday	2020	2021
BC Family Day	Monday, February 17 <sup>th</sup>	Monday, February 15 <sup>th</sup>
Good Friday	Friday, April 10 <sup>th</sup>	Friday, April 2 <sup>nd</sup>
Victoria Day	Monday, May 18 <sup>th</sup>	Monday, May 24 <sup>th</sup>
Canada Day	Wednesday, July 1 <sup>st</sup>	Thursday, July 1 <sup>st</sup>
British Columbia Day	Monday, August 3 <sup>rd</sup>	Monday, August 2 <sup>nd</sup>
Labour Day	Monday, September 7 <sup>th</sup>	Monday, September 6 <sup>th</sup>
Thanksgiving	Monday, October 12 <sup>th</sup>	Monday, October 11 <sup>th</sup>
Remembrance Day	Wednesday, November 11 <sup>th</sup>	Thursday, November 11 <sup>th</sup>

## CONTACT INFORMATION

Should you need Academic Management staff assistance you **MUST** schedule an appointment and submit your requests/questions by e-mail clearly stating in point form the issues you wish to discuss. You may risk being turned away if you do not have a scheduled appointment or not follow the proper procedure.

**All requests need to be in written format only** and the more detailed information you provide, the easier we can assist. **Please email a staff member directly to complete your request.** Please allow up to 10 working days to respond/complete your request.

In some circumstances, academic management or department staff may contact you to schedule an appointment or for another reason. It is important that you respond promptly to this request. Therefore, it is crucial that you check your emails regularly and respond to School's staff emails immediately. All appointments/questions/requests must be addressed by email (no social media, text or WhatsApp). Please see below the contact information of who to contact for what:

### ADMISSIONS DEPARTMENT | Email: [admissions@newimage.ca](mailto:admissions@newimage.ca)

Make an appointment/requests/questions about:

- Student admission assistance
- Student loan application inquiries assistance
- Domestic and international admissions
- Student promotional ideas
- Student-involved event coordination
- Friend referral

### STUDENT SERVICES and ACCOUNTING DEPARTMENT | Email: [studentservices@newimage.ca](mailto:studentservices@newimage.ca)

Make an appointment/requests/questions about:

- Student guidance and general program questions
- Transcripts/diplomas
- Exit interviews
- Job placement
- New Image College Email and password reset
- General Information regarding your student file

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- Attendance written warnings
- Incident reporting
- Student day-to-day unresolved issues
- Re-admittance policies
- Accommodation Services
- Health Insurance Services
- School policies questions
- Orientation
- Send pending documents
- Co-Op management
- Entrepreneurship Program: NICSPA to start your own business
- Payments and Tuition
- Year-end tax forms (T2202A form)
- Student financial seminars
- Refunds
- Student withdrawals or dismissals
- Proof of enrolment letters
- Co-op working letters
- Cheque issuing
- Receipting and receipting discrepancies
- New Student Registrations
- Invoicing
- Friend referral bonus cheques
- Customized Letters

**ACTING DEPARTMENT | Phil Granger | Email: [phil@newimage.ca](mailto:phil@newimage.ca)**

Make an appointment/requests/questions about:

- Script ideas and classroom scripts
- Rescheduling of missed course hours and classes
- Program or instructor concerns, suggestions, and reviews
- Student dispute resolution policy
- Classroom project concerns
- Rescheduling of performances
- Attendance and marking issues
- Broken equipment + prop invoices
- Academic appeals
- Job placement
- Tell us about your career success
- Acting NIC Talks and Q&A details
- Headshot scheduling
- Agent auditions
- Collaborative projects between departments
- Orientation

**MAKEUP AND NAILS DEPARTMENT | Email: [ana@newimage.ca](mailto:ana@newimage.ca)**

Make an appointment/requests/questions about:

- Rescheduling of missed hours and classes
- Program or instructor concerns, suggestions, and reviews
- Student dispute resolution policy
- Classroom project concerns
- Attendance and marking issues
- Broken product + equipment
- Product line suggestions/improvements
- Academic appeals
- Job placement
- Tell us about your career success
- Classroom supply issues
- Missed exams
- Professional photoshoot coordination
- Product invoices
- Makeup, Esthetics and Nails NIC Talks
- Resume overview
- Orientation
- Collaborative projects between departments

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**GRANVILLE CAMPUS STUDENT ASSISTANT | Email: [marina@newimage.ca](mailto:marina@newimage.ca)**

Make an appointment/requests/questions about:

- Spa bookings and esthetics payments
- Student Cards
- Tuition payments
- Lost and found
- Event cheque pick up
- Day-to-day facility issues
- Rescheduling of missed exams/tests/quizzes + payment of the administrative fee
- Counseling appointments
- Job board posting
- Pick-up of letters/transcripts/diplomas/tuition receipts

**SCHOOL COUNSELLOR | Email: [counselling@newimage.ca](mailto:counselling@newimage.ca)**

Make an appointment/requests/questions about:

- Counselling and stress management

## ACCEPTANCE POLICIES

### ADMISSION REQUIREMENTS AND POLICY

Admissions requirements cannot be waived by either the College or the student.

- Complete the online or paper program application form.
- Complete the application questionnaire (for international students, this serves as the written English assessment).
- Pass the verbal English assessment test (international students).
- Submit a copy of government-issued photo identification.
- Submit a copy of your passport (international students).
- Pay the application fee (not refundable – please see refund policies for when it is refundable);
- Must be at least 19 years of age OR have a high school diploma.
  - \*If under 19:
    - Submit copy of high school diploma + transcript
    - Submit Parental consent: Upon acceptance, a parent or legal guardian must co-sign the registration.
- Provide for approval a detailed financial plan to cover tuition expenses.
- Complete a financial assessment and various required documents if applying for a government student loan. The final approval for financial readiness will be determined by the result of the notice of assessment that is issued by Student Aid BC.

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**PROGRAM-SPECIFIC REQUIREMENTS**

Film Acting Conservatory Year One Program

Complete a successful audition in front of a panel of acting department personnel.

Film Acting Conservatory Year Two Program

Acting diploma from New Image College or equivalent\*

\*Equivalent is defined as one of the following:

- 1-year Performing Arts diploma/certificate from a private post-secondary educational institution, OR
- 1-year BFA from any college or university OR
- 2 years of professional experience in the entertainment industry.

The Cutting Edge – Advanced Prosthetics

- Diploma or equivalent in the field of makeup artistry OR
- Submit a 2,000-word essay and portfolio describing in detail how you are self-taught.

**PREREQUISITES**

Prerequisites must be produced during the admission process.

**STUDENT ACCEPTANCE**

Upon application acceptance, the applicant may be contacted by NIC Admissions and be advised of registration dates and the deadline for payment of tuition fees.

Students who do not respond by the deadline may lose their opportunity to register for the dates of their choice; thus, they will be placed on a waitlist for the next available date.

Acceptance is valid only for the year after application submission. If the applicant wishes to register for the same program in future, they must resubmit their application.

Being rejected once from any of the programs does not guarantee applicants will be rejected again.

**PRIOR LEARNING ASSESSMENT POLICY**

If a student has had prior education in their related field of study, NIC may omit certain sections of a program. To apply for this exemption, the student must produce a certificate or diploma (if applicable) and/or take the written exam for the section (to see where they are at and what areas may be omitted). The student may also be required to demonstrate practical application of their skills to the Senior Academic Officer and instructors. The student will then be placed in the appropriate sections of the program and be given a schedule to follow. The student must take the written and practical finals for their programs and successfully pass them to receive their NIC diploma or certificate.

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## **GENERAL POLICIES**

A student that is found violating these policies may be dismissed immediately. Please refer to the dismissal policy.

### **STUDENT CARD**

All students will receive their student card at the time of orientation. A replacement student card can be issued if you have lost your card for a \$20.00 administrative fee. Please email [marina@newimage.ca](mailto:marina@newimage.ca) if you need a new student card.

### **PROGRAM OUTLINES / METHODS OF EVALUATION / COMPLETION REQUIREMENTS**

Program outlines are given to all students as part of the enrollment package. The methods of evaluation and completion requirements for each program are included in the program outlines.

To obtain the program certificate/diploma the student must successfully achieve all completion requirements. All exams, quizzes, projects, and performances must be completed by the program completion date unless authorized by the head of the department.

Any student caught cheating may result in a suspension or immediate dismissal.

### **PROGRAM SUPPLIES AND EQUIPMENT**

General supplies, scripts, and equipment will be provided for each student at no additional charge to the regular tuition fees. If applicable, a list is provided with the program outline during the enrollment process for specific supplies and fees.

All student kits must be taken home daily.

It is the responsibility of the student to maintain enough product in their kits to perform the tasks assigned in class. The College is not responsible for replacing product and equipment lost or damaged by the student. Scripts can be replaced at the cost of \$20.00. Beauty students should have \$200-\$500 set aside for additional products, costumes, or tools towards their kits, depending on their program. Fashion and Film students should have \$400-\$700 set aside for additional products, costumes, or tools towards their kits, depending on their program. *P.S.: some companies accept empty containers back and give complimentary products in exchange (E.g. MAC Cosmetics).*

Where applicable, all equipment release forms must be signed and filled out prior to use of equipment.

If equipment is damaged by the member using the equipment, they will be asked to pay the replacement cost of the equipment.

Please provide your own basic school supplies including pens, pencils, highlighters, sharpeners, erasers, white-out, tape, scissors, binders, paper, etc.

Hair equipment is only supplied during the Makeup Hair 3-week course. For all other courses within the makeup programs, students need to supply their own blow dryers, curling/flat irons, hot rollers, brushes,

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combs, and styling products. Students who fail to bring necessary supplies or fail to meet minimum professional attire may be sent home to retrieve the supplies and to change their clothing.

We analyze our Programs' reviews and based on the best interest of the Students we may implement changes to Kits/supplies/instruction content to improve it. Therefore, these changes may be implemented from time to time without prior notice. Review for each specific module will be handed out to you. Please take your time to give us feedback! We appreciate it!

You are solely responsible to maintain equipment(s) in good order. If you lose or break yours or school's equipment(s) there will be a replacement fee. Once you receive your equipment(s), including kit case, you must check it immediately at the School premises. In an event of equipment/kit case issues, you must email [ana@newimage.ca](mailto:ana@newimage.ca) **immediately**. If you take your equipment/kit case home prior to reporting the issue, we will not be able to assist you.

You have two weeks to return any equipment that has malfunctioned due to equipment dysfunction. Makeup or skin care product is not returnable.

### **MAKEUP SUPPLIES**

Please note, the following items must be replenished as necessary at the student's expense:

- Makeup sponges.
- Makeup products that are fully used or broken.
- 99% and 70% alcohol for personal use.
- Cleansing wipes.
- Q-Tips.
- Eye pads.
- Mascara wands.
- Moisturizer.
- Toner.
- Cleanser.
- Various accessories for Practical Exams at the student's discretion

### **NAILS SUPPLIES**

Students are given limitless use of supplies and product to work on each other during the practical portions of the modules that they are attending at the time. Working with clients is a priority to give you the confidence to work as a professional within the industry.

### **ACTING SUPPLIES**

Acting students must provide their own costuming for performances, photo shoots, and film productions. In no way may they be permitted to use equipment or supplies from any other department.

### **PROGRAM DATES AND PROGRAM CURRICULUM**

Program dates, outlines, daily lessons, and events are subject to change without prior notice.

All Program Curriculums/Manuals/Guides are sent via email directly to your New Image email account. Please download onto the desktop of your tablet, computer or another personal device you may want to use to access it. New Image does not provide paper copies of any curriculum. Students may be required to bring to some classes their own computer/tablet to accomplish academic lessons.

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### **NEM IMAGE EMAIL AND DRIVE**

New Image will issue to all students a New Image email account.

New Image College will correspond only via your New Image email once you become a student and after graduation (for example, New Image will email you job opportunities, free seminars, NIC Talks, co-op information, and important program and graduation details).

It is important that you check your New Image email regularly and respond to any School's communication immediately.

You will receive your temporary password upon confirmation of registration.

Please be sure to change your password the first time you log in. Fill in your recovery and security information.

Add your New Image account to your login options for Google, and afterwards, make sure you are logged into the right account when using any Google page by checking the user icon in the upper right corner of your browser window.

The same goes for your online cloud service, which you can login to from drive.google.com, or directly by visiting drive.newimage.ca.

You can also use your account through Google's Mobile Apps (Gmail, Drive, etc) and on your personal devices and computers by adding it as if it were a normal Google account.

Please note that when taking part in group projects including Photoshoots, Films, Career Fairs, Events, PNE, etc., your email address may be shared with other participants.

### **STUDY AND WORK PERMITS QUESTIONS**

New Image College can only answer general questions regarding study and work permits as we are not allowed to answer questions outside of basic questions pertaining to your visa. You must ask a qualified Immigration consultant questions that are detailed and specific to your case. You may also feel free to contact CIC directly or via their website.

### **BIOMETRICS**

As of December 3, 2019, you need to give your fingerprints and photo (biometrics) if you're applying **within Canada** as an international student (including extending your study permit)

You can give your biometrics at a designated Service Canada location. **Make sure you follow all the steps to give your biometrics, including paying the biometrics fee**, when you apply.

More information can be found here: <https://www.cic.gc.ca/english/information/where-to-give-biometrics.asp>

### **DLI CHANGE**

If you have been granted a Study Permit by registering to another post-secondary school, you need to notify CIC Immediately after your change. You don't need a representative to change your DLI, even if you used one to apply for your Study Permit. You can do this yourself if you have your Study Permit Application details.

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What you will need:

- An online account with CIC
- Your Study Permit Number
  - It begins with the letter “S” and is at the top of the permit
  - For security reason, they may ask you to provide a few details from your application, so have it handy.
- Your new school’s DLI number (New Image College DLI Number: o19274696442)
- Your new Student Identification Number (Student ID)
  - You can find it on your New Image College Letter of Acceptance
- Your start dates

Then, follow the next steps as per the link below:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/change-schools/account.html>

### **ENGLISH ONLY POLICY**

The English Language only policy requires that all students and staff speak English inside the school, including the student lounge, kitchen, lobby area, and front desk. This policy exists because:

1. Speaking a language in the presence of people who do not speak the language is disrespectful because it excludes them. Speaking English is a mark of courtesy to those around us, students and staff alike. In addition, students show respect to their teachers by speaking English.
2. You have come to New Image College to improve your skills and we teach our skills in the English language. This can only be done if you try to speak English always.
3. To complete the program successfully as a co-op student, it is essential to complete the work term as an essential and integral part of your program of study, which requires you to speak in English.
4. In Canada, the official language is English.

### **PRINTING**

The school does not provide a printing or photocopying service. Here are some suggestions:

- Staples: 901 Seymour Street. Phone: 604-602-5959
- FedEx Office (Kinko’s): 900 Canada Place. Phone: 604-682-2996

### **DOCUMENT REISSUANCE/RESEND/REPRINTS**

Please note there will be a minimum administrative fee of \$20.00 for document (re)issuance/resent/reprints (Proof of Enrollment, enrollment contract, program outline, co-op work letter, transcript, diploma, T2202A form, etc.). The fee must be pre-paid and after the payment confirmation, it will take 14 working days to process your request. To re-issue documents that are in the Archive already the \$ 20.00 Administrative fee and processing time may vary.

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### **CUSTOMIZED DOCUMENTS AND LETTERS**

To issue a customized document/letter\* (which means other than Proof of Enrollment, Student Enrollment Contract, Program Outline, Co-op Work Letter, Transcript, Diploma, T2202A form) there will be a minimum administrative fee of \$20.00 per document.

To make this payment please e-transfer the \$20.00 fee to: [payments@newimage.ca](mailto:payments@newimage.ca)

We do not mail the documents. The documents are to be picked up or emailed. If the person wants the document to be mailed the costs are by their expenses.

To process your request please provide the following information by email to [studentservices@newimage.ca](mailto:studentservices@newimage.ca):

- Full legal name.
- Phone number.
- Title of program you attended (or are attending);
- Start and end date of program.
- Method of payment (how did you pay your tuition);
- What paperwork you are requesting (specify clearly).

### **LOST AND FOUND**

Lost and found is located at the front desk of the Granville Campus. If you find anything or have lost something, please visit the front desk or email [marina@newimage.ca](mailto:marina@newimage.ca).

### **USE OF COMMON AREAS AND LOITERING**

Depending on length, classes may include breaks. During your breaks, please take the time to eat, use the washroom, and make phone calls. Your instructor will take record of your lateness if you do not return from break in a timely manner. Please eat your lunch in the designated student lounge or kitchen area unless authorized.

All students have access to use the kitchen area and student lounge; please do not remove furniture from common areas. Please note that every Friday after 3:00 pm the fridge is cleared out (this includes Tupperware). Please clean up after yourself. Use the cleaning supplies and spray down the counters, wash your dishes, and throw away your excess food in the proper garbage cans. Please use the recycling for bottles and cans.

Be considerate of classes that are still in session by being as quiet as possible. No profanity is permitted within any common area space.

Children, family members, friends of students or students' models' friends/family will **not** be permitted to spend the day/class time at the college, either in class, the common areas, or at promotional events where students are working on behalf of NIC or during student's class. Please find alternate childcare during class

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time. Exceptions will be made if there is a medical reason for that person to be with you, and you have a doctor's note to support this.

### **CELL PHONE AND INTERNET**

This policy applies to all students and is designed to express the College's attitude towards the use of cell phones and Internet in the workplace. We understand that cell phones and Internet have become an integral part of everybody's life. We are also certain that they may be a great asset if used correctly as for reference photos research for example. However, we have observed that cell phones and the Internet may also cause problems when used imprudently or excessively.

New Image College expects its students to use their cell phones and the Internet prudently on breaks only or, if necessary and allowed by your instructor, during class for reference research purpose only. We want to remind you that excessive use of your cell phone and Internet for non-class purposes will mean a decline in efficiency that will show up in your performance/marks.

It is therefore to the benefit of all to consciously restrict the personal use of cell phones and Internet. Disciplinary Consequences: Please see "Disciplinary Action Policy for all Students".

The following rules always apply for both company-issued and personal computers and cell phones:

- Company-issued computers are to be used for educational purposes only and be preserved in perfect condition.
- The download or upload of inappropriate, illegal, or obscene material through a corporate Internet connection and or Company-issued computers is prohibited.
- The use of a cell phone's camera or microphone to record confidential information is strictly prohibited.
- The volume of the phone must be turned off or kept on vibrate during class and when asked.
- Surfing the Internet, texting, and talking on the phone during class hours is prohibited.
- Playing games on a computer or cell phone during class hours is prohibited.

The company, however, would not want to have you turn off your phones while at the school.

You can use your phones:

- During breaks and at lunch.
- To briefly check important messages.
- To research reference photos.
- To listening music during your practice, if allowed by your instructor.

### **CLASS AND FACILITIES CONDITIONS**

Classrooms should be considered your professional workspace. This means it is students' responsibility to clean up after themselves and maintain the cleanliness of the working space when finished. Please ensure that you leave the working space in as good or better condition than you found it including removing all garbage you bring in. Janitorial services come on weeknights, so please ensure your classroom is clean and presentable for the class following yours. Also, be considerate of classes that are in session on other classrooms by being as quiet as possible during your classes.

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Food is **not** permitted in the classrooms under any circumstances unless otherwise authorized by management. Mobile devices must have limited use during class time. Video or audio recording is not permitted during class unless approved by the head of your department.

### **PERSONAL HYGIENE AND PRESENTATION**

Please take pride in your appearance and personal hygiene. It is expected that all students always present themselves in a professional manner. As you will work in proximity with others throughout your program, students must meet the following standards or guidelines with respect to personal grooming and hygiene upkeep:

- Consistent bathing, oral hygiene, and use of deodorant.
- Clean, well-groomed hair.
- Fresh breath.
- Professional and clean clothes. No cleavage or undergarments showing. No mini skirts or shorts.
- Professional footwear (no flip-flops).

For proper hygiene, kit and product sharing is discouraged in class. Please respect your fellow classmates and bring all your required items daily. If students do not bring their kits to class, they may be asked to go home and get their kit.

There will be courses that will require students to start class with clean, makeup-free faces. This allows for class/practice to begin right away. Therefore, please be sure you follow this instruction when requested by your instructor.

### **DRESS CODE FOR NAIL PROGRAM**

- Hair always tied back.
- No bracelets or rings – you will be constantly washing your hands, and you do not want to lose your items.
- Wear black at all times; no color or colored writing (this includes no beige or grey).
- The black apron must be worn at all times when doing services. Aprons must be kept clean.
- Smell-free hands (especially cigarettes) when performing nails services.

### **SMOKING/DRUGS/ALCOHOL**

The provincial legislation prohibits smoking inside any building. Thus, there is no smoking permitted in the School locations. If smoking outside the buildings, ensure you keep six meters from the entrance as per Vancouver City bylaws. Not obeying this bylaw is punishable by a fine up to \$1,000.

Unauthorized consumption of drugs and/or alcohol is prohibited on New Image College facilities. This includes during class time, rehearsal time, spa bookings, and film production.

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### **PET POLICY**

Because of insurance and WorkSafe BC reasoning, there is a No Animal Policy in the College, the exceptions being registered guide dogs/service dogs.

### **MODELS REQUIRED**

Students will be required to provide models for most of the practical exams. You will receive a calendar with the specific dates and instructions for these.

If you are new to the city and need to find models, we suggest posting an ad on [vancouver.craigslist.ca](http://vancouver.craigslist.ca), [modelmayhem.com](http://modelmayhem.com), or on Facebook groups.

You will also be required to practice your skills on your fellow classmates and be available for your classmates to practice on you. If you have an issue with allergies and are unable to have others practice on you, please provide a doctor's note that clearly defines these allergies prior to your registration. You may be required to purchase additional equipment to complete your studies and to secure the services of a model for your class time.

It is the student's responsibility to have their model sign the model release. No model may have their photo taken until a release has been signed, dated, witnessed, and given to the instructor. Note that the students will be solely responsible for sending the photos to their models.

### **MISSED HOURS AND TESTS**

You can re-take:

- Missed written tests and quizzes for a \$15.00 administration fee
- Missed practical/final exams for a \$25.00 administration fee

Payment must be received at the front desk prior to the exam date. No payments are to be made to instructors.

For Makeup practical/final exams there are designated days bimonthly (check the dates at the Campus' Front Desk). In order to be eligible to re-take a practical/final exam the student is required to:

- have attended instructor's demo of that course;
- Connect with the front desk to re-schedule informing what are the practical/final exams you missed and what day you would like to re-take it;
- Pay the administrative fee described above and your name will be placed on the list.

For catching up classes/exams at no cost New Image requires a medical letter from a licensed medical practitioner in Canada, in English, stating all the following points:

- Illness description and how did this illness stop you from attending School?

Note that this privilege it is only applicable to medical/dental illnesses and/or emergencies related to it and only if prevent the student to come to school or stay in class/exam. This is not a privilege for permanent

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conditions on conditions that happen on an ongoing basis. For any other circumstances the administrative fee will be applicable (e.g. esthetics procedures, follow up appointments). If it is a long-term medical issue, re-admission policy may be applicable. If the time absent from school exceeds 1 (one) week, the student is subject to the administrative fee described below.

Students can catch up missed hours from time-to-time unless this privilege is being misused. Please connect with the Head of Department by email to re-schedule. You cannot make up time without confirmation first. Therefore, if your request is not confirmed with at least a day in advance you may be sent home. If you are making up hours in a class that does not have your regular instructor present, you are responsible for informing your regular instructor of your hours for record keeping. New Image management will not be responsible for recording these hours for you.

If the number of classes missed requires the student to be accommodated in another group, an administrative fee of \$100.00 per week of class (20 hours) will be applicable. This is a non-refundable fee.

Please note that the student is responsible for informing the Head of Department what are exactly the demos/classes/modules you missed.

### **EXTRA PRACTICE FOR NAILS PROGRAM**

For Nails students, New Image College accommodates those that wish to request extra hour practice. New Image College offers this privilege to have our students feel and be the best professionals they can be in the marketplace. New Image College reserves the right to deny anyone that misuses this privilege. When you become an advanced student ready to work on clients in a professional environment, missed hours and extra practice will be given 1<sup>st</sup> preference to the NIC SPA clients (booked up to 24h notice). If you don't have a NIC SPA client scheduled, then you may confirm your family/friend appointment. Please book a time with the front desk [marina@newimage.ca](mailto:marina@newimage.ca).

- Please understand and respect the hours of the College for this privilege.
- Hours that students may have extra practice is Monday – Friday 9:00 – 6:00.
- A College Manager must be on-site when you are making up your hours. (note that an instructor is not a manager);
- Regular scheduled classes take priority for classroom space, No exceptions.
- Clean up your stations, wash and put away used laundry. Do not leave in the wash bins.
- All appointments/extra hours must be booked via the front desk at the Granville Campus.
- Clients in the NIC SPA are a priority over any friends and family.
- Students may NOT miss class days on a regular basis and expect to make up hours on an off scheduled day (Example: miss your regular Monday class on an on-going basis and come on a non-scheduled day like Thursday. If this is noted by your instructor, you will lose this privilege).
- Please do not use products in a frivolous manner (This product usage is not part of your education budget and New Image College is providing this to you as a support for your future career).

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- Even though we will try to accommodate all students that request this privilege please understand that sometimes there will not be space for extra students to extra practice, so please act respectfully at all times to those in management at New Image College;
- Please maintain all student policies as per your student handbook, **including dress code.**
- Please do not interrupt other classes by speaking with instructors during their education time.
- New Image College reserves the right to change this policy and/or any of its criteria without prior notice.

### **MODELING FOR MAKEUP PROGRAMS**

Current students from all Programs are welcome to volunteer as a model for various School's exams/events/projects. To have these hours counting towards your attendance you fully responsible for:

- 1) Getting the "Extra hours form" at Granville Campus front desk.
- 2) Fill out + hand this form to the exam/event/project's supervisor/instructors to be signed.
- 3) Hand/email this form to the Campus' Front Desk to be added to your attendance.
- 4) We suggest you make a copy of this for your records.

### **NAILS STUDENT SERVICE RECORD PRACTICAL CARDS**

Students within the Nail program are required to do all services that are taught throughout their program of study (i.e. you cannot choose to do facials only).

The purpose of this practical card is to ensure that upon graduation you have enough practical experience and confidence in all areas to successfully get you employment. You must have your instructor sign off on all full services completed. This must be handed to your teacher at the end of your program section for marks. Please remember that client practice makes up 20% of your final overall marks, therefore it is extremely important and highly encouraged.

- **Family, Friends and NIC Students\* during designated times** (Family and Friends Week)  
These are scheduled in advanced. It will normally be on your third week of each specific module. During this time, you can invite family and friends for a complimentary service. This is to ensure that you have enough practice before seeing a real client. Take advantage of this week!
- **Family, Friends, and NIC Students\* during outside designated** (not during Family and Friends Week)  
At NIC, we always encourage extra practice. So, you are more than welcome to continue treat your family and friends outside the scheduled weeks to come to the NIC Spa. For these bookings, a special fee of \$10 is applied for most of the services.
- **NIC Spa Clients**  
After you had the minimum required practice during Family and Friends Week, we will book real clients for you. For each module/skill, there is a minimum number of services you need to provide in order to achieve the maximum mark.

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**Prices:**

Family, Friends, and Peers during designated times – Beginner Students: \$0

Family, Friends, and Peers during outside designated times – Intermediate Students: \$10\*\*

NIC Spa Clients: \$20\*\*

\*NIC Students do not include practice on your own classmates.

\*\*Depending on the service, an add on fee might apply.

Making up missed/lost hours or extra practice hours is a privilege and not a right.

**ORIENTATION**

Orientation is an important step when starting a program at New Image College. Come prepared with any outstanding documents on that day. Documents might include study and work permit, high school diploma and transcript, and post-dated payment methods (auto withdrawal form or credit card authorization form), among others. All Orientations are held in our Granville Campus.

- Makeup: Your orientation will be on the first day of class according to your Program Start Date.
- Weekday Nails: Your orientation will be on the first day of class according to your Program Start Date.
- Weekends Nails: Your orientation will be on Thursday before your first day of class at 6 pm.
- Acting: Your orientation will be on Friday before your first day of class at 2 pm.

**GRADUATION/CERTIFICATES/DIPLOMAS AND TRANSCRIPTS**

Official Credentials are issued as follows:

- Nail Technicians Diplomas: Last day of School.
- Co-Op Diplomas: after Work Period.
- Makeup and Acting Diplomas: During Graduation Ceremony.
- Transcripts for all courses: Pick up at Student Services Office.
- An exit interview is required before completing your program.

Graduation Ceremonies are scheduled for Acting and Makeup Programs. Please check your Program Calendar handed during your Orientation.

Graduation Ceremonies for Nails Program are held on the last day of that Program.

Please invite family and friends to celebrate your achievement (RSVP your attendance and number of guests to [rspv@newimage.ca](mailto:rspv@newimage.ca) closer to the event date).

Each student must successfully complete all criteria described in their respective program outline to receive a credential and transcript. The School does not provide a partial transcript.

Payment of the total program tuition and any pending fee is mandatory prior to receiving your credential/transcript. Graduation documents for Co-op Programs will be issued only upon completion of both study + work portions of the Program.

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### **REFERENCE LETTERS AND HONOUR GRADUATION**

Instructors are now allowed to provide reference letters. A letter of recommendation from the College and/or the Senior Academic Officer may be requested for students who graduate with a minimum 92.5% or higher academic and attendance record + have followed the School policies in its entirety. Students who achieve the above-mentioned percentage will also receive a graduation with honours diploma/certificate.

Fashion and Film Makeup Design students that graduate with honours will receive a 40% discount to be applied to The Cutting Edge – Advanced Prosthetics program.

### **EXIT INTERVIEWS**

An exit interview is required before completing your program. Students are given evaluations during the exit interview. The purpose of this evaluation is for the student to review the program and the instructors. This is an essential part of the evaluation process of the College. Please be very clear in your evaluation so we may improve in the areas described. A student will not receive their credential without a completed exit interview.

An exit interview consists of the following:

- Written review of your instructors.
- Written review of your program.
- Student file review.
- Student Loan Guide (if on a student loan).
- A mid-point scheduled appointment with the co-op administration (co-op students only);
- Graduation information review.
- Signature of the exit interview forms.

### **HEALTH AND SAFETY**

The safety of our students is of the utmost importance to us. Please take note and locate the emergency exits, fire extinguishers, eyewash stations immediately when you start school.

- All workspaces are to be cleaned and sanitized between uses.
- Once daily, washrooms are cleaned and sanitized by the cleaning company.
- Instructors are to ensure that students are following all safety and hygiene regulations.
- Clothes and the body must be clean at all times for all classes.
- New Image has the right to send a student home to clean their clothes and body if management deems this necessary.
- Students are required to maintain a clean working area; spot checks will be conducted and marked from time to time.
- Please refer to your individual program curriculum for specific requirements.

### **ATTENDANCE POLICY**

Punctuality is a key factor in becoming successful. Students should arrive 15 minutes prior to the start of class to ensure they have enough time to set up their stations as required. Attendance is taken at the scheduled commencement of class and lateness may affect your grade and attendance percentage.

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Demonstrations and other instruction may begin immediately after attendance is taken. Students that are not on time may be asked to wait until the next break time to enter the classroom.

Any information covered on days where you are absent must be made up on your own time. Please inform the school/instructor if you will not be attending class by emailing the instructor or the Senior Academic Officer or calling the Granville Campus' front desk. Make sure to contact a classmate (study buddy) to find out what work must be made up. Missed handouts may be requested to your instructor.

Demos will not be shown again for any students who miss class.

New Image College takes attendance and punctuality seriously. When you are late or absent from class, you may cause serious disruption to your instructor's lesson plan as well to your classmates' progression.

If you are absent/late from a class for reasons which an individual instructor deems inappropriate, it is that instructor's choice to inform the Senior Academic Officer of your department, at which time you may be issued a warning letter. If you continually miss classes, your instructor and the administration of New Image College have the right to permanently dismiss you from that individual class or program.

Nevertheless, we are aware that instances will arise where you will need to be late, leave early, or miss a class. Therefore, please keep the following procedures in mind:

- Check-in is required upon arrival for class each day.
- Check-out is required upon departure at the end of each class.
- If you leave early, you must notify your instructor.

Those students that have not completed the required hours of the program by the graduation date may be charged \$50.00 per day to complete their program. If you are on a student loan from any Province in Canada, your record will be submitted to student loans as incomplete.

During any productions (such as a short film), if a student arrives late or is absent, they can and may be replaced. In theatre productions, the actor that is replaced will then understudy the role. Attendance must be 100%. The students will all audition for a role in a feature film. The role they are cast in is the role they will play to the best of their abilities.

Students with Government Student Loans will be dismissed for the following reasons:

*(This may not mean New Image College will not let you complete the program of study. Please refer to the Re-Admittance Policy.)*

1. Misses two consecutive calendar weeks of study (apart from the year-end break when schools are permitted to close for up to 3 weeks at the end of the calendar year).
2. Drops below 60% attendance for 3 consecutive calendar weeks of study.
3. Has missed enough days/hours that they can no longer successfully complete the program within the ministry-approved study period.

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Identifying a student dismissal:

1. The student does not attend at all for 2 consecutive calendar weeks (Sunday to Saturday); he/she must be dismissed.
2. The student attends less than 12 hours (60% of 20) per week for 3 consecutive calendar weeks (Sunday to Saturday); he/she must be dismissed.
3. The student misses sufficient hours/days that the school determines that the student cannot successfully complete the program; he/she must be dismissed;
4. Not maintaining passing grades as per New Image College.

*Note 1: New Image College is obligated to abide by the regulations of the Ministry of Advanced Education and Training regarding CSL/BSL grant funding. As such, no New Image College representative will endorse the negotiation of a student loan for a student who has not maintained satisfactory attendance and/or grades. Refunds are calculated by the Refund Policy and there are no exceptions.*

*Note 2: The criteria above are also applicable to Non-Student Loan students and each scenario will be evaluated individually and is the School's discretion the final decision of dismissal.*

**STUDENT DISMISSAL**

New Image reserves the right to dismiss a student in case of the events listed below:

- Violation of any school policies and procedures, or failure to maintain academic standards.
- Non-compliance with student loan procedures.
- Violent or threatening behavior towards other students, management, staff, or instructors.
- Threats to the safety of other students, management, staff, or instructors.
- Failure to make payment of tuition fee as per the registration agreement.
- Failure to uphold the attendance policies.

Written notice of dismissal will be provided by College Administration to the student unless the student is being dismissed by the school for lack of attendance. Written notice of dismissal may be delivered to the student in any manner. Refunds are calculated by the Refund Policy; there are no exceptions.

New Image College is obligated to abide by the regulations of the Ministry of Advanced Education and Training with regards to CSL/BSL grant funding. As such, no New Image College representative will endorse the negotiation of a student loan for a student who has not maintained satisfactory attendance and/or grades.

**WITHDRAWAL POLICY**

A written letter is required for student withdrawal. The date of the letter is the date by which a refund will be calculated. Non-attendance does not constitute a written notice of withdrawal from the student pertaining to refunds. Refunds are calculated by the Refund Policy; there are no exceptions.

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### **RE-ADMITTANCE POLICY**

These guidelines are for those students who wish to return to New Image College after having withdrawn or been dismissed from a program of study:

- Student must be able to fulfill all the usual admission requirements for their chosen program.
- Student must have documentation from a qualified medical practitioner or counselor stating that the student is in good health and is able to maintain the requirements set forth within our policies and procedures.
- Student must not be delinquent with Student Aid BC or the National Student Loan Program.
- Student must prove they have enough finances to afford all living costs as well as all tuition for the complete study period.
- Student must be able to fund their education without funding from the national or provincial student loans.
- Student must have a written letter explaining the reasons they are ready to re-enter a program and how the student will make this re-entry successful for themselves and their classmates.
- Student must have a personal interview with the Senior Academic Officer of the desired study program.
- Student must have an evaluation from the New Image College Counsellor, Bill Dyck, and must read and sign all policies and procedures as put forth in the student handbook.

Note: After a period of one year of withdrawal/dismissal date it is required re-payment of Total Program tuition cost.

### **STUDENT RECORDS POLICY**

New Image maintains the following records for students at the Student Services Office:

- Student enrolment contract(s) compliant with PTIB bylaws.
- Evidence of the student has met all admission requirements and, if applicable, entrance examinations.
- Financial records, including payment and refund records.
- Attendance records.
- Documentation of any disputes, grade appeals, or dismissal.
- Copies of valid study permit, and/or other documents where required for international students.

Student files will be maintained and safely stored in filing cabinets; access to student files is limited to the appropriate administrative staff, the Senior Education Administrator, and the school owner. If a student wishes to authorize a third party to access information in his/her student file, he/she must do so in writing. The school will not release information to any person other than those authorized by the student unless otherwise required to do so by legislation, subpoena, court order, ongoing police investigation.

After two years the files will be transferred to an archive. These files will be stored until no longer required by PTIB. It means New Image College retains the full student file for a period of eight (8) years following the

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student's withdrawal, dismissal, or graduation and after eight years, the full student record is destroyed using a secure destruction method.

After the student's graduation, New Image College uploads a copy of the student's contract, transcript, and credential (if any) to an approved third-party vendor. These records are retained for a period of fifty-five (55) years by the third-party vendor.

Copies of student records can be made available upon the request of current and former students for a \$20.00 administration fee. To retrieve files that are in the archive already the fee may vary. A file retrieval request must be submitted by email to [studentservices@newimage.ca](mailto:studentservices@newimage.ca) providing the following information:

- Full legal name.
- Phone number.
- Title of the program you attended (or are attending).
- Start and end date of the program.
- Method of payment (how did you pay your tuition).
- What paperwork you are requesting (specify clearly).

## **PRIVACY POLICY**

New Image collects student personal information for the following reasons:

- To maintain student records as required by PTIB.
- To maintain student records as required by the Ministry of Education.
- To maintain student records as required by the CIC for international students.
- To keep students/graduates informed about activities of the school.
- To help students/graduates in the workforce.
- To hear about students'/graduates' career successes.

Student personal information is not used for any other purpose.

New Image College uploads copies of student contracts, transcripts, and credentials (if any) to an approved third-party vendor. These records are retained for a period of fifty-five (55) years by the third party.

If a student wishes to authorize a third party to access information in his/her student file, he/she must do so in writing.

The school will not release information to any person other than those authorized by the student to access information unless otherwise required to do so by legislation, subpoena, court order, or ongoing police investigation.

The student will not publish/release information about an event of a dispute between New Image College and its subsidiaries.

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### **ACADEMIC APPEALS POLICY**

During your study period as a student, there will be times throughout your program when the College will make academic judgments on your progress, practical ability, and ultimately, on your eligibility for the credential for which you have been registered. If you have reason to believe that an academic decision reached by the College is incorrect or has been based on partial or incorrect information, you have the right to appeal that decision without fear of reprisal.

If you decide to appeal an academic or practical marking decision of the College, you must do so within 15 school days of the formal publication of your results.

Grounds for Appeal:

- Mathematical or procedural error in recording or calculating the marks on which a decision was based.
- When, in reaching its decision, the College was unaware of factors which affected your performance (e.g. personal or family circumstances or illness) which, for valid reasons, you had not made known earlier.
- Irregularities or administrative errors in the conduct of the examination or in any other methods of assessment of such nature as to cause reasonable doubt about the instructor or administrator decision.
- Reason to believe that a College instructor or administrator was prejudiced or biased.

The College will not consider appeals on grounds other than those above, particularly those made:

- Without justifiable grounds.
- Mischievously or frivolously.
- Based on alleged insufficiencies in instructing or supervision or the provision of the lack of materials or equipment.
- Against the academic judgment, properly exercised, of duly appointed instructors, including external administrators.
- Without proper attendance and without compliance with the rules and regulations of the British Columbia Student Services Branch.
- Based on ill-health or other circumstances which could have and should have been reported to the College at the time of occurrence.
- Where the general rules in the student handbook have not been followed.

Academic Appeals Procedure:

- Address the appeal to the Senior Academic Officer.
- Clearly define in writing the specific grounds for this appeal (all personal information is treated as confidential and will be shared with other members of the College only where the Senior Academic Officer finds necessary and appropriate and only for the purposes of investigating and determining the outcome of your appeal);
- First, the Senior Academic Officer will refer your appeal to the Vice President of the College for discussion and for further information to determine if your appeal will be considered. On receiving

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the Vice President's response, the Senior Academic Officer will consult with the instructor to see if the case for appeal accords with the specified grounds for appeal.

- If the decision that the grounds for appeal do not accord with those stated under the grounds for appeal, the Senior Academic Officer will notify you of that decision in writing within 15 working days of receiving the academic appeal letter. The appeal will be dismissed, and no further action will be taken.
- If it is determined that the grounds for appeal do accord with those prescribed under grounds for appeal, the Senior Academic Officer will take one of the following actions, depending on the grounds for appeal.
- In the case that there has been a mathematical or procedural error in recording or calculating the marks on which a decision was based, the Senior Academic Officer will consult the Vice President. If an error is found then the instructor/administrator decision will be amended if appropriate, including the reclassification of a diploma.
- In the case of an appeal involving irregularities in the marking/assessment process, circumstances that had not been known at the time a decision was made, or allegations of bias, the College will establish an appeal committee.

#### Appeal Committee

The members of the appeal committee will not consist of the members that have been directly involved in the College's original decision and will include the College President, an instructor in a related program of study, and a student. The appeal committee has the authority to determine the way in which it will consider the appeal before it.

You will be given adequate notice of the date, time, and venue for the meeting, which you will be invited to attend. You may be accompanied by an individual of your choice for the meeting.

You will be informed in writing of the results of the appeal within 14 working days of the meeting; you may receive notification of a delay pending further investigation.

If you believe that the internal review appeal process has been incorrectly conducted or feel the outcome is unreasonable, then you have the right to raise the matter to an external and independent arbitration company. The cost of this arbitration would be paid by the student.

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### **ACADEMIC GOOD CONDUCT POLICY – RESPECT AND FAIRNESS**

At New Image College, our goal is to provide our students with creative, innovative academic programs based on New Image College's values to meet students' learning needs and have our students reach their maximum learning environment and academic success.

New Image College is committed to ensuring that its learning environment promotes the respectful and fair treatment of all students. New Image College expects all students to be respectful, responsible, and self-disciplined learners as these are major components of study and career success. Students must be respectful of their College, fellow students, instructors, and management staff at all times.

New Image College is committed to providing a safe environment for its students and instructors. This is an environment free zone from verbal, sexual or physical abuse, and any associated threats. New Image College provides equal opportunity in student education is a principle of non-discrimination which emphasizes that opportunities in education should be freely and equally available to all students irrespective of their personal characteristics or attributes which are unrelated to their ability, performance, knowledge, skill or competence (e.g. race, gender, religion, disability, etc.).

New Image College will take all reasonable steps to identify and eliminate unequal opportunities, unfair treatment, harassment, sexual harassment, bullying and discrimination from its practices to create an inclusive culture that fosters acceptance and respect of all students.

New Image College students should abide by the Academic Good Conduct Policy while on site and any school-related projects. New Image College is not responsible for unwelcome behaviours off-site and during unofficial events.

In addition, be considerate of classes besides yours. Note that damage to facilities is taken very seriously. Do not damage the furniture by throwing or slamming chairs or tables. Do not pour special effect makeup product down the sinks. Please clean the sinks from makeup immediately after use. If a damage is caused by your actions, you may be responsible for the payment of repairs or replacement of the items.

New Image College do not condemn intimate relationships between students during their study period. However, these are severely discouraged. Intimate relationship between classmates may have an impact on the learning of others as well as the group as a whole. Please refrain from engaging in any emotional, sexual or intimate relationship among your classmates.

### **DISCIPLINARY ACTION POLICY FOR ALL STUDENTS**

This policy includes but is not limited to when:

- a student is non-compliant to the expectations and/or;
- a student's behaviour that is disrupting class and the learning of others.

The following scenarios indicate where the disciplinary procedure starts depending on the violation:

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**MINOR** infractions. Disciplinary procedure starts at stage 1 (please see stages below). It includes but is not limited to:

- Unpreparedness for class;
- Inappropriate clothing;
- Incomplete projects or assignments;
- Lateness (for start of class and breaks);
- Talking during demos;
- Eating in class, if not permitted by the instructor;
- Abusive or inappropriate use of cellphone and an electronic device during class;
- Inappropriate use of the teachers' time (teachers are there to teach everyone!);
- Sleeping during class;
- Refusal to participate in curriculum assigned activities;
- Inappropriate language;
- Personal Hygiene issues;
- Station and personal space tidiness;
- English only policy;
- Late tuition payments;
- Attendance issues;
- Littering;
- Ignoring correspondence from management;
- Consistently not applying for Co-Op opportunities;
- Failing to send required documents.

**MAJOR** infractions. Disciplinary procedure starts at stage 3\* (please see stages below). It includes but is not limited to:

- Racism & other forms of discrimination (please see Discrimination and Harassment Policy below);
- Bullying and all types of Harassment (please see Discrimination and Harassment Policy below);
- Verbal aggression (uttering threats) or Physical aggression;
- Dangerous behaviour;
- Drugs and alcohol use
- Academic dishonesty and cheating on assignments, tests, quizzes;
- Disrespecting teachers;
- Disrupting College activities without just cause;
- Causing or creating a situation that endangers or threatens the safety, health, or well-being of any individual;
- Reprisal or threatened reprisal
- Threatening, injuring, or harming any person;
- Possession of offensive weapons, firearms, and/or ammunition for a firearm or other weapon, including a registered firearm without the knowledge and written permission of the Vice President;
- Making a verbal, defaming, or posting malicious, frivolous, or vexatious complaints or comments against a member of the staff or the College itself and its subsidiaries and affiliates;
- Making unnecessary requests or demands of a member of the College after being asked to stop;
- Damage, Theft, Loitering, and Destruction;
- Removing product, equipment, or materials without authorization;
- Defacing any College building or property, including on-site film productions and events;
- Defacing, removing, or deliberately misplacing any equipment, products, and materials or engaging in any other action that would deprive other members of the College of their opportunity to have access to the learning tools and resources of the College;
- Using or possessing College property or the property of any member of the College which includes a third party acquired in connection with a College event, promotion, or activity without written consent from the department head;

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- Entering or remaining in any of the College buildings, events, promotions, film sets, and other College-related areas, or allowing others to have access to areas designated for representatives of the College, without authorization;
- Vandalism.

The stages that may be followed when discipline is deemed necessary.

Stage 1: Verbal warning (recorded by the Instructor into the student's binder tab and made the Senior Academic Officer aware). The verbal warning may take form of a simple oral reprimand but also a full discussion if that is necessary. The amount of the verbal warning may vary depending on the constancy prior to moving to step 2.

Stage 2: Official written reprimand (may include removal of cellphone during class time, removal of students' participation on a special project, student be excused from a class, etc). The student must read and sign the written reprimand. This document must include the time limit in which a student must correct their conduct before New Image College takes further disciplinary action.

Stage 3: Disciplinary meeting with Senior Academic Officer to cover Corrective Actions/Counseling.

Stage 4: Disciplinary meeting with Administration which will include a final written warning and possible suspension. The student must read and sign the final written reprimand. This document must include the time limit in which a student must correct their conduct before New Image College takes further disciplinary action.

Stage 5: Indefinite suspension or dismissal.

Decisions are made by the Vice-President after thorough review of each scenario.

New Image College reserves the right to gather further information from peers, colleagues, instructors, and outside influences such as parents.

New Image College has the right to call the Police if sees fit. Major infractions may be subject by the Vice-President to immediate indefinite suspension or dismissal.

## **STUDENT DISPUTE RESOLUTION POLICY**

The policies below govern complaints between New Image College students as well as students respecting New Image College and any aspects of its operations. Students will not be subject to any form of retaliation as a result of filing a complaint.

### **STUDENT/STUDENT**

When there is a student dispute between students, New Image College encourages the students to resolve their conflicts on their own first. The person with the complaint should first approach the student with whom they have the disagreement with if it is safe to do so, in person to try to resolve it. If this disagreement cannot be resolved directly or the situation does not change, the student should notify the other student in writing clearly stating what they would like to resolve.

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1. If this written notification does not give the satisfactory outcome at this level, then the student with the complaint should put his/her concern in writing and deliver it to the Senior Academic Officer of their department to arrange a meeting between both parties.
2. During this meeting, each student will have a voice and should provide any documentation that was exchanged prior to the meeting as well as fill an official complaint form describing each's point of view of the incident, plan of action as well as preferred outcome. New Image College will address both parties. Each student can bring a support person unrelated to the program (i.e. not a fellow student). This meeting should happen within 10 (ten) school days from the time the request gets to the Senior Academic Officer.
3. Following the meeting with the students, the Senior Academic Officer will conduct whatever inquiries and/or investigations are necessary and appropriate to determine whether the student's concerns are substantiated in whole or in part. Those inquiries may involve further discussion(s) with the student either individually or with appropriate (institution's) personnel, family members, instructors and student body and various peers.
4. The necessary inquiries and/or investigations shall be completed no later than 15 (fifteen) school days following the meeting. The Senior Academic Officer will do one of the following, then refer to the Disciplinary Action Policy:
  - Determine that the student's concerns are not substantiated; or;
  - Determine that the student's concerns are substantiated in whole or in part;
  - Determine that the student's concerns are frivolous and vexatious.
5. The student and the institution's personnel involved shall receive a written summary of one of the above determinations. A copy of the summary shall be given to the students or their representative, a copy will be placed in the school's Student Incident File, and the original will be placed in the student file.

If it has been determined that the Student's concerns are substantiated in whole or in part the Senior Academic Officer shall include a proposed resolution of the substantiated concern(s);

6. If the student is not satisfied with the determination of the Senior Academic Officer, the student must advise the Senior Academic Officer within 2 (two) school days of being informed of the determination. The Senior Academic Officer will immediately refer the matter to the Vice President of the Institution. The Vice President of the Institution will review the matter and write the final determination within 12 (twelve) school days.
7. If the student is not satisfied with the determination of the Vice President, he/she or its representative must notify the Vice President in writing within 2 (two) school days of being informed. At this point, the School's Dispute Resolution Process will be considered exhausted. If at any point, the complaint is of criminal nature, the student should follow a Police Report immediately.

## **STUDENT/NEW IMAGE COLLEGE**

1. When there is a student dispute between student and a New Image College representative, the student must provide the written complaint to the Senior Academic Officer who is responsible for making determinations in respect of complaints. The Senior Academic Officer will then investigate the

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complaint to resolve it. If the Senior Academic Officer is absent or is named in a complaint, the student must provide the complaint to the Senior Administrative Officer. The process by which the student complaint will be handled is as follows.

2. If the disagreement cannot be resolved directly or any discussions do not give the satisfactory outcome at this level, then the Senior Academic Officer will make attempt to arrange a meeting between both parties.
3. During this meeting, the student can bring a support person unrelated to the program (i.e.: not a fellow student). This meeting should happen within 10 (ten) school days from the time the request gets to the Senior Academic Officer.
4. Following the meeting with the students, the Senior Academic Officer will conduct whatever inquiries and/or investigations are necessary and appropriate to determine whether the student's concerns are substantiated in whole or in part. Those inquiries may involve further discussion(s) with the student either individually or with appropriate (institution's) personnel, family members, instructors and student body and various peers.
5. The necessary inquiries and/or investigations shall be completed no later than 15 (fifteen) school days following the receipt student's meeting. The Senior Academic Officer will do one of the following determinations within 15 (fifteen) school days of meeting with the student:
  - Determine that the student's concerns are not substantiated; or;
  - Determine that the student's concerns are substantiated in whole or in part;
  - Determine that the student's concerns are frivolous and vexatious.

6. The student and the institution's personnel involved shall receive a written summary of one of the above determinations. A copy of the summary shall be given to the students or their representative, a copy will be placed in the school's Student Incident File, and the original will be placed in the student file.

If it has been determined that the Student's concerns are substantiated in whole or in part the Senior Academic Officer shall include a proposed resolution of the substantiated concern(s);

7. If the student is not satisfied with the determination of the Senior Academic Officer, the student must advise the Senior Academic Officer within 2 (two) school days of being informed of the determination. The Senior Academic Officer will immediately refer the matter to the Vice President of the Institution. The Vice President of the Institution will review the matter and write the final determination within 12 (twelve) school days.
8. If the student is not satisfied with the determination of the Vice President, he/she or its representative must notify the Vice President in writing within 2 (two) school days of being informed. At this point, the School's Dispute Resolution Process will be considered exhausted.
9. Written reasons for the determinations will be provided to the student within 45 days after the date on which the complaint was made. The student making the complaint may be represented by an agent or a lawyer.

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10. If the student is or was enrolled in an approved program, is dissatisfied with the determination, and has been misled by New Image College regarding any significant aspect of a program, he or she may file a complaint with the Private Training Institutions Branch.

### **DISCRIMINATION AND HARASSMENT POLICY**

New Image College is committed to provide a working and learning environment that is free of discrimination and harassment and supportive of academic achievement and the dignity, self-esteem, and fair treatment of everyone taking part in its activities. The policy applies to all employees and students, contractors, visitors and/or guests.

New Image College will not tolerate harassment or discrimination in its employment, educational or business dealings, whether these actions take place on its premises or during college activities off campus.

New Image College recognizes its obligation to ensure that this policy and the procedures are fair and applied fairly. New Image College is committed to deal quickly, fairly and effectively with harassment and discrimination should it take place.

It is recognized that the most effective way to deal with harassment and discrimination is through preventative action, including informing, educating and good management. All members of the New Image College community share responsibility for creating and maintaining a working and learning environment free from discrimination and harassment. This means not engaging in, allowing, condoning, or ignoring behaviour contrary to this policy.

Please note that harassment is NOT the behaviour of individuals that are not considered harassment are those that arise from a relationship of mutual consent. Respectful workspace banter and interactions, such as a hug between friends, mutual flirtation, and a compliment on physical appearance between peer classmates where there is no power imbalance are not considered harassment. In addition, the day-to-day issues related to the program (i.e.: providing direction to a student in order to have the person improve their performance), discipline and even dismissal – if they respect collective agreements and follows New Image College Policies should not be interpreted as harassment.

### **DEFINITIONS**

Harassment is defined as offensive or intimidating behaviour that is unwelcome. It can occur in the form of bullying for any reason categorized as person harassment or specifically as sexual harassment through any form for sexualized treatment. Please note:

- The behaviour can be direct or indirect, obvious, or subtle, active or passive.
- It can take form of written, verbal, physical, electronic or any other form of expression.
- Harassment can be physical, psychological or a combination of the two.
- The impact on the subject of harassment, not the intent of the harasser, defines harassment. “I didn’t mean to offend” or “It was meant as a joke” are not legitimate excuses.
- Harassment can be one incident or repeated incidents.

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Discrimination is a form of harassment that excludes individuals or treats them unfairly because they are members of specific groups. The 11 grounds of discrimination protected under the Canadian Human Rights Act are: race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability, and a conviction for which a pardon has been granted or a record suspension has been ordered.

### **DEALING WITH DISCRIMINATION AND HARASSMENT**

Complainants should feel free to bring their complaints forward and those against whom allegations are made should have a full and fair opportunity to meet those allegations. There are certain actions you could take if you are being discriminated against or harassed.

- Refer to the **Student Dispute Resolution Policy** for response and procedures.
- If it is safe to do so, tell the person that their actions or comments are unacceptable and ask them to stop.
- Keep a written record of exactly what happened and when, and of what was said.
- If the discrimination or harassment happens during class, mention it to your Instructor.

When complaint is substantiated, New Image College's objective is to attempt to restore the complainant(s) to the position they would have been in had the discrimination not occurred.

A substantiated act of discrimination or harassment may be cause for disciplinary action by the college up to immediate dismissal.

In order to protect individuals who, make use of this policy or participate in proceedings as part of the complaint procedure, the college prohibits reprisal or threat of reprisal against these individuals.

Any person who is found to have acted in, or threatened reprisal, shall be penalized as per the Disciplinary Action Policy.

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FINANCIAL POLICIES  
TUITION AND OTHER PAYMENTS

Once accepted into a program the student is required to pay a tuition deposit as per their contract and payment plan agreements.

Post-dated payments are required for all payment plans and a post-dated payment method is required prior to student start school. Contracts may vary but payments are due as per your contract agreement.

In the event of the tuition is not paid accordingly to the payment plan dates, the student will not be allowed to attend/stay in class and may automatically lose the benefit of the payment plan.

Tuition post-dated payment options are exclusively via:

- Auto Withdrawal Authorization Form
- Post-dated Cheques
- Credit Card Authorization Form (2% service fee applies)

Once the post-dated payment method of your above choice is provided it will be used to process your upcoming tuitions. If you want to change to another post-dated payment method (above options only), note that it is your responsibility to contact the School at least 7 business days prior to the due date + complete the payment on the due date. If we do not receive your contact as mentioned above, then the post-dated payment method already provided will be processed on the dates + amounts as per your enrolment contract.

Upon completing certain financial obligations within the contract NIC will release the documents necessary for students to apply for their Canadian study permit, various funding, and Canadian work permit if that applies.

**All tuition must be paid 30 days prior to completion of the study portion of the program.**

**In the event of change payment\*, a \$40.00 administrative fee will be charged.**

*\*Change payment fee definition: A change payment is defined as a payment that is due within the month and is postponed to another date within the month period. This fee is \$40.00 per occurrence + monthly until the outstanding balance has been paid.*

*\*\*Example: Your payment is due on the 3rd of the month and you wish to postpone this payment to the 30th of the same month.*

**In the event you request to skip a monthly payment\* of your payment plan, a \$100.00 administrative fee\*\* will be applicable.**

The amount of your skipped monthly payment will be added to your next payment due\*\*\*.

*\*Skipped monthly payment definition: A skipped monthly payment is defined as a payment that is due within that month and is postponed being paid within another month.*

**\*\*This fee is \$100.00 per occurrence.**

**\*\*\*Example: Your payment is due on the 3rd of the month and you wish to postpone this payment to the 3rd of another month.**

**In the event of Program start date change, before it starts\*, a \$40.00 administrative fee will be charged.**

**\*Program change date fee definition: A Program change date is defined as a change of the Program start date after the admission's forms were signed/completed. This fee is \$40.00 per occurrence and no admission documents (Enrolment contract/Letter of Acceptance/Co-op work letter) will be re-issued until the fee has been paid.**

**\*\*Example of Program date change: Your Program starts on January 8<sup>th</sup> and you wish to postpone your start date to April 16<sup>th</sup> (or any other later intake date).**

**In the event of Program start date change, after it starts\*, we may charge up to 50% of your Program due to re-registration and administrative fees.**

**\*\*Example of Program date change: Your Program starts on January 8<sup>th</sup> and you wish to postpone your start date to May 16<sup>th</sup> (or any other later intake date) after January 8<sup>th</sup> when you've already started.**

**In the event you want to advance payments from your payment plan, these extra payments in any given month will be applied to the last months of your payment plan.**

**\*\*Example of Advanced Payments: You pre-pay 2 extra installments of your Payment Plan in January and have a Payment plan that runs until December. These 2 installments will be allocated to November and December payments, NOT February and March.**

## **MAKING A PAYMENT**

### **✦ Cash (for first tuition payment only + administrative fees).**

Please note that in accordance with Canada Border Services Agency, New Image College does not accept sums of payment over CAD\$10,000 which is the maximum amount of any currency or monetary instruments you can cross the border without declaring. Any amount over CAD\$10,000 is not accepted by New Image College.

### **✦ Interac Email Transfer**

- Email address: payments@newimage.ca
- Question: What school are you attending?
- Answer: newimage

### **✦ Auto Withdrawal: Is a direct draw of funds from your Canadian bank account.**

Required documents:

- Direct deposit form
- VOID Cheque
- Sign authorization form

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Please note if you wish to cancel an auto withdrawal, we will need a 10-working day notification. If you have any further questions, please contact your admission advisor or contact student services at [studentservices@newimage.ca](mailto:studentservices@newimage.ca) or phone 604-685-8807.

✦ **Bank Transfer** (for first payment only + administrative fee).

If international Bank Transfer remember to include \$20.00 to cover your international bank transfer's fee. Transfer instructions for incoming wires to New Image College:

- School Account Name: New Image College
- Bank Name: Royal Bank of Canada
- Branch Name: Hastings Street Branch
- Bank Address: 685 West Hastings Street, Vancouver, BC Canada V6B 1N9
- School Address: 2nd Floor-987 Granville St, Vancouver, BC, Canada V6Z 1L3
- International Account Number or Swift Code: #ROYCCAT2
- Bank and Transit #: 06550-003
- New Image College Bank Account: 101-936-3

✦ **Credit Card** (2% service fee applies): Visa, MasterCard, JCB, and Amex

Please contact your credit card company in advance to authorize New Image College to charge your card for the stated amounts on your registration contract. Fax the credit card authorization form to 1-604-685-8870 or scan and email the form to [studentservices@newimage.ca](mailto:studentservices@newimage.ca)

✦ **Cheque**

Make cheques payable to New Image College.

**There is a \$40.00 fee for all NSF (non-sufficient funds) and returned methods of payment. (e.g.: your auto withdrawal or your Cheques bounce back).**

**NSF fee and Change payment fee/Skip monthly payment fee are independent and might be applied cumulatively.**

A student may be placed on financial hold because of outstanding indebtedness to the College and no transcripts or diploma will be issued. The financial hold will be removed when the outstanding balance, including all penalties, is paid in full. Once the outstanding balance has reached 45 days past due, a final notice will be mailed to the Student at the address listed on the student contract and within 15 days of final notice, the Student may be dismissed if there is a failure to meet their financial obligation.

New Image is not able to assist you directly with money. That means New Image College does not lend money to students. If you require financial assistance you may research your eligibility for a Student Loan or other alternative funding programs.

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## **STUDENT LOAN**

Canadian residents can apply for financial assistance for post-secondary education. To apply within British Columbia, go to [www.studentaidbc.ca](http://www.studentaidbc.ca). For help and more information, refer to “Applying for a BC Student Loan” guidelines or contact Student Aid BC at 1-800-561-1818. If you are not applying through the province of British Columbia, please contact the province you have lived in for the past 12 months to provide you with online application procedures.

Useful links:

- **Student Aid BC:** <https://studentaidbc.ca/>
- **Full-time student funding info:** <https://studentaidbc.ca/explore/full-time>
- **Grants and Scholarships:** <https://studentaidbc.ca/explore/grants-scholarships>
- **How to apply for a BC Student Loan:** <https://studentaidbc.ca/apply/how-to-apply>
- **Private Training Institutions Branch (PTIB):**  
<http://www.privatetraininginstitutions.gov.bc.ca/students/pti-directory>
- **CIC designated learning institution:** <http://www.cic.gc.ca/english/study/study-institutions-list.asp>
- **National Student Loans Service Centre (NSLSC):** <https://csnpe-nslsc.cibletudes-canlearn.ca/Eng/Default.aspx>
- **Education Quality Assurance (EQA):** [View the Registry of EQA Designated Institutions \(PDF\)](#)

## **REGISTERED EDUCATION SAVINGS PLAN (RESP)**

A Registered Education Savings Plan (RESP) is a special savings account for parents who want to save for their child’s education after high school. Once the child (the RESP beneficiary) has graduated from high school and enrolled full-time or part-time in a qualifying post-secondary educational program, the person who made the contributions to the RESP can request to withdraw money from the RESP to help pay for your studies.

When government payments or interest earned from an RESP account is withdrawn, that money is called an Educational Assistance Payment and includes the interest earned in the RESP as well as any Canada Education Savings Grants, provincial grants, and Canada Learning Bonds received. This money can be used to pay for post-secondary school expenses like tuition, books, and transportation and is called Educational Assistance Payments (EAPs). To withdraw money from an RESP account the person who made the contributions must contact their RESP provider (financial institutions such as banks and credit unions, as well as certified financial planners and group plan dealers, provide RESPs). They will ask to see official proof of enrollment before issuing the Educational Assistance Payment. Note that you RESP provider may have established guidelines or policies with respect to acceptable educational expenditures. For more information, visit the Canada Revenue Agency website.

## **RBC Student Royal Credit Line Details:**

The RBC Student Royal Credit Line is offered to full & part-time students attending a post-secondary education institute. It is a flexible source of funds that can be accessed as needed.

**For additional information please contact:**

- [phyllis.byabazaire@rbc.com](mailto:phyllis.byabazaire@rbc.com)
- 604-665-8407

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## **REFUND POLICY**

Tuition fees are clearly indicated on each of our program outlines and on the Student Enrolment Contract.

Be advised that the **Application Fee is non-refundable** except if a student is enrolled in an approved program:

- Without having met the admission requirements, and
- Without having misrepresented his/her knowledge or skills when applying

Refunds' payments are by cheque and in Canadian Dollar only (no exceptions).

New Image College Refund Policy is in accordance with the PTA Act established by the Private Training Institutions Branch (PTIB) of British Columbia.

1. If New Image College receives tuition from the student, or a person on behalf of the student, the institution will refund the student, or the person who paid on behalf of the student, the tuition that was paid in relation to the program in which the student is enrolled if:
  - a. the institution receives a notice of withdrawal from the student no later than seven days after the effective contract date and before the contract start date.
  - b. the student, or the student's parent or legal guardian, signs the student enrolment contract seven days or less before the contract start date and the institution receives a notice of withdrawal from the student between the date the student, or the student's parent or legal guardian, signed the student enrolment contract and the contract start date; or
  - c. the student does not attend a work experience component and the institution does not provide all of the hours of instruction of the work experience component within 30 days of the contract end date.
2. New Image College will refund the tuition for the program and all related fees paid by the student or a person on behalf of the student enrolled in the program if the student is enrolled in the program without having met the admission requirements and did not misrepresent his or her knowledge or skills when applying for admission.
3. If a student does not attend any of the first 30% of the hours of instruction to be provided during the contract term, New Image College may retain up to 50% of the tuition paid under the student enrolment contract unless the program is provided solely through distance education.
4. Unless the program is provided solely through distance education, if New Image College receives a notice of withdrawal from a student:
  - a. more than seven days after the effective contract date and

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- i. at least 30 days before the contract start date, the institution may retain up to 10% of the tuition due under the student enrolment contract, to a maximum of \$1,000.
    - ii. less than 30 days before the contract start date, the institution may retain up to 20% of the tuition due under the student enrolment contract, to a maximum of \$1,300.
  - b. after the contract start date
    - i. and up to and including 10% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
    - ii. and after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
5. Unless the program is provided solely through distance education, if New Image College provides a notice of dismissal to a student and the date the institution delivers the notice to the student is:
  - a. equal to or before 10% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
  - b. after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
6. If New Image College provides the program solely through distance education and the institution receives a student's notice of withdrawal or the institution delivers a notice of dismissal to the student and:
  - a. the student has completed and received an evaluation of his or her performance for up to 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 30% of the tuition due under the student enrolment contract, or
  - b. the student has completed and received an evaluation of his or her performance for more than 30% but less than 50% of the program, the institution may retain up to 50% of the tuition due under the student enrolment contract.
7. New Image College will refund fees charged for course materials paid for but not received if the student provides a notice of withdrawal to the institution or the institution provides a notice of dismissal to the student.
8. Refunds required under this policy will be paid to the student, or a person who paid the tuition or fees on behalf of the student, within 30 days:
  - a. of the date New Image College receives a student's notice of withdrawal,
  - b. of the date New Image College provides a notice of dismissal to the student,
  - c. of the date that the registrar provides notice to New Image College that the institution is not complying with section 1(c) or 2 of this policy, or
  - d. after the first 30% of the hours of instruction if section 3 of this policy applies.

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9. If an international student delivers a copy of a refusal of a study permit to New Image College, sections 1(a), 1(b), 4, and 8 of this policy apply as if the copy of the refusal were a notice of withdrawal, unless:
  - a. the international student requests an additional letter of acceptance for the same program that was the subject of the refusal of a study permit,
  - b. or the program is provided solely through distance education.

#### **REFUNDS PAYMENT METHOD**

The refund process will be completed within 30 days. Refunds are paid by cheque (only) to be picked up on the 30<sup>th</sup> day (due date) at our Granville Campus.

\*If you wish to have the refund mailed to you please provide the full address (including postal code) and it will be mailed on the 30th day. Any mailing fee will be by your expenses and deducted from the amount to be refunded.

\*\* For international students currently living outside Canada there is a \$120.00 international bank transfer fee applicable + any other bank fees which will be deducted from the amount to be refunded.

If you need to send more money than the above limits, send wire transfer. Wire transfers are considered fast as they are quick to process, the money is transferred within day or two and the recipient doesn't have to wait long for the funds to clear. To send wire transfer, visit your branch with the following information about the beneficiary:

- Name, full address, and date of birth
- Account number
- Branch number and full address
- Institution number
- Swift code/BIC/IBAN code
- Routing number

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## **STUDENT SERVICES DEPARTMENT RESOURCES**

### **STUDENT CAMPUS LIFE AND SUPPORT**

Our admissions team personally selects the New Image student body. Each one of you will be given the opportunity to learn from the highest level of instructors available in this country. During your educational journey with us, you will challenge yourself creatively, emotionally, physically, and personally to achieve utmost success in your chosen career field.

New Image College is committed to supporting our student body both during and after graduation.

Student Services is located at the Granville Campus. There you will find friendly and knowledgeable assistance during school, student repayment of student loans, employment, and resume and post-graduation information.

New Image may also email various information regarding job and event postings to your New Image email account. Make sure you check your emails regularly. New Image may post various information regarding job and event postings onto our New Image College fan page.

### **STUDENT CONTACT INFORMATION AND STATUS**

Student Services may need to contact you to schedule an appointment or for a different reason. It is important that you respond promptly to this request. Therefore, it is crucial that you check your emails regularly and respond to School's staff emails immediately.

Students are required to keep their contact information (phone number + e-mail address + mailing address + visa/residence status etc.) updated **by emailing [studentservices@newimage.ca](mailto:studentservices@newimage.ca) within 48 hours of any change**. If the change reported demands a re-issuance of any document, an administrative fee of \$20.00 is applied.

International Students during the Program (including co-op work portion) are required to email the Head of Department + Student Services of any circumstances you are leaving the Country and at least 2 weeks prior your departure.

### **SOCIAL MEDIA**

#### **Facebook (New Image College)**

Your main teacher will set up your private Facebook group. This allows your group to communicate with one another and your instructors. We also encourage you to use our page for when searching for models and accommodations, and to show off your creative work!

New Image College's Facebook page has a huge community of artistic entrepreneurs and thriving alumni that are looking to connect. We want you to collaborate!

Remember to always share with our New Image College fan page and use hashtag #newimagecollege so we can brag about your work!

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Make sure you follow us on **Instagram** (@newimagecollege) and hashtag all your best work with #newimagecollege. Let us know your Instagram account to we can follow you back!

You might just be the next New Image College success story!

Students that misuse our social media by inappropriate posting contents and/or against the School Policies terms, in part or entirely, will be automatically blocked/excluded.

### **ONSITE COUNSELLING**

It is important to us that you succeed in your studies and career and we understand that the pressures of everyday life can be overwhelming at times. With that in mind, students and alumni can avail of on-campus confidential counseling courtesy of New Image College. Our counselor, Bill Dyck, is a registered clinical counselor who has over 35 years of experience in the field and is known for being skilled and easy to talk to. Speaking with a counselor can help clarify concerns or situations and open new ways of dealing with them. To book this complimentary service, please contact the Granville Campus' Front Desk.

### **EMPLOYMENT SERVICES / JOB BOARD**

New Image has the resources for you to keep in the loop and to upgrade skills on a consistent basis without cost to you. We update job postings daily.

To access the job board, please follow the following steps:

- Go to [www.newimage.ca](http://www.newimage.ca)
- Click on the + sign on the right top corner of the page
- Click on NIC Job Board
- Log In with your New Image College email address and same temporary password as you New Image Email.

Username: your New Image Email address

Temporary password: firstname.studentid#

*For example, if your New Image Email is [paula.smith@newimage.ca](mailto:paula.smith@newimage.ca), the for Job Board access:*

*Username: [paula.smith@newimage.ca](mailto:paula.smith@newimage.ca)*

*Temporary password: paula.10567*

Now that you are logged in, feel free to navigate the various categories and browse different job opportunities depending on what you are interested in.

We have an administrative staff member dedicated to post job opportunities daily for all our students. Don't miss out!

Note: Once you log in for the first time, please log out and click on FORGOT YOUR PASSWORD option to create your very own password.

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Please note that although the school makes every effort to guide students towards suitable experience, opportunities, and employment, it does not guarantee employment and/or involvement in the process. New Image will only reference those students that have followed the policies and procedures set out by New Image and have shown consistency in attendance, punctuality, effort, and marks.

New Image may also recommend students for positions open in the field.

Visit page 14 of our Student Guide for more information.

### **REFERRING A FRIEND**

New Image student body has been referring friends and others to attend New Image programs for over 36 years. This referral does not go unappreciated. **When you refer a person that registers for a program at New Image, we give you BIG \$250.00 thank you!** Referrals are paid to the person that has referred the new student to NIC on the last day of the month, that the new student has started school (E.g.: your referral started school on June 10<sup>th</sup>. Your \$250.00 thank you cheque will ready for you to pick up on June 30<sup>th</sup>). Please note your referral cheque is pending that the student tuition fees are up to date. Checks can be picked up at 4:00 pm at the front desk of the Granville Campus. Please remember that to qualify for this thank you, you must either walk the person in our doors or personally give their contact information to a New Image employee to follow up prior to the registration of the student.

### **AUDITIONING FOR AN ACTING AGENT**

As part of our Film Acting Conservatory program, New Image offers a mentorship course. This course is designed for agents, casting directors, directors, and all professionals in the acting field to audition our student body. Our students are given the professional exposure at this point to audition and sign with a professional agent in Canada. This is a big part of our students' future success.

Over time, our acting graduates may want the opportunity to audition for different agents and casting directors which is why New Image graduates are welcomed back at every audition module of the program throughout the year. This gives you an opportunity to further your success.

### **CONTESTS AND EVENTS**

Throughout the year, New Image College partners with some of the largest events on the West Coast and Career Fairs throughout BC. Both students and alumni are invited to apply to assist at these. They act as a great space to showcase your abilities, develop strong presentation and communication skills, network, and get paid at the same time. Contests give you the opportunity to get creative and the chance to win some awesome prizes while doing so!

To participate and get paid for any New Image event a student must have a successful attendance rate and a positive attitude. Also, a student with a positive attitude may make up missed hours at an event without pay.

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Once you are booked to work in an event a schedule will be provided to you by email. If you need to cancel your schedule it must be done at least 24 hours before the event. You must find your own replacement and this person must be approved by event management.

If you are booked to work in any New Image College, students should refrain from consuming alcohol. New Image College dress code and rules for contests/events:

- New Image t-shirt or dress;
- Black bottoms;
- Black shoes;
- Smocks for Nails group;
- No gum chewing;
- No eating at the booth;
- No use of cell phones at the booth;
- No friends or family hanging out with you at the booth;
- Come prepared looking your best, with hair and makeup done;
- Keep the event booth as tidy as possible;
- You are responsible for your own transportation;
- Sign the individual event sheet.

Please be aware of the safety and health policies. Disposables for manicure and pedicure use is a must. Makeup group needs to bring their own kits, including clean brushes and accessories. Items such as baby wipes, compressors, alcohol, and paper towels will be provided for you.

Your event coordinator will connect with you to discuss specific details per each individual event.

We charge no fees and take no tips at the event. We are not allowed to collect funds.

Event cheques are available at 4:00 pm on the last Friday of every month. Please pick up your cheque at the front reception desk located at the Granville Campus. Students who owe tuition and work at a New Image College event will have their payment credited towards their tuition.

## **FILM AND THEATER PRODUCTION AND PROJECTS**

Film and Theatre productions are an ongoing part of the New Image College curriculum. We offer our graduates a unique opportunity to refine their skills and continue to learn by partaking in off-campus film and theatre productions. We welcome our graduates back to audition for roles, work as part of the production crew, or be the makeup artist for these productions. Opportunities to return for productions are listed on the job board.

Please be aware that every production is a team effort. They cannot be accomplished without the commitment and professionalism of all involved. Everyone must realize the cost and hours that it takes to organize and orchestrate a film/theatre/event production. No matter the size of your role or the position you have, you need to serve the story and the production. If your attitude affects the production negatively New Image may remove you from your position immediately.

The practice of taking someone else's work or idea and recreating an unoriginal design is strongly discouraged. All replications must be cited. New Image is not responsible to police student work and eventual plagiarism is solely the student's responsibility.

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### **NIC TALKS**

NIC TALKS are a candid discussion by some of the industries most recognized professionals. We are proud to host maestros who work as actors, agents, makeup artists, and professionals. Together these veterans inspire with seasoned experience and honest wisdom; further nurturing our students down the path of success.

We are excited to invite all current and alumni students to attend these free workshops. We encourage all our students to research and come prepared with questions for your guest. These professional Q&A style workshops are an invaluable addition to your training. Our Guest Speakers will provide firsthand, top-level advice on how to succeed in your chosen field and many of them may perform a demo.

Please refer to the website for all information on upcoming NIC TALK events.

### **PHOTOSHOOTS**

Definitions:

- In-house Photoshoots: these shoots are done and photographed by the students and/or instructor. Devices used include school camera (see details below) and students' own personal phones/cameras. Please see below how to retrieve your photos.
- Professional Photoshoots: these shoots happen when New Image College provide a complimentary professional photographer to shoot the students' work and models. Please see below how to retrieve your photos.

Students are required to use their own camera **until the completion of their Photo Theory course**. Afterward, they are granted permission to request the use of the school camera at the discretion of the instructor.

The retrieval of student photographs from the school camera is the student's responsibility. It is not the responsibility of the instructor(s) or the College. Photos must be extracted from the camera during class time; this is the sole responsibility of the student. No photographs of student work should be downloaded onto the instructor's computer. Consequently, the instructor(s) and college cannot be held accountable for student photographs and are not required to save, store, upload, email, or transfer images to students.

SD cards are available at the front desk. Please use it and return it to the front desk before retrieving your photos.

Students may also provide their personal SD card when using the school camera.

It is up to individual students to purchase, collect images and examples of work, and prepare professional portfolios. However, guidance on this will be offered as part of your Professional Development course.

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New Image offers at no cost various photo shoots per year with a professional photographer. Please note this is a complimentary service. This gives students the opportunity to start building their portfolios while keeping it constantly updated, making New Image College students one step ahead in their field.

**DISCOUNT CARDS FOR MAKEUP STUDENTS**

There are some discount cards/programs available for Makeup Students. Please email the Head of the Beauty Department for a complete list of companies and benefits.

**ACTING - ENGLISH ACCENT REDUCTION COURSES**

<https://rachelsenGLISH.com/>

<https://www.accentpros.com/free-accent-reduction-tutorials/>

<https://www.udemy.com/accent-reduction/>

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**WORK EXPERIENCE POLICY/CO-OP PROGRAM**

Co-Op Educational Programs combine the student's academic studies with related work experience. This is a program for International students only. These periods are organized and coordinated based on the following criteria:

- Each employment position needs to take place in Canada and be approved by the Co-Op Department as a suitable and appropriate placement to meet the learning outcomes required for completion of the Program;
- The student will engage in meaningful and practical experience through hands-on learning during the work period of their Program;
- The student will receive remuneration for the work performed (international students must apply for a work permit in order to legally work in Canada);
- The student's progress on the job is monitored monthly by the Co-Op Department at New Image College;
- The student's performance on the job is supervised and evaluated by the student's co-op employer;
- Time spent in a work period must be no more than 50% of the time spent in the program of study and follow a formalized sequence ;
- Some companies will require the prospective student to have a criminal record check performed prior to offering placement. Some municipal departments charge a fee for this service, which will be the responsibility of the student, if applicable. The student will be responsible for any cost related to the CO-OP work program including, but not limited to, transportation to and from the interview and placement.

**CO-OP PROGRAM HOURS AND THE REQUIRED LEARNING OBJECTIVES**

**Beauty Makeup Artist CO-OP**

Total Program Length	26 weeks / 520 hours
Co-Op Study Period	13 weeks / 260 hours
Co-Op Work Period	13 weeks / 260 hours
Credential	Certificate
<b>Learning Outcomes</b> <ul style="list-style-type: none"> <li>• Product knowledge</li> <li>• Retail sales</li> <li>• Customer service</li> <li>• Beauty makeup application</li> <li>• Hair design</li> <li>• Body painting</li> <li>• Event production</li> <li>• Speed and accuracy in application</li> </ul>	

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**CO-OP Fashion & Film Make-up Design**

Total Program Length	100 weeks / 2000 hours
Co-Op Study Period	50 weeks / 1000 hours
Co-Op Work Period	50 weeks / 1000 hours
Credential	Diploma
<b>Learning Outcomes</b> <ul style="list-style-type: none"> <li>● Product knowledge</li> <li>● Retail sales</li> <li>● Customer service</li> <li>● Beauty makeup application</li> <li>● Hair design</li> <li>● Body painting</li> <li>● Event production</li> <li>● Speed and accuracy in application</li> <li>● Photography</li> <li>● Film character makeup, fantasy makeup, and special effects</li> <li>● Communication skills</li> </ul>	

**Nail Technician CO-OP**

Total Program Length	40 weeks / 800 hours
Co-Op Study Period	20 weeks / 400 hours
Co-Op Work Period	20 weeks / 400 hours
Credential	Diploma
<b>Learning Outcomes</b> <ul style="list-style-type: none"> <li>● General hand and foot maintenance</li> <li>● Customer service</li> <li>● Retail sales</li> <li>● Nail design</li> <li>● Artificial nails</li> <li>● Speed and accuracy in application</li> <li>● Event production</li> <li>● Communication skills</li> <li>● How to own and operate a spa or salon</li> </ul>	

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**Film Acting Conservatory Co-Op**

Total Program Length	113.5 weeks / 2920 hours
Co-Op Study Period	65.5 weeks / 1960 hours
Co-Op Work Period	48 weeks / 960 hours
Credential	Diploma
<b>Learning Outcomes</b> <ul style="list-style-type: none"> <li>● Theatre acting</li> <li>● On-camera acting</li> <li>● Background acting</li> <li>● Voiceovers, movement, voice and speech training</li> <li>● Text analysis</li> <li>● Scene study</li> <li>● Event productions</li> <li>● Live performance</li> <li>● Public speaking</li> <li>● Action for actors</li> </ul>	

**Co-Op Film Acting 1**

Total Program Length	96 weeks / 1920 hours
Co-Op Study Period	48 weeks / 960 hours
Co-Op Work Period	48 weeks / 960 hours
Credential	Diploma
<b>Learning Outcomes</b> <ul style="list-style-type: none"> <li>● Theatre acting</li> <li>● On-camera acting</li> <li>● Background acting</li> <li>● Voiceovers, movement, voice and speech training</li> <li>● Text analysis</li> <li>● Scene study</li> <li>● Event productions</li> <li>● Live performance</li> <li>● Public speaking</li> <li>● Action for actors</li> </ul>	

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### CO-OP ATTENDANCE POLICY

Esthetics, Nails, Beauty Makeup Artist, Fashion and Film Makeup Design and Co-Op Film Acting 1 Co-op students are required a minimum attendance of 60% of the total Program Hours (study period + work period) to graduate.

Film Acting Conservatory Co-Op students are required a minimum attendance of 80% of the total Program Hours (study period + work period) to graduate.

The Host Company must keep record of the student's attendance during their CO-OP work experience and the student is required to report it back to [ana@newimage.ca](mailto:ana@newimage.ca) on a monthly basis (on or before the 10<sup>th</sup> day of the following month of work).

**Lateness in submitting co-op work attendance will result in losing marks and may result in dismissal subject to report to Immigration.**

### STUDY AND WORK PERMIT INSTRUCTIONS

As an international student participating in a Co-Op program, **you will need a study and student work permit.** It is illegal to work in Canada without a valid work permit. Failure to comply could result in a range of consequences, one of which may be deportation from Canada.

In order to allow enough time for Citizenship and Immigration Canada to process the work permit application (approximately 12 weeks), you should apply immediately for your work permit once you receive your letters of acceptance into the educational program.

To assist you in your application for a study and work permit, New Image will provide you with the original acceptance letters stating that you are admitted into the program. For general information and application documents, please refer to the Citizenship and Immigration Canada website at <http://www.cic.gc.ca/english/study/work-coop.asp>.

You must receive a work permit before you can start work. Therefore, it is recommended that you apply for this immediately upon acceptance.

The student is required to follow all the regulations with the Canadian Immigration requirements in respect to any program changes that would affect their authorized permit.

### APPROPRIATE WORK EXPERIENCE

Before a student confirms a placement with a host company (or employer), the appropriateness and relevance of the position to the learning outcomes of the program must be assessed by the New Image department head. There must be a clear connection between the learning outcomes of the program and the duties and responsibilities the student will have in the job placement. Therefore, the following documents/info are mandatory prior to commencement of work: copy of the employment contract

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(including position title + activities description + remuneration + start date) + copy of the employer signed manual. Note that your co-op hours will not start counting until we have the above documentation.

### **WORK EXPERIENCE HOURS**

To receive a diploma for a program, the student must successfully complete the required percentage stated in the program outline. Attendance during the study period will be recorded by the instructor. Attendance during the work period will be recorded by the host company and reviewed monthly by administration at New Image College.

### **CORRECT SEQUENCE OF WORK EXPERIENCE HOURS**

Students are required to follow a formalized sequence of program and study period within their program. Students must first successfully complete the study period portion, and then will complete their work term.

### **FINAL WORK REPORT**

Co-op Students are required to complete a CO-OP work term final report which is a report of the student's work experience; topic will be decided by the CO-OP host company. Two copies of the work term report must be submitted within 1 week after completing the CO-OP work term, one of which goes to the employer and the second one must be given to the NEWIMAGE CO-OP Office ([studentservices@newimage.ca](mailto:studentservices@newimage.ca)).

This report will be used as part of the student's evaluation (CO-OP Work Term Final Report Guidelines - value: 10% of the CO-OP work term marks).

*Note: Students should discuss with the employer their work term final report topic and any issues pertaining to research confidentiality. If a report contains confidential information, the employer may arrange to undertake the assessment or arrange for a non-disclosure agreement with the NEWIMAGE CO-OP office.*

### **CORRECT SEQUENCE OF WORK EXPERIENCE DOCUMENTS**

1. New Image needs to receive a copy of the employment contract – before student start working
2. New Image needs to receive a copy of the employer signed manual - before student start working
3. New Image needs to receive copies of student's monthly work attendance - during work period (monthly)
4. New Image needs to receive student's completed work report - post-work period
5. New Image needs to receive a completed employer evaluation - post-work period

### **MEETINGS**

New Image College students must meet with New Image Student Services monthly in person, by phone or email. On these opportunities, the student will provide the attendance sheets that have been recorded by their host company and discuss any concerns or issues that may have arisen.

### **CONSULTATIONS AND EVALUATION OF WORK EXPERIENCE APPROPRIATENESS**

Student Services will also provide ongoing consultation and evaluation regarding the work placement and its appropriateness for the learning outcomes required of their Program.

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Consultation entails a meeting, a phone call or an email in order to help the students reach their prescribed learning outcomes within the Host Company. It may also entail contact with the Host Company, if necessary. Evaluation constitutes in the assessment of the work experience in general throughout employment including attendance, preliminary documents, joint evaluation, student work report, and punctuality. Student Services also oversee the student's tasks and duties within their Host Company and check if these meet the prescribed learning outcomes of their Program.

### **JOINT EVALUATION OF CO-OP STUDENT**

The host company will be responsible for answering the work term evaluation (10% of the CO-OP work term marks). Any appeal in regards with employment evaluation should be addressed immediately and directly to the employer.

Upon completion of the required hours of the work term, the New Image department head and the host company representative will meet on the phone or in person to conduct a joint assessment and evaluation of the co-op student's work before the student's final marks are confirmed (due 1 week after work end date).

A student must successfully complete both the study period and work period of the program to receive a diploma and transcript. If you need assistance or advising at any point during your study or work period please contact [studentservices@newimage.ca](mailto:studentservices@newimage.ca) to schedule an appointment for any issues, including but not limited to:

- Language concerns;
- Your academic performance and marks;
- Creating and polishing your resume + How to perform in a job interview, and common questions to prepare for + Potential work placements and job opportunities
- Referral information of Immigration Consultant for assistance with study and work permits;

### **CO-OP GRADUATION DOCUMENTS**

Graduation documents for Co-op Programs will be issued only upon completion of both study + work portions of the Program. Co-op Students that finished just the study portion of their Program are welcome to attend the Graduation Ceremony to celebrate with their classmates, however, they will not receive graduation documents.

### **CO-OP WITHDRAWAL POLICY**

If a student withdraws from the work term after they have agreed to a placement, the New Image Co-Op Department will no longer be responsible in assisting with future placements. In these circumstances, the student is responsible for notifying the appropriate government body with regards to cancellation of their study and work permit.

### **CO-OP JOB PLACEMENT POLICY**

The New Image Co-Op department will assist students in co-op work placement using the Continuous Placement System where positions are posted as they arrive. Students are interviewed, and the employer

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makes the final decision on the hiring process. When offers are made to students, they must decide immediately (within 48 hours) whether to accept the position and, if the position is accepted, students are required to forego any other interviews. Students may also organize their own work placement.

The Students are responsible for handing the Co-op Policies and related documents to the Employer.

### **JOB INTERVIEW**

The New Image department head will not only coordinate the provision of work placement options but will also assist the student in setting up job interviews with participating host companies. Interviews will take place at the host company on the date and time they might request, trying to accommodate the student's schedule. Students are responsible for attending the interview on their own time and expense. The New Image department head will attend the interview only if requested by the host company under special circumstances.

### **CONFIRMING PLACEMENT**

Once New Image has confirmed that the student and employer match, acceptance will be confirmed verbally with employer and student. If the offer is accepted the employer will receive the employment policies and contract for approval and signature.

Placement of students will be dependent on numerous factors that may be set by New Image or the employer, such as:

- The availability of the employer;
- The timing of the placement period;
- English language level (both written and verbal);
- Assessed academic level and experience;
- Personal Interview;
- Learning Outcomes.

### **STUDENTS OBTAINING THEIR OWN CO-OP WORK PLACEMENT**

Students may research options, arrange interviews, and accept or reject an offer at their own discretion. However, students accepting a job offer are required to follow all co-op placement forms as guidelines. Students accepting an offer for an employment opportunity must verify with the New Image Co-Op Supervisor that the placement meets the required learning outcomes for the program of their curriculum. New Image College requires students to approve the adequacy of the host company before engaging in any Co-Op employment. Please also ensure that your employer follow the labor relation laws ( <http://www.lrb.bc.ca/> )."

### **CO-OP PROGRAM SCHEDULE AND HOURS**

Students will alternate periods of study with periods of employment in a formalized sequence. Work can be done on a part-time or full-time basis within this period if the required number of hours is completed. Students should also be aware that if the amount of co-op work hours required are completed the Program will be complete and the student will be graduated. Also, as their job is an essential and integral part of their course it must be on their field of study. Therefore, prior to accepting a position with a company, they should have the approval of the New Image office.

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### **UNFORESEEN SITUATIONS**

Occasionally, students find themselves in circumstances beyond their control which prevent them from successfully completing a work term (e.g., serious illness, company financial difficulties/receivership, labor problems, strike or lay-off). In any of the cases described above, the student must meet with the New Image department head and present a written report including details of the unforeseen situation (or a medical note in case of illness). If approved by the New Image department head, the school will assist in finding an alternate placement for the student. If the student attended at least 60% of the total hours agreed upon for his or her work term, and if approved by the New Image Department, the student will have the work term recognized. If not, no diploma will be issued.

### **CO-OP PROGRAM CHANGES**

#### Cancellation of the Co-Op Term

If the student has completed 30% of the Study Period, as per the Refund Policy, there is no refund. If the student desires a credential just for the study period of the program, they must submit this request in writing 1 week prior to the study end period. There is a program change administrative fee of \$250.

#### Joining the Co-Op Term

A student that wishes to join a co-op work term must follow the all the necessary requirements described above. There is a program change administrative fee of \$250, and subject to the new program tuition difference.

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**WAIVER: RELEASE OF INFORMATION FORM**

**New Image College** requires your written permission before it can release specific information to third parties. This waiver is in effect until you withdraw your permission, in writing, to **New Image College**

General Information

Student Name [Full & Legal]:

.

Phone Number:

.

Mailing Address:

.

I, \_\_\_\_\_ hereby authorize New Image College to release to the third party(ies) below the following information regarding:

- Full Record
- Academic Performance
- Attendance

To the following **Third Party(ies)**:

Note: New Image College requires your written permission before it can release specific information to third parties. This waiver is in effect until you withdraw your permission, in writing, to New Image College

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **POLICIES AND PROCEDURES ACKNOWLEDGMENT**

I undersigned agrees and does hereby release from liability and to indemnify and hold harmless Global Model and Talent Inc. dba. New Image College (the "College") New Image Entertainment Corp. and any of its employees, subsidiaries, directors, shareholders or agents representing or related to the College as regards to On or Off Campus Events, field trips, program studies, and any activity or course or production.

The release is for any and all liability for personal injuries (including death) and property losses or damage occasioned by, or in connection with any activity or program of study. The undersigned further agrees to abide by all the rules and regulations promulgated by the College and/or its affiliate groups and vendors throughout the Campus and at off Campus events/productions.

Some of the courses of study may be subject to personal risk of injury.

In consideration of my enrolment as a student with Global Model and Talent Inc. dba. New Image College (the "College") New Image Entertainment Corp.

I understand that during the duration of my study period I will be a part of writing, creating, filming, performing, assisting in various projects such as script writing, set deck, stage productions, film production, College events, and or promotions in connection with learning during my program of study.

I understand that original material written, filmed and or performed in connection with my program of study is the sole property of the College and its subsidiaries.

The College reserves the irrevocable and unrestricted right and permission to copyright, in its own name or otherwise, and use, reuse, publish, and republish photographs, film productions, videos in whole or in part, or composite or distorted in character or form, without restriction as to changes or alterations, made through any medium at the College or elsewhere, and in any and all media now or hereafter known for illustration, promotion, art, editorial, advertising, trade, or any other purpose whatsoever.

I hereby release, acquit and forever discharge the College, its officers, employees, attorneys, representatives, insurers and assigns for any and all demands, cause of action and/or judgements of whatsoever nature of character, past or future, known or unknown, whether in contract or in tort, whether for personal injuries, property damage, payments, fees, expenses, or any other monies due or to become due, or damage of any kind or nature, and whether arising in any way, the use of the created product during my study period of the College.

I hereby grant Global Model and Talent Inc. dba. New Image College (The "College"), & New Image Entertainment Corp. the right to reproduce, use, exhibit, display, broadcast, distribute and create derivative works of the photographed images of me for the use in connection with the activities of the College or for promoting, publicizing or explaining the College or its activities.

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This grant includes, without limitation, the right to publish such images in the College newsletters and other PR/promotional materials, such as marketing admissions publications, advertisements, fundraising materials, and any other College-related publications.

These images may appear in any of the wide variety of formats and media now available to the College and that may be available in the future, including but not limited to print, broadcast, videotape, CDROM, and electronic/online media.

I acknowledge that I have read and understand the Policies and Procedures in the Student Handbook set forth by The New Image College which I understand constitutes a legally binding Agreement. I consent and agree to all sections outlined.

I understand that the Program Description and schedule may be amended by the individual department from time to time at its sole discretion. I agree that the program description may also be amended from time to time, which may affect class times and course outcomes.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Signature of Student Date

\_\_\_\_\_  
Signature of Parent / Guardian (if under 18 years of age) Date

Initial that you have read and understand these policies and procedures\_\_\_\_\_