I set up the MAKE UP FOR EVER Academies in order to share the magical world of transforming faces and bodies with makeup. For as long as I can remember, I’ve been passionate about passing on this vibrant art. Every makeup artist has a vast palette of skills, and by sculpting light and mixing textures, they bring their models to life with poetic flair, with anything being possible. In this profession, by being imaginative, precise and tenacious, you will blossom... FOR EVER.”

Dany Sanz, Founder and Artistic Director, MAKE UP FOR EVER

ACADEMY HISTORY

After creating MAKE UP FOR EVER, Dany Sanz, a long-time professional makeup artist, launched the MAKE UP FOR EVER Academy in Paris in 2002. With a passion for inspiring artistry and sharing her knowledge with budding makeup artists, Dany Sanz embarked on expanding the Academy into other parts of the world.

The NY Academy was established with the approval of the NY State Board of Education in 2012, and now welcomes over 100 makeup students from across the world each year, around half of whom are enrolled in long training courses.

Dany Sanz has a strong desire to share her years of expertise with future generations of aspiring makeup artists. With Dany Sanz’s inspiration and high standard of expertise, the MAKE UP FOR EVER teaching methods are used throughout the world to guide the professionals of tomorrow and strengthen the skills of the working makeup artists of today.
The MAKE UP FOR EVER Academy NY is committed to providing high quality education in the field of makeup artistry and welcomes both novice and experienced artists. Join us in our state-of-the-art makeup academy in the world’s busiest city to master professional makeup techniques used by top artists. We believe in your potential and want to help mold your passion for the craft of makeup artistry into a successful career.

Our curriculum and unique techniques provide students with practical real world skills in an academic setting. With Dany Sanz's inspiration and a high standard of expertise, the MAKE UP FOR EVER Academy NY utilizes the same effective teaching methods founded in Paris and used throughout the world. Our school is licensed by the State Board of Education and the curriculum is taught by state-certified instructors.

Margaritta Topielski
Vice President, Academy
The MAKE UP FOR EVER Academy is unique because it embraces the world of fantasy, the power of transformation and the beauty of metamorphosis – not many schools do this. This is the way Dany Sanz envisions life and is our inspiration. She empowers us with the knowledge to have artistic freedom and teaches that there is no limit to what you can do.”

Floriane David, Senior Teacher, Master Program

Professional makeup artistry has been the answer to long years of searching for balance. Today I cannot imagine being anywhere else than in this business. I was in touch in Europe with the world of fashion, stage art, movies… in other words, everything I was dreaming of since I was a teenager still living in Ecuador (South America), my country of origin. After eight years spent at the Brussels Academy as Director of Artistry and Education, I am proud to share my experience in international makeup artistry with the MAKE UP FOR EVER founder’s vision. Being now based at the NY Academy, my goal is to answer our customers’ needs in specific technical fields of expertise by creating the most comprehensive intensive program line-up.”

Juan Carlos Salazar, Senior Teacher, Intensive Program

The MAKE UP FOR EVER Academy offers an all-encompassing program that broadens nurtures and fosters artistic creativity and abilities. Teaching students the art of balance while tapping into artistic vessels enables them to explore their artistry while cultivating their skills. The program develops creative potential, trains the eye on precision for various industry platforms, and enables the artists to develop relationships with industry professionals and create career opportunities while they are still attending the Academy. The program is a vehicle that stretches students beyond makeup to explore various artistic realms that relate to makeup. Vacillating between the larger overall creative look and the technical precision of Dany’s makeup techniques are what make our artists skillful and successful.”

Jennifer Evans, Teacher

At the Academy, we don’t just craft makeup… We share our expertly developed techniques, encourage and develop the student’s creative abilities and focus on cultivating the best makeup artists out there. I am so honored to be able to pass on the techniques, creativity and passion of Dany Sanz, which has inspired me, to our artists.”

Emily Edgar, Teacher
COURSE OUTLINE

Each program is designed to provide comprehensive training, maximize creativity and reinforce the skills that are required to work at a professional level in today’s makeup industry. We teach the importance of research and preparation, mixed with hands on training and assignments. Acceptance into Make Up For Ever Academy programs does not require any prerequisites.

Course offerings are grouped in two categories: master program and intensive programs.
MASTER PROGRAM

THE MAKE UP FOR EVER ACADEMY NY OFFERS A SIX MONTH LONG MASTER PROGRAM THAT PROVIDES A CERTIFICATION UPON COMPLETION OF 600 EDUCATIONAL HOURS. THIS PROGRAM COVERS ALL SPECIALIZATIONS UTILIZED BY THE PROFESSIONAL MAKEUP INDUSTRY. ALL KEY DISCIPLINES ARE TAUGHT, FROM BEAUTY MAKEUP TO SPECIAL EFFECTS FOR CINEMA AND TV. THE PROGRAM ALSO TEACHES STAGE AND ARTISTIC MAKEUP WHICH INCLUDES FACE AND BODY PAINTING. THIS IS A COMPREHENSIVE HIGH-QUALITY TRAINING PROGRAM FOR THOSE WHO INTEND TO BECOME A PROFESSIONAL MAKEUP ARTIST.

PROGRAM OFFERING IS ORGANIZED INTO FOUR LEVELS:

<table>
<thead>
<tr>
<th>LEVEL 1</th>
<th>LEVEL 2</th>
<th>LEVEL 3</th>
<th>LEVEL 4</th>
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<tbody>
<tr>
<td>BEAUTY</td>
<td>FASHION</td>
<td>TV &amp; FILM</td>
<td>STAGE &amp; ARTISTIC</td>
</tr>
</tbody>
</table>

12 13
BEAUTY & FASHION,
LEVEL 1 & 2

Level 1:
Covers all aspects of fashion, beauty, product awareness, hygiene, tools of the trade, skin analysis, face shapes, skin color, eyebrow shaping, color correcting (understanding the color wheel) and highlighting.

Level 2:
Reviews the historical “golden era” of vintage Hollywood dating back to the 1930s, 40s and 50s. A basic understanding of these poignant glamour styles of makeup is vital for building the foundation of any modern makeup artist. The architectural sculpted face, arched expressive brow, perfect smoky eyes and sharp painted lip are all key focuses. This module will highlight the drama and glamour of an era of decadence.

Course includes:
- Beginning as a makeup artist
- Product knowledge
- Color theory and color wheel
- Overview of basic skin care and analysis
- Facial anatomy
- Mastering the eye, eyeliner, false lash application and lip application
- Highlighting and contouring
- Bridal makeup
- Skin tone confidence
- Refine blending
- Glamour makeup
- Analyze editorial and catwalk makeup/trends
- History of makeup
- Portfolio and career development
TV & FILM, LEVEL 3

Level 3:
Tailored for students who desire to work in the television and film industries as a makeup artist. The student will develop technical application and professional skills alongside creative and conceptual initiatives. This level will emphasize the fundamental elements of special effects makeup: basic prosthetics, creation of simulated injuries and aging makeup, facial hair, bald cap and airbrush application.
Prerequisite: Levels 1 & 2

Course includes:
- Script breakdown
- High definition makeup
- Beard, mustache and aging application
- Latex and wax application
- Bruises, cuts, lacerations, grazing, scarring, skin disorders, etc.
- Accident and emergency effects
- Bald caps, basic prosthetics, airbrush and tattoo coverage
STAGE & ARTISTIC, LEVEL 4

Level 4:
Focuses on character development for theater, opera, musicals and other stage shows. Specific transformation techniques are taught, including old age, personality changes, period characters through face painting, body painting, design, carnival makeup for children, etc. The first day will be spent exploring these techniques and learning how to use dedicated body painting brushes. Visual development will be emphasized in this level, giving students the opportunity to use skills and theory in an "out of the box" context. Students will be challenged to boost creativity through research and critical thinking. The knowledge and applicable skills of this course will allow artists to fulfill any request, in the field. Students will push the boundaries of conventional makeup and gain confidence in the techniques of extreme makeup. Training in light, shading, perspective and depth, students will experience an immensely rewarding growth in their level of artistry. By learning how to use oil and water based body paint, students will be armed with the technical knowledge to understand how products perform under varying conditions to produce the desired results.

Prerequisite: Levels 1, 2 & 3

Course includes:
- Stage knowledge
- Cabaret, opera, fantasy makeup
- Character making
- Highlighting and shading
- Face and body painting
- Airbrush

Note: There will be nudity during the body painting course and a consent form will be provided for signature approval before the beginning of the class.
INTENSIVE PROGRAMS

THE MAKE UP FOR EVER ACADEMY NY NOW OFFERS A WIDE ARRAY OF INTENSIVE TRAINING COURSES RANGING FROM ONE TO SEVEN WEEKS LONG. THE COURSES ARE INTENDED FOR BOTH PROFESSIONALS IN THE BEAUTY AND ENTERTAINMENT SECTORS AS WELL AS ANYONE ELSE SEEKING TO LEARN THE PRINCIPLES OF MAKEUP OR PERFECT THEIR SKILLS.

VARIOUS INTENSIVE PROGRAMS ARE OFFERED:

- BEAUTY & FASHION DURATION: 7 WEEKS
- TV & FILM DURATION: 6 WEEKS
- BEAUTY DURATION: 1 WEEK
- BEAUTY & FASHION DURATION: 1 WEEK
- STAGE & ARTISTIC DURATION: 2 WEEKS

Please refer to inserts for more Intensive Programs.
BEAUTY & FASHION
DURATION: 7 WEEKS

Program:
Covers all aspects of fashion, beauty, product awareness, hygiene, tools of the trade, skin analysis, face shapes, skin color, eyebrow shaping, color correcting (understanding the color wheel) and highlighting.
It will review the historical "golden era" of vintage Hollywood dating back to the 1930s, 40s and 50s. A basic understanding of these poignant glamour styles of makeup is vital for building the foundation of any modern makeup artist. The architectural sculpted face, arched expressive brow, perfect smoky eyes, and sharp painted lip are all key focuses. This module will highlight the drama and glamour of an era of decadence.

Course includes:
• Beginning as a makeup artist
• History of makeup
• Product knowledge
• Color theory and color wheel
• Overview of basic skin care and analysis
• Facial anatomy
• Visual and career development
• Mastering the eye, eyeliner, false lash application and lip application
• Highlighting and contouring
• Bridal makeup
• Skin tone confidence
• Refine blending
• Glamour makeup
• Analyze editorial and catwalk makeup/trends

Participant profile:
Please refer to admissions process.

TV & FILM
DURATION: 6 WEEKS

Program:
Tailored to students who desire to work in the television and film industries as a makeup artist. The student will develop technical application and professional skills by participating in creative and conceptual initiatives. This level will emphasize the fundamental elements of special effects makeup: basic prosthetics, creation of simulated injuries and aging makeup, facial hair, bald cap and airbrush application.
Prerequisite: Beauty & Fashion

Course includes:
• Script breakdown
• High definition makeup
• Beard, mustache and aging application
• Latex and wax application
• Bruises, cuts, lacerations, grazing, scarring, skin disorders, etc
• Accident and emergency effects
• Bald caps, basic prosthetics, airbrush and tattoo coverage

Participant profile:
Please refer to admissions process.
BEAUTY
DURATION: 1 WEEK

Program:
Teaches fundamental beauty makeup techniques by combining essential theoretical principles with practical applications, all while providing information on the latest trends.
- Techniques for using and applying different makeup products, identifying textures, understanding the use of different products, and creating effects
- Foundation application, customizing foundation
- Classic eye technique
- Beauty enhancements (daytime, evening)
- Photography makeup concepts

Participant profile:
This course is intended for professional beauticians and hairstylists, or anyone else seeking to learn fundamental makeup techniques.

BEAUTY & FASHION
DURATION: 1 WEEK

Program:
Teaches fundamental beauty/fashion makeup techniques by combining essential theoretical principles with practical applications, all while providing information on the latest trends.
- Essential skin concepts
- Morphological studies of difference faces
- Colorimetric
- Shading techniques, light and shadow techniques
- Corrective makeup techniques (concealing scars, etc.)
- Makeup: from the most natural to the most sophisticated
- Makeup for mature skin, bridal makeup, ethnic makeup
- Advice for adapting all these techniques into different professional contexts given in each demonstration throughout the program

Participant profile:
This course is intended for professional beauticians and hairstylists, or anyone else seeking to learn fundamental makeup techniques.
STAGE & ARTISTIC

DURATION: 2 WEEKS

Program:
Teaches Face Painting techniques and how to create complete imaginary characters
- Presentation and use of artistic products
- Use of color, shade and light to transform appearances
- Sketching a plan
- Design and hairstyling
- Creation of effects and materials on the body (wood, marble, fire, scales, water, etc.)
- Full-body makeup creations on a variety of themes (clothing, animals, symbolic, imaginative, fantasy, shows, etc.)

Participant profile:
This training course is intended for professional or amateur makeup artists who must have previously taken the week-long course.
HOLIDAYS
New Year’s Eve • New Year’s Day • Martin Luther King, Jr. Day • Memorial Day • Independence Day • Black Friday • Labor Day • Thanksgiving Day • Day after Thanksgiving • Christmas Eve • Christmas Day

NOTE: Dates are subject to change based on Calendar year.

HOURS OF SCHOOL OPERATION:
9:30 AM – 9:30 PM Monday through Friday, 9:00 AM – 2:00 PM Weekends

CLASS SCHEDULE:
10:00 AM – 5:30 PM Monday - Friday, 9:00 AM – 2:00 PM Weekends, 6:00 PM – 9:00 PM evenings
Includes an hour lunch break, two fifteen minute breaks, and six educational hours in a day.

PROGRAM LEVELS DATES
MASTER BEAUTY & FASHION / TV & FILM / STAGE & ARTISTIC JAN – JUNE / JULY – DEC
INTENSIVE BEAUTY & FASHION FEB – MAR / MAY – JUN / JULY – AUG
TV & FILM OCT – NOV
BEAUTY ONE WEEK A MONTH
BEAUTY & FASHION ONE WEEK A MONTH
STAGE & ARTISTIC TWO WEEKS ONCE A MONTH

PROGRAM LEVELS HOURS DAYS WEEKS
MASTER BEAUTY & FASHION 228 38 8
TV & FILM 228 38 8
STAGE & ARTISTIC 204 34 7
INTENSIVE BEAUTY & FASHION 210 35 7
TV & FILM 180 30 6
BEAUTY 30 5 1
BEAUTY & FASHION 30 5 1
STAGE & ARTISTIC 60 10 2

WHEN MAKE UP FOR EVER decided to expand into the U.S. market, New York City presented itself as hub for many things. New York brings the best of fashion, theater and the cosmetics industry. In addition to Broadway, television and film have become strong growth industries on the east coast. The MAKE UP FOR EVER Academy is located in heart of New York City in the SoHo neighborhood (South of Houston). SoHo is a vibrant and diverse residential and commercial neighborhood known throughout the city and beyond for its incomparable creativity as well as a frequent gathering point for a variety of artistic showcases. With many celebrated restaurants, theaters and cultural venues nearby, New Yorkers and tourists alike flock to the area for fine dining, shopping and cutting-edge entertainment. The district’s universities, hospitals and hundreds of distinctive retailers make it an active center point for New York communities of all types. Our school is located at 552 Broadway, 3rd floor, New York, NY 10012. The address on West Broadway between Prince and Spring places the school across from Sephora and just steps away from dozens of retail stores. The area is well served by New York City transportation with railway stations for the A, C, E, N, R, M, F, 1 and 6 trains all within a few blocks of the school.

LOCATION
When MAKE UP FOR EVER decided to expand into the U.S. market, New York City presented itself as hub for many things. New York brings the best of fashion, theater and the cosmetics industry. In addition to Broadway, television and film have become strong growth industries on the east coast. The MAKE UP FOR EVER Academy is located in heart of New York City in the SoHo neighborhood (South of Houston). SoHo is a vibrant and diverse residential and commercial neighborhood known throughout the city and beyond for its incomparable creativity as well as a frequent gathering point for a variety of artistic showcases. With many celebrated restaurants, theaters and cultural venues nearby, New Yorkers and tourists alike flock to the area for fine dining, shopping and cutting-edge entertainment. The district’s universities, hospitals and hundreds of distinctive retailers make it an active center point for New York communities of all types. Our school is located at 552 Broadway, 3rd floor, New York, NY 10012. The address on West Broadway between Prince and Spring places the school across from Sephora and just steps away from dozens of retail stores. The area is well served by New York City transportation with railway stations for the A, C, E, N, R, M, F, 1 and 6 trains all within a few blocks of the school.

FACILITY
The MAKE UP FOR EVER NY Academy occupies a 5000 Square foot space in Manhattan’s SoHo neighborhood. The location was newly constructed in 2013 to accommodate more students and classrooms, and video and photography areas have been specially constructed to accommodate our course curriculum. The school offers makeup stations for each student, a demonstration space with a high definition television, professional lighting and an in-class photo studio.

The facility has an eating/break area, microwave, refrigerator and lockers. It also includes a library space, which allows students to research, capture and critique their work in a professional space.

The facility is handicap-accessible. There are four standard restrooms, one handicap-accessible restroom and a shower stall.

CONTACT
552 Broadway, 3rd Floor,
New York, NY 10012,
212 377 3600
academy@makeupforeverusa.com
www.makeupforeverusa.com
SCHOOL POLICIES

ACADEMY PROFILE
The Academy curriculum has been designed to allow students to master the craft of makeup artistry in a manner that is unique in the industry.

We teach every aspect of makeup artistry - from beauty to body painting - according to the methods of our founder, Dany Sanz. We teach in small classes, enabling each student to receive the unique creativity and approach to the craft of makeup artistry. We also provide direct and personal one-on-one guidance to each student, working on a daily basis, focusing on methods to improve style, technique and artistry.

The history and culture of the MAKE UP FOR EVER Academy ensure the most elite and comprehensive training for tomorrow’s artists.

STUDENT PROFILE
Although no previous formal makeup application experience or education is required for participation in the program at the MAKE UP FOR EVER Academy, students should exhibit a strong connection to the art of makeup, as well as a genuine interest in the career of a professional makeup artist. The following are ideal characteristics of the student.

- Artistic inspired with a strong creative intuition.
- Self motivated and driven to succeed.
- Experience or interest in the beauty industry, including areas such as photography, hairstyling, retail or any other related fields.
- Bachelor or advanced in fine arts, paintings, digital media, etc.
- Preparation of required materials and brushes. It is the responsibility of the student to purchase the required materials before the first day of class. The Academy curricums list in the catalogue. It is the responsibility of the student to pay the fee for the makeup kit listed in the catalogue.

ENROLLMENT POLICY
The MAKE UP FOR EVER certification program is open to individuals who are U.S. citizens, permanent residents, and international students with a valid study visa. Candidates must be 18 years of age and hold a high school diploma or equivalent. The valid photo ID and official school transcripts will be required prior to enrollment.

Applications must complete an admission interview and the Enrollment Agreement and all other associated documentation. A $50.00, non-refundable registration fee will be required during the submission of the application.

Complete the application form with:
- A 300-word essay on how you envision your career as a makeup artist.
- A bound or digital portfolio of 8-10 pieces of creative work such as drawings, paintings, photographs, digital media, etc. The Academy’s curriculum, as well as the course of instruction, use digital media for their photographs. Retouching of the photographs is mandatory and the cost for retouching is required to be paid in advance by the student. In all cases, photographers must be approved in advance by Academy educators.
- Complete the application form with:

STUDENT POLICIES

- Full Academic Policies and Procedures, as well as all associated policies and procedures, are available during the submission of the application.

- The application must be completed and submitted by the student no later than the end of the application deadline.

- The Admissions Interview with a teacher/Administrator will help assess the potential for the student to succeed in the makeup industry. The interview will be conducted via telephone, video or in person. During the interview, the student will have the opportunity to showcase their portfolio, including areas such as photography, digital media, etc. The Admissions Interview is an essential part of the application process. The Admissions Interview will be scheduled at a time convenient for both the student and the Academy.

- Students are required to meet all deadlines and requirements outlined in the Student Handbook. The Student Handbook is available during the submission of the application.

- Students are responsible for their own transportation and accommodations. The Academy does not provide transportation or accommodations for students.

- Students are responsible for their own meals and snacks. The Academy does not provide meals or snacks for students.

- Students are responsible for their own personal expenses, including but not limited to, transportation, accommodation, meals, and other personal expenses. The Academy does not provide personal expenses for students.

- Students are responsible for their own personal belongings. The Academy does not provide personal belongings for students.

- Students are responsible for their own personal health and safety. The Academy does not provide health and safety services for students.

- Students are responsible for their own personal and professional growth. The Academy does not provide personal and professional growth services for students.

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The Academy expects students to complete all course requirements established in the syllabus and maintain minimum attendance. Each level within the module is defined as a marking period. A marking period is defined as the length of a level within a module. The length of each level is listed below:

Level 1 - four weeks
Level 2 - four weeks
Level 3 - eight weeks
Level 4 - eight weeks

At the completion of each assignment and marking period within the module, an evaluation assessment is provided to the student.

Any student who has not maintained satisfactory academic progress shall be dismissed or placed on academic probation. Satisfactory academic progress is determined by the percentage of the program offered to the student.

Any student who has not maintained satisfactory academic progress or failure to comply with Academy policies.

Grading System:

- W: WITHDRAWAL
- I: INCOMPLETE
- P: PASSING (65-69)
- C: AVERAGE (70-79)
- A: EXCELLENT (80-100)

The following academic grades are given for the purpose of filing a written complaint. Bring all relevant documents with you to the interviews including the failure to provide a cancelled registration agreement, financial aid application, transcripts, etc. An investigator will meet you and go through your complaint in detail.

If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within two years after the alleged illegal action occurred. The Bureau cannot investigate any complaint made more than two years after the date of occurrence.

The investigator will attempt to resolve the complaint as quickly as possible and inform the student in writing of any follow-up questions. You should provide all information requested as quickly as possible, delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of the law have been committed and the school fails to take satisfactory and appropriate action, then the Department may proceed with formal investigation.

Please refer to the Business Disciplinary Pamphlet from the school’s admission agent for additional information.

This program is hands-on and interactive and students are on their own to learn. When you are the artist you will be working as though you are on a real job. The artist will be respectful, professional and well mannered.

The work station should always be orderly and hygienic. The model will participate as well as be respectful and accommodating to their artists’ needs.

The institution does not and will not discriminate on the basis of sex, race, age, ethnic origin, religion or sexual preference.

**Grading System:**

<table>
<thead>
<tr>
<th>LETTER GRADE</th>
<th>PERCENTAGE</th>
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<tbody>
<tr>
<td>A</td>
<td>EXCELLENT (80-100)</td>
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<tr>
<td>B</td>
<td>AVERAGE (70-79)</td>
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<td>C</td>
<td>PASSING (65-69)</td>
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<tr>
<td>D</td>
<td>INCOMPLETE</td>
</tr>
<tr>
<td>W</td>
<td>WITHDRAWAL</td>
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**Academy Cancellation & Refund Policy**

**Academy Master Program**

Make up for EVER Academy follows the New York State guidelines for refund policy language based on quarters. Quarters are defined as levels within the module.

If a student cancels after signing the Enrollment Agreement but before instruction has begun receives all monies returned with the exception of the non-refundable registration fee of $300.

Thereafter, students will be liable for:

1. The non-refundable registration fee plus,
2. The cost of any educational materials and/or student kit accepted plus,
3. Tuition liability as of the student’s last date of physical attendance. Tuition liability is divided by the number of levels in the program. Total tuition liability is limited to the quarter during which the student withdrew or was terminated and any previous quarters completed.

**First Quarter**

<table>
<thead>
<tr>
<th>IF CANCELLATION OCCURS</th>
<th>ACADEMY OR TERMINATION OCCURS MAY KEEP</th>
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</thead>
<tbody>
<tr>
<td>DURING THE FIRST WEEK OF LEVEL</td>
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**Subsequent Quarters**

<table>
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<tr>
<th>IF CANCELLATION OCCURS</th>
<th>ACADEMY OR TERMINATION OCCURS MAY KEEP</th>
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<tbody>
<tr>
<td>DURING THE SECOND WEEK OF LEVEL</td>
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<tr>
<td>DURING THE THIRD WEEK OF LEVEL</td>
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<td>DURING THE FOURTH WEEK OF LEVEL</td>
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<tr>
<td>AFTER THE FOURTH WEEK OF LEVEL</td>
<td>100%</td>
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<table>
<thead>
<tr>
<th>IF TERMINATION OCCURS</th>
<th>ACADEMY OR TERMINATION OCCURS MAY KEEP</th>
<th>COSTS MAY BE MORE THAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>DURING THE FIRST WEEK OF LEVEL</td>
<td>0%</td>
<td>5 - 10% OF THE PROGRAM</td>
</tr>
<tr>
<td>DURING THE SECOND WEEK OF LEVEL</td>
<td>25%</td>
<td>11 - 25% OF THE PROGRAM</td>
</tr>
<tr>
<td>DURING THE THIRD WEEK OF LEVEL</td>
<td>50%</td>
<td>26 - 50% OF THE PROGRAM</td>
</tr>
<tr>
<td>DURING THE FOURTH WEEK OF LEVEL</td>
<td>75%</td>
<td>51 - 75% OF THE PROGRAM</td>
</tr>
<tr>
<td>AFTER THE FOURTH WEEK OF LEVEL</td>
<td>100%</td>
<td>76 - 100% OF THE PROGRAM</td>
</tr>
</tbody>
</table>

C. The student refund may be more than that stated above if the accrediting agency refund policy results in a greater refund.

**Student Complaints**

A student may file a complaint by communicating orally or in writing to any instructor or administrator. Upon receipt of the complaint, it shall be transmitted as soon as possible to the Academy Director, who is the person authorized to resolve complaints. The student may also directly lodge a complaint with the Academy Director. The person notified and/or the Academy Director will attempt to resolve the complaint.

Students may also make a complaint to:

New York State Education Department
116 West 32nd Street, 5th Floor, New York, NY 10001, or telephone at (212) 643-4760, requesting an interview for

**Disclosure Statement**

The student should be aware that some information in the catalogue may change. It is recommended that the student consider enrollment check with the New York State Education Department before determining if any change from the information provided in the catalogue.

The New York State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the catalogue may or may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalogue may have changed.

It is again recommended that the student check with the Academy Director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalogue.
OPENING UP TO THE WORLD

THE NY ACADEMY IS PART OF A WORLDWIDE ACADEMY NETWORK. ALL ACADEMIES SHARE THE SAME FUNDAMENTALS AND PHILOSOPHY AS DEFINED BY DANY SANZ FROM THE PARIS MAKE UP FOR EVER ACADEMY.
CREATE - EDUCATE - ELEVATE