



LA
2010
SCHOOL
CATALOG

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

THE ADMINISTRATIVE OFFICE IS LOCATED AT:
 250 E. Olive Avenue, Suite 200, Burbank, CA 91502
 818-729-9420 phone 818-729-9971 fax
OFFICE HOURS: Monday through Friday 8:00 am-5:00 pm
 Tuesday until 6:00 pm

| | |
|--------------------------|-----------|
| School Director | Ext. 2002 |
| Admissions Advisor | Ext. 2003 |
| Admissions Advisor | Ext. 2004 |
| Admissions Advisor | Ext. 2005 |
| Registrar | Ext. 2008 |
| Financial Aid Director | Ext. 2009 |
| Financial Aid Advisor | Ext. 2023 |
| Career Services Director | Ext. 2007 |
| Administrator | Ext. 2013 |
| Housing Coordinator | Ext. 2010 |

THE CORPORATE OFFICE IS LOCATED AT:
 250 E. Olive Avenue, Suite 200, Burbank, CA 91502
 818-729-9420 phone 818-729-9971 fax

| | |
|-----------------------|-----------|
| Director of Education | Ext. 2018 |
| Systems Administrator | Ext. 2011 |
| Accounting | Ext. 2006 |

CLASSES WILL NOT BE HELD ON THE FOLLOWING DATES IN 2010:

| | |
|-----------------------------|------------------------|
| New Year's Day | Jan. 1 |
| Martin Luther King, Jr. Day | Jan. 18 |
| Washington's Birthday | Feb. 15 |
| Student Holiday | Apr. 21 |
| Memorial Day | May 31 |
| Student Holiday | Jun. 25 |
| Independence Day | Jul. 5 |
| Labor Day | Sept. 6 |
| Student Holiday | Sept. 22 |
| Thanksgiving | Nov. 25 & 26 |
| Holiday Break | Dec. 18 – Jan. 2, 2011 |



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▾ The potential student is encouraged to read this catalog prior to signing an enrollment agreement and to review the School Performance Fact Sheet, which must be provided to the student prior to signing an enrollment agreement.



All photos featured in this catalog represent student work or class environments from the Los Angeles Campus

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SCHOOL HISTORY

Make-Up Designory (MUD) was founded in 1997 by accomplished professional make-up artisans who shared a goal to bring excellence to make-up education. The school's founders sought to offer an unparalleled education, put students first, and create an educational institution that would support the needs of the make-up industry.

MUD's main and branch campuses are each licensed by their respective states. In 2003 MUD's Los Angeles campus received accreditation from the Accrediting Commission for Career Schools and Colleges (ACCSC) and was honored by ACCSC as a distinguished school. The Los Angeles campus received re-accreditation by ACCSC in 2008, and was honored with a 2007-2008 School of Merit Award. From its original two-classroom, 800 square-foot location in Toluca Lake, California, MUD's Los Angeles campus has grown to occupy over 15,000 square feet in Burbank, California. The Los Angeles facilities include the main school building, adjacent corporate offices, a retail store and a 5,000 square-foot warehouse and distribution center.

In 2005 MUD opened its East Coast branch campus in New York City. This originally consisted of one contiguous open space that housed four classrooms, administrative offices, and the school

store. The New York branch campus received accreditation from ACCSC in 2008 and earned a 2008-2009 ACCSC School of Distinction Award. Today, MUD's New York campus occupies five separate spaces that comprise nearly two floors and has a thriving student body and growing alumni network.

ACCREDITATION

Make-Up Designory (MUD) is accredited by the Accrediting Commission for Career Schools and Colleges (ACCSC). ACCSC is listed by the U.S. Department of Education as a nationally recognized accrediting agency. MUD's Los Angeles main campus is located at: 129 S. San Fernando Blvd., Burbank, CA 91502. MUD's branch campus in New York is located at: 375 W. Broadway, New York, NY 10012.

LOCATION

Make-Up Designory (MUD) is centrally located just north of downtown Los Angeles in Burbank, California. Long considered the center of the Los Angeles entertainment industry, Burbank is home to many of the major film and television studios, including Warner Bros. Studios, Walt Disney Studios, The Disney Channel, Nickelodeon, ABC Studios, and dozens of other entertainment-related companies. Universal Studios, NBC Studios, and DreamWorks Studios are also located nearby. The neighborhood surrounding the school is characterized by an abundance

of shops, movie theaters, restaurants, and cafes that are all within walking distance. Students can live within blocks of the school. The area is well served by public transportation, including a number of bus lines and the Burbank Metrolink commuter train station, which is only two blocks from the campus. Students who choose to drive to school may purchase city parking permits for unlimited parking on a monthly basis in designated city lots.

FACILITY

The Make-Up Designory (MUD) main campus at Burbank occupies over 15,000 square feet of classroom and administrative office space in two buildings. The main school building is located at: 129 S. San Fernando Blvd., Burbank, CA 91502. The Administrative Office and additional educational space are conveniently located one block from the main school building at: 250 E. Olive Ave., Burbank, CA 91502.

The main school building includes MUD's student and retail store, eight make-up studios, a still photography studio, a video studio, a student facility area, a student lounge, and a library/resource center. The MUD shop is available to students and graduates during school hours, and offers materials that include cosmetics, accessories and specialty make-up, and hairstyling equipment. The video studio is an ideal environment for students to view their work in high definition. It is equipped with a professional high-definition video camera and monitor system, as well as a professional lighting package. The student facility area is equipped

with three sinks and three professional shampoo bowls, for student use in both hairstyling and make-up courses. The student lounge is a comfortable environment complete with tables and stools, vending machines, microwaves, and a refrigerator.

MUD's make-up studios are equipped to meet the needs of both students and instructors. Make-up studios feature premium-quality daylight fluorescent lighting, for skin tone matching and technical applications. In addition, six of the ten studios are equipped with built-in central airbrushing systems. One of these classrooms is also outfitted as a hairstyling studio, with practice mannequins, hot roller sets, multiple curling and flat irons, and other accessories. Another classroom houses the special make-up effects lab, which is equipped with tools required by professional make-up artists.

The school's Administrative Office includes a reception area, a conference room, 18 private office spaces, and a kitchen area. Here, current students and graduates can access complete administrative assistance. This space also houses the two additional classrooms (for a total of ten educational studios), a large, professional still photography studio, two dressing rooms, and a wardrobe storage area.

MUD is handicapped-accessible, and provides accessible restrooms.

MISSION STATEMENT

At Make-Up Designory (MUD), it is our mission to provide an exceptional experience for our students before,

during and after their training as professional make-up artists. We are also committed to providing our customers with premium-quality products and unparalleled service.

METHODOLOGY

Make-Up Designory (MUD) courses are designed to maximize creativity and reinforce the skills that are required to work at a professional level in today's make-up industry. We teach the importance of research and preparation, mixed in with lab work and assignments. As part of this process, we combine short lectures with a hands-on approach that enables students to learn the basics of a given application. Our students learn by doing and are able to get to work on the first day of class. As students master skills, they are encouraged to incorporate them into more complex applications. This mixture of lectures, demonstrations and hands-on practice moves students from research to casting to a professional photo shoot. By breaking down each application into individual elements, we help students develop a strong foundation in each area of expertise.

⚠ *Make-Up Designory's approval to operate in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. MUD, under Section 94802(a) of CPPEA, will by operation of law, be approved until January 4th, 2012. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumers Affairs. The Bureau can be reached at: P.O. Box 980818, Sacramento, CA 95798-0818, 916-574-7774.*

Make-Up Designory has never filed for bankruptcy petition, operated as a debtor in possession, or had a petition of bankruptcy filed against it under federal law.

ADMISSIONS

ENROLLMENT PROCESS

In order to enroll in any Make-Up Designory (MUD) course of study, students must first complete a Student Registration Form. This must be submitted with payment of the \$100.00 registration fee, as well as with proof of high school graduation or the equivalent, or proof of matriculation in an accredited Associate's, Bachelor's, Master's, or Doctoral program. Transcripts supplied as documentation must be original, school-issued documents. Any student who is providing documentation in a language other than English must have their documentation translated by an agency that has been approved by MUD. Please see an Admissions Advisor for a list of approved translation services and service centers. Students in all courses must be 18 or have parental consent and must also be able to furnish proof of high school graduation or a GED. Any student intending to enroll without providing proof of high school completion must be at least 18 years of age, and will be required to pass a basic skills test prior to completing the enrollment process. These written tests are provided twice a month. To schedule an appointment for the test, please contact the Admissions Office. Tests are administered by an authorized agent of CPA Basic Skills Tests. In order to pass, students must obtain a minimum score of 42 in Language Arts, 43 in Reading Skills and 41 in Numerical Skills.

Student Registration Forms may be obtained at the Administrative Office or through an Administrative Advisor, or may be completed online at www.mud.edu. MUD class size is limited, and availability is determined on a first-come, first-served basis. For this reason, students are encouraged to enroll as soon as possible.

In order to complete the enrollment process, students must confirm that they have secured their finances to attend school. MUD offers a number of methods by which tuition can be paid and our Financial Aid Department will assist each student in finding the method that best suits him or her. We ask that the first tuition payment is made two weeks prior to the start of classes. For those students who have secured their own funding, tuition for all courses require payment in full prior to the start of class; programs require at least 50% of tuition to be paid prior to the start of class and the remaining balance to be paid at the midpoint of the program. In addition, students must return all signed enrollment agreements and supporting documents.

MUD provides courses and training in English only. MUD courses and training are not available in additional languages.

TRANSFER OF CREDIT POLICY

Make-Up Designory will allow a transfer of credit between the Los Angeles and New York campuses. Courses that have been successfully completed with a grade of C or better and taken on either campus may be applied towards programs at either campus. At a minimum, 25% of the credits required for the program's completion must be taken at the school awarding the diploma. Enrollment agreements will reflect the previously taken course and the cost of the program will be prorated according to the number of hours being transferred.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS

The transferability of credits earned at Make-Up Designory is at the complete

discretion of the institution to which a student seeks to transfer. Acceptance of the Certificate earned in Beauty 101, Beauty 201, Beauty 301, Special Make-Up Effects 201, Special Make-Up Effects 301, or Airbrush Course, or the Diploma earned in Fashion Make-Up Artistry, Film and Television Make-Up Artistry, Multimedia Make-Up Artistry, or Master Make-Up Artistry is also at the complete discretion of the institution to which a student seeks to transfer. If the Certificate or Diploma earned at MUD is not accepted at the institution to which the student seeks to transfer, he or she may be required to repeat some or all of the course work at that institution. For this reason, the student should make certain that attendance at MUD will meet his or her educational goals. This may include contacting an institution to which the student seeks to transfer after attending MUD to determine if the Certificate or Diploma will transfer.

MAKE-UP KITS AND MATERIALS

Prior to the start of each class, each student will be furnished with a list of required textbooks and make-up materials. It is the student's responsibility to purchase the required materials before the first day of class. Students are not required to purchase their supplies from the student store. The actual total cost of materials may vary, depending upon whether students have already purchased, or already own materials prior to registration. However, actual costs for materials will not exceed the approximations provided. A detailed list of supplies needed for each class can be found at: supplies.mud.edu.

PROGRAMS

FASHION MAKE-UP
ARTISTRY PROGRAM

Make-Up Designory (MUD) programs do not require any pre-requisites. Programs are designed to provide comprehensive training in all aspects of the appropriate career fields. A diploma is awarded for successful completion of any program. In addition to tuition fees, each student must pay a \$100.00 registration fee for all programs.

**TUITION: \$8,232.00 / MAKE-UP KITS & MATERIALS: \$2,485.00 / STRF ASSESSMENT: \$22.50
TOTAL INCLUDING REGISTRATION FEE: \$10,817.00 (\$10,839.50 CA RESIDENTS ONLY)**

This program combines Beauty 101, Beauty 201, and Beauty 301, to give students a solid foundation in the skills required to work as a fashion make-up artist with hairstyling expertise. Techniques are demonstrated through live, interactive presentations. Students are then asked to practice their skills with the guidance of the course instructor. This program is reviewed semiannually by our Program Advisory Committee to ensure that the techniques and materials being covered are representative of the industry. Fields requiring make-up artists with this type of training include, but are not limited to: entertainment, theatrical, retail, bridal, society, salon/spa, fashion, and special events. Additionally, this program can be taken by individuals in related fields who are seeking professional enhancement in their chosen area of employment.

This program consists of the following courses:

BEAUTY 101: FUNDAMENTALS
OF BEAUTY MAKE-UP

210 CLOCK HOURS

Mastering the art of beauty make-up is an essential skill for any make-up artist, no matter what medium or industry he or she chooses. This course is designed to emphasize the skills and attention to detail required for beauty make-up application for film, high-definition television, print photography, advertising, and retail cosmetics. Students will learn facial contouring using highlights and shadows, correction and concealing techniques, base matching, eye and lip treatments, airbrush techniques, and the proper use of powder and cheek color. As part of this course, students will be required to complete projects that range from natural make-up to avant-garde looks.

BEAUTY 201: STUDIO HAIRSTYLING
FOR THE MAKE-UP ARTIST

105 CLOCK HOURS

This course concentrates on the basic fundamentals of hairstyling, from simple blow-drying techniques to creating elaborate, period-inspired hairstyles. Students will learn to create modern styles, as well as edgy and creative hair designs, using hot tools and roller sets. This course incorporates daily projects and skill-building sessions, to encourage learning by practice. As part of this course, students are required to complete hair and make-up projects, which relate to on-the-job experience.

BEAUTY 301: BEAUTY LAB

77 CLOCK HOURS

This course prepares students for work in their selected fields of study through a series of challenging, real-world projects. Students will be required to complete make-up and hairstyle setups on professional models for a series of photo shoots, which are designed to simulate actual working environments. Each setup will be captured digitally by a professional photographer, for the student to use in his or her portfolio. In addition to photo shoots, students will learn how to start and manage their freelance careers.

DURATION

This program meets Monday through Friday and consists of 392 clock hours. Day sessions are 12 weeks long, and are between the hours of 8:00 am and 4:00 pm.

Maximum class size: 22 students

OFFERINGS

January 4 – March 30

March 31 – June 24

June 4 – August 30

August 10 – November 3

October 14 – January 24, 2011

January 26 – April 20

April 22 – July 19

June 28 – September 21

August 31 – November 24

November 4 – February 14, 2011

March 10 – June 3

May 13 – August 9

July 20 – October 13

September 23 – December 17

November 29 – March 8, 2011

FILM AND TELEVISION MAKE-UP ARTISTRY PROGRAM

**TUITION: \$13,230.00 / MAKE-UP KITS & MATERIALS: \$3,450.00 / STRF ASSESSMENT: \$35.00
TOTAL INCLUDING REGISTRATION FEE: \$16,780.00 (\$16,815.00 CA RESIDENTS ONLY)**

This program combines Beauty 101, Special Make-Up Effects 201 and Special Make-Up Effects 301, to give students a foundation in the essential skills and techniques that are consistent with the criteria required for membership in the major make-up artist unions. This program also provides students with the technical skills required to work as a technician in a special make-up effects lab. Techniques are first demonstrated through live, interactive presentations. Students are then asked to practice under the guidance of the course instructor. This program is reviewed semiannually by our Program Advisory Committee, to ensure that the techniques and materials being covered are representative of the industry. Fields requiring make-up artists with this type of training include, but are not limited to: entertainment, theatrical, retail, bridal, special effects, society, salon/spa, fashion, and special events. Additionally, this program can be taken by individuals in related fields who are seeking professional enhancement in their chosen area of employment.

BEAUTY 101: FUNDAMENTALS OF BEAUTY MAKE-UP

210 CLOCK HOURS

This program consists of the following courses:

Mastering the art of beauty make-up is an essential skill for any make-up artist, no matter what medium or industry he or she chooses. This course is designed to emphasize the skills and attention to detail required for beauty make-up application for film, high-definition television, print photography, advertising, and retail cosmetics. Students will learn facial contouring using highlights and shadows, correction and concealing techniques, base matching, eye and lip treatments, airbrush techniques, and the proper use of powder and cheek color. As part of this course, students will be required to complete projects that range from natural make-up to avant-garde looks.

SPECIAL MAKE-UP EFFECTS 201: CHARACTER MAKE-UP ARTISTRY

210 CLOCK HOURS

This course focuses on character development, with an emphasis on the fundamental elements of prosthetic application and special make-up effects. Students will learn the techniques of professional make-up artists and will gain familiarity with traditional make-up, as well as new materials and tools. Students will also learn a variety of special make-up effects skills, including the creation of simulated injuries and age make-ups and the application of effects like bald caps and facial hair. At the end of this course students will design and create a character, which will be captured in a photo shoot.

SPECIAL MAKE-UP EFFECTS 301: LAB TECHNIQUES

210 CLOCK HOURS

This course is designed to provide instruction in the lab and formulation techniques that are required to create contemporary film and television make-up effects. Students will learn prosthetic application, with a focus on the details of prosthetic appliance development. The course takes students through all the phases of project conceptualization and prosthetic application, including design, sculpture, molding, formulation of foam latex and gelatin, as well as seaming, painting, and applying prosthetic pieces. For class projects, students may create original prosthetics or may develop characters inspired by current film and television effects. As part of the course, students will be required to design and create a fully developed prosthetic character, which will be captured in a photo shoot.

DURATION

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

Maximum class size: 25 students

OFFERINGS

| | | |
|----------------------------------|-----------------------------|-------------------------|
| January 4 – May 12 | February 17 – June 24 | March 31 – August 9 |
| May 13 – September 21 | June 28 – November 3 | August 10 – December 17 |
| September 23 – February 14, 2011 | November 4 – March 29, 2011 | |

MULTIMEDIA MAKE-UP ARTISTRY PROGRAM

TUITION: \$12,642.00 / MAKE-UP KITS & MATERIALS: \$3,600.00 / STRF ASSESSMENT: \$32.50
TOTAL INCLUDING REGISTRATION FEE: \$16,342.00 (\$16,374.50 CA RESIDENTS ONLY)

This program combines Beauty 101, Beauty 201, Beauty 301, and Special Make-Up Effects 201, to give students a foundation in the essential skills and make-up artistry techniques that are consistent with the criteria required for membership in the major make-up artist unions and a solid foundation in the skills required to work as a fashion make-up artist with hairstyling expertise. Techniques are demonstrated through live, interactive presentations. Students are then asked to practice their skills with the guidance of the course instructor. This program is reviewed semiannually by our Program Advisory Committee, to ensure that the techniques and materials being covered are representative of the industry. Fields requiring make-up artists with this type of training include, but are not limited to: entertainment, theatrical, retail, bridal, special effects, society, salon/spa, fashion and special events. Additionally, this program can be taken by individuals in related fields who are seeking professional enhancement in their chosen area of employment.

This program consists of the following courses:

BEAUTY 101: FUNDAMENTALS OF BEAUTY MAKE-UP

210 CLOCK HOURS

Mastering the art of beauty make-up is an essential skill for any make-up artist, no matter what medium or industry he or she chooses. This course is designed to emphasize the skills and attention to detail required for beauty make-up application for film, high-definition television, print photography, advertising, and retail cosmetics. Students will learn facial contouring using highlights and shadows, correction and concealing techniques, base matching, eye and lip treatments, airbrush techniques, and the proper use of powder and cheek color. As part of this course, students will be required to complete projects that range from natural make-up to avant-garde looks.

BEAUTY 201: STUDIO HAIRSTYLING FOR THE MAKE-UP ARTIST

105 CLOCK HOURS

This course concentrates on the basic fundamentals of hairstyling, from simple blow-drying techniques to creating elaborate, period-inspired hairstyles. Students will learn to create modern styles, as well as edgy and creative hair designs, using hot tools and roller sets. This course incorporates daily projects and skill-building sessions, to encourage learning by practice. As part of this course, students are required to complete hair and make-up projects, which relate to on-the-job experience.

BEAUTY 301: BEAUTY LAB

77 CLOCK HOURS

This course prepares students for work in their selected fields of study through a series of challenging, real-world projects. Students will be required to complete make-up and hairstyle setups on professional models for a series of photo shoots, which are designed to simulate actual working environments. Each setup will be captured digitally by a professional photographer, for the student to use in his or her portfolio. In addition to photo shoots, students will learn how to start and manage their freelance careers.

SPECIAL MAKE-UP EFFECTS 201: CHARACTER MAKE-UP ARTISTRY

210 CLOCK HOURS

This course focuses on character development, with an emphasis on the fundamental elements of prosthetic application and special make-up effects. Students will learn the techniques of professional make-up artists and will gain familiarity with traditional make-up, as well as new materials and tools. Students will also learn a variety of special make-up effects skills, including the creation of simulated injuries and age make-ups and the application of effects like bald caps and facial hair. At the end of this course students will design and create a character, which will be captured in a photo shoot.

DURATION

This program meets Monday through Friday and consists of 602 clock hours. Day sessions are 18 weeks long, and are between the hours of 8:00 am and 4:00 pm.

OFFERINGS

Maximum class size: 22 students

January 26 – June 3

March 10 – July 19

April 22 – August 30

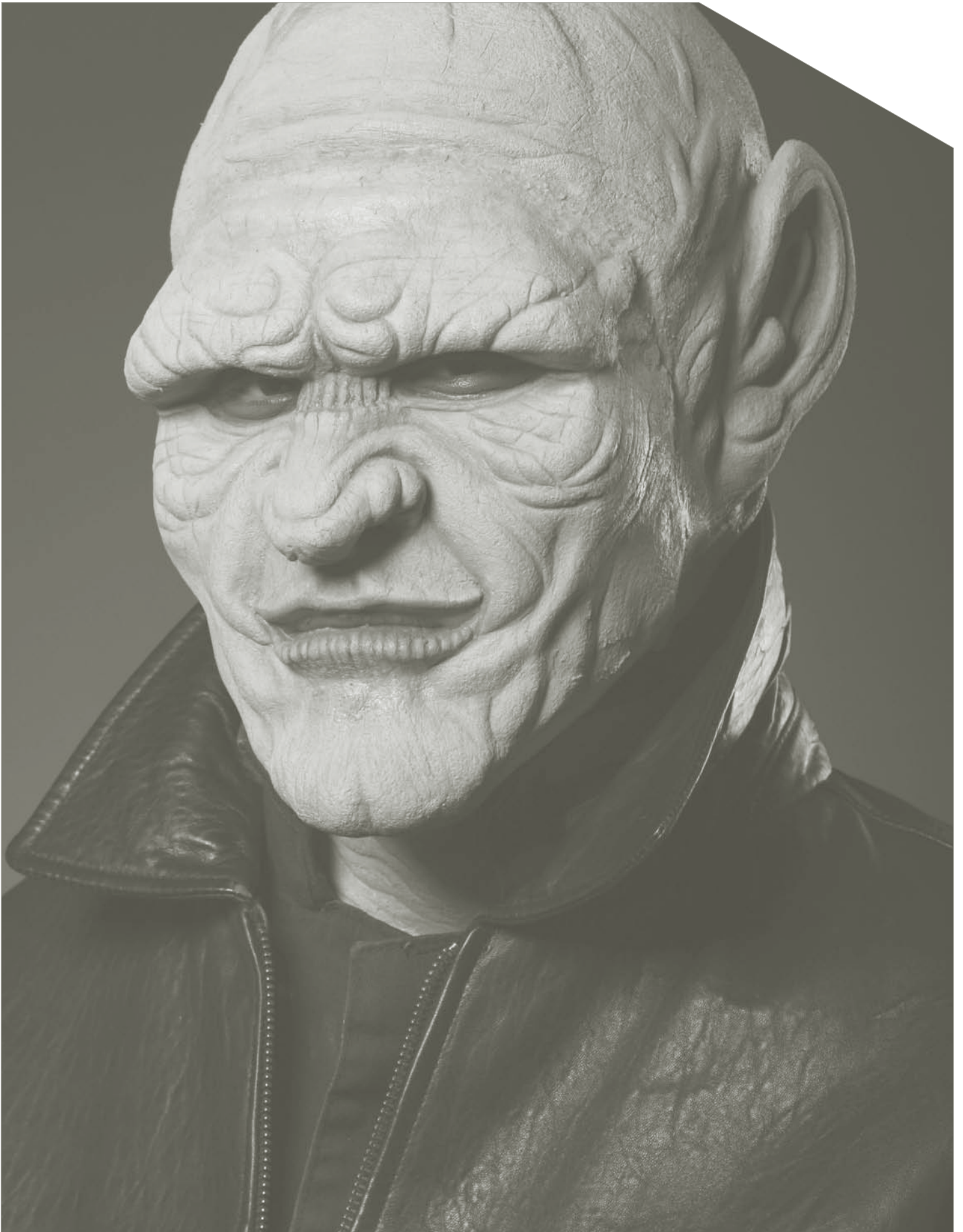
June 4 – October 13

July 20 – November 24

August 31 – January 24, 2011

October 14 – March 8, 2011

November 29 – April 20, 2011



MASTER MAKE-UP ARTISTRY PROGRAM

**TUITION: \$17,052.00 / MAKE-UP KITS & MATERIALS: \$3,875.00 / STRF ASSESSMENT: \$45.00
TOTAL INCLUDING REGISTRATION FEE: \$21,027.00 (\$21,072.00 CA RESIDENTS ONLY)**

This program combines Beauty 101, Beauty 201, Beauty 301, Special Make-Up Effects 201 and Special Make-up Effects 301, to give students a foundation in the essential skills and techniques that are consistent with the criteria required for membership in the major make-up artist unions, the technical skills required to work as a technician in a special make-up effects lab, and a solid foundation in the skills required to work as a fashion make-up artist with hairstyling expertise. Techniques are demonstrated through live, interactive presentations. Students are then asked to practice their skills with the guidance of the course instructor. This program is reviewed semiannually by our Program Advisory Committee, to ensure that the techniques and materials being covered are representative of the industry. Fields requiring make-up artists with this type of training include, but are not limited to: entertainment, theatrical, retail, bridal, special effects, society, salon/spa, fashion and special events. Additionally, this program can be taken by individuals in related fields who are seeking professional enhancement in their chosen area of employment.

This program consists of the following courses:

BEAUTY 101: FUNDAMENTALS OF BEAUTY MAKE-UP

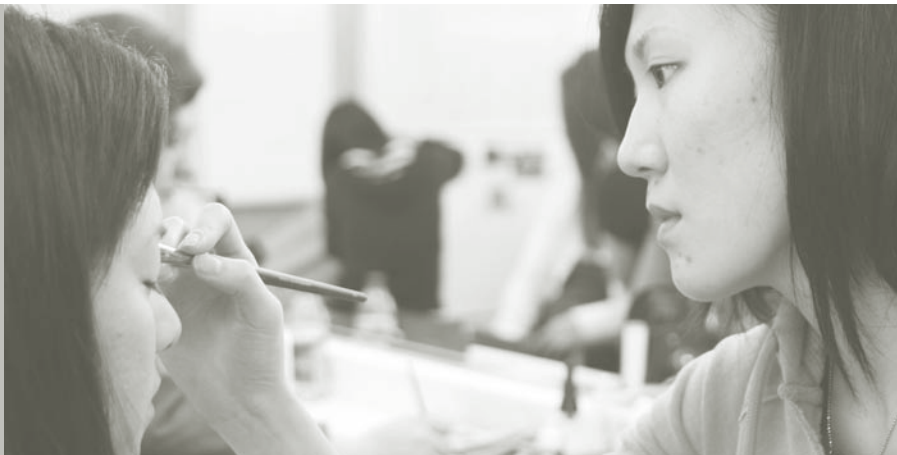
210 CLOCK HOURS

Mastering the art of beauty make-up is an essential skill for any make-up artist, no matter what medium or industry he or she chooses. This course is designed to emphasize the skills and attention to detail required for beauty make-up application for film, high-definition television, print photography, advertising, and retail cosmetics. Students will learn facial contouring using highlights and shadows, correction and concealing techniques, base matching, eye and lip treatments, airbrush techniques, and the proper use of powder and cheek color. As part of this course, students will be required to complete projects that range from natural make-up to avant-garde looks.

BEAUTY 201: STUDIO HAIRSTYLING FOR THE MAKE-UP ARTIST

105 CLOCK HOURS

This course concentrates on the basic fundamentals of hairstyling, from simple blow-drying techniques to creating elaborate, period-inspired hairstyles. Students will learn to create modern styles, as well as edgy and creative hair designs, using hot tools and roller sets. This course incorporates daily projects and skill-building sessions, to encourage learning by practice. As part of this course, students are required to complete hair and make-up projects, which relate to on-the-job experience.



BEAUTY 301: BEAUTY LAB

77 CLOCK HOURS

This course prepares students for work in their selected fields of study through a series of challenging, real-world projects. Students will be required to complete make-up and hairstyle setups on professional models for a series of photo shoots, which are designed to simulate actual working environments. Each setup will be captured digitally by a professional photographer, for the student to use in his or her portfolio. In addition to photo shoots, students will learn how to start and manage their freelance careers.

SPECIAL MAKE-UP EFFECTS 201: CHARACTER MAKE-UP ARTISTRY

210 CLOCK HOURS

This course focuses on character development, with an emphasis on the fundamental elements of prosthetic application and special make-up effects. Students will learn the techniques of professional make-up artists and will gain familiarity with traditional make-up, as well as new materials and tools. Students will also learn a variety of special make-up effects skills, including the creation of simulated injuries and age make-ups and the application of effects like bald caps and facial hair. At the end of this course students will design and create a character, which will be captured in a photo shoot.

SPECIAL MAKE-UP EFFECTS 301: LAB TECHNIQUES

210 CLOCK HOURS

This course is designed to provide instruction in the lab and formulation techniques that are required to create contemporary film and television make-up effects. Students will learn prosthetic application, with a focus on the details of prosthetic appliance development. The course takes students through all the phases of project conceptualization and prosthetic application, including design, sculpture, molding, formulation of foam latex and gelatin, as well as seaming, painting, and applying prosthetic pieces. For class projects, students may create original prosthetics or may develop characters inspired by current film and television effects. As part of the course, students will be required to design and create a fully developed prosthetic character, which will be captured in a photo shoot.

DURATION

This program meets Monday through Friday and consists of 812 clock hours. Day sessions are 24 weeks long, and are between the hours of 8:00 am and 4:00 pm.

OFFERINGS

Maximum class size: 25 students

| | | |
|---------------------------|-------------------------------|-------------------------------|
| January 4 – June 24 | March 31 – September 21 | May 13 – November 3 |
| June 28 – December 17 | August 10 – February 14, 2011 | September 23 – March 29, 2011 |
| November 4 – May 11, 2011 | | |

GETTING STARTED WITH A PROFESSIONAL E-MAIL ADDRESS

We highly recommend that all artists maintain a professional e-mail address. This e-mail address will not replace your personal e-mail, but should be used for all business communication as you begin your new career.

Examples:
firstname.lastname@hotmail.com
firstname_makeupartists@gmail.com
makeupbyfirstname@yahoo.com

Once you have established your new, professional make-up artist's e-mail address, please notify the Business Office so that we can update your file.

INDIVIDUAL COURSES & CONTINUING EDUCATION

Make-Up Designory (MUD) offers students the option to take individual courses alone in order to expand a particular area of expertise. Courses can also be taken by individuals in related fields who are seeking professional enhancement in their chosen area of employment.

At MUD, we are committed to helping students select the courses of study that will best help them reach their occupational goals. For this reason, prior to registration in an individual course, it is necessary that students consult with the Admissions Office in order to be sure that they have completed all required pre-requisites or have obtained the appropriate equivalent experience. MUD courses Beauty 201, Beauty 301, Special Make-Up Effects 201, Special Make-Up Effects 301 and Airbrush Course are available as career-enhancement courses.

Please note the pre-requisite information listed for each course in its description. In order to register for individual courses, students may have to demonstrate that they are working, professional make-up artists that possess the skills required to enroll. Students must also furnish a one-time registration fee of \$100.00 for the first individual course that is taken. This fee will be waived for any subsequent enrollments.

Certificates are awarded to students who successfully complete an individual course. Please be advised that individual courses taken on a stand-alone basis are not accredited by ACCSC. In addition, students taking stand-alone courses are not eligible for Federal Financial Aid and placement services that are offered to students and graduates of larger programs.

BEAUTY 101: FUNDAMENTALS OF BEAUTY MAKE-UP

210 CLOCK HOURS
PRE-REQUISITES: NONE

TUITION: \$4,620.00 / MAKE-UP KITS & MATERIALS: \$2,100.00 / STRF ASSESSMENT: \$12.50
TOTAL INCLUDING REGISTRATION FEE: \$6,820.00 (\$6,832.50 CA RESIDENTS ONLY)

Mastering the art of beauty make-up is an essential skill for any make-up artist, no matter what medium or industry he or she chooses. This course is designed to emphasize the skills and attention to detail required for beauty make-up application for film, high-definition television, print photography, advertising, and retail cosmetics. Students will learn facial contouring using highlights and shadows, correction and concealing techniques, base matching, eye and lip treatments, airbrush techniques, and the proper use of powder and cheek color. As part of this course, students will be required to complete projects that range from natural make-up to avant-garde looks.

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

DURATION

This course meets Monday through Friday and consists of 210 clock hours. Day sessions are 6 weeks long, between the hours of 8:00 am and 4:00 pm. Evening sessions are 12 weeks long, between the hours of 6:00 pm and 9:30 pm.

Maximum class size: 22 students

OFFERINGS

| | | |
|---|---|---|
| January 4 – February 16 March 31 – May 12 June 28 – August 9 September 23 – November 3 | February 8 – May 4 <small>EVENINGS</small> May 5 – July 30 <small>EVENINGS</small> August 10 – September 21 November 4 – December 17 | February 17 – March 30 May 13 – June 24 September 13 – December 8 <small>EVENINGS</small> |
|---|---|---|

If availability permits, the following course dates will be also be offered:

| | | |
|--|--|---|
| January 26 – March 9 June 4 – July 19 October 14 – November 24 | March 10 – April 20 July 20 – August 30 November 29 – January 24, 2011 | April 22 – June 3 August 31 – October 13 |
|--|--|---|

BEAUTY 201: STUDIO HAIRSTYLING FOR THE MAKE-UP ARTIST

105 CLOCK HOURS

PRE-REQUISITES: BEAUTY 101 AND/OR EQUIVALENT EXPERIENCE

TUITION: \$2,310.00 / MAKE-UP KITS & MATERIALS: \$370.00 / STRF ASSESSMENT: \$7.50
TOTAL INCLUDING REGISTRATION FEE: \$2,780.00 (\$2,787.50 CA RESIDENTS ONLY)

This course concentrates on the basic fundamentals of hairstyling, from simple blow-drying techniques to creating elaborate, period-inspired hairstyles. Students will learn to create modern styles, as well as edgy and creative hair designs, using hot tools and roller sets. This course incorporates daily projects and skill-building sessions, to encourage learning by practice. As part of this course, students are required to complete hair and make-up projects, which relate to on-the-job experience.

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

DURATION

This course meets Monday through Friday and consists of 105 clock hours. Day sessions are 3 weeks long, between the hours of 8:00 am and 4:00 pm.

Maximum class size: 22 students

OFFERINGS

| | | |
|--|---|--|
| February 17 – March 9 May 13 – June 3 July 20 – August 9 September 23 – October 13 November 29 – December 17 | March 10 – March 30 June 4 – June 24 August 10 – August 30 October 14 – November 3 | April 22 – May 12 June 28 – July 19 August 31 – September 21 November 4 – November 24 |
|--|---|--|

BEAUTY 301: BEAUTY LAB

77 CLOCK HOURS

PRE-REQUISITES: BEAUTY 101 AND BEAUTY 201

TUITION: \$2,464.00 / MAKE-UP KITS & MATERIALS: \$60.00 / STRF ASSESSMENT: \$7.50
TOTAL INCLUDING REGISTRATION FEE: \$2,624.00 (\$2,631.50 CA RESIDENTS ONLY)

This course prepares students for work in their selected fields of study through a series of challenging, real-world projects. Students will be required to complete make-up and hairstyle setups on professional models for a series of photo shoots, which are designed to simulate actual working environments. Each setup will be captured digitally by a professional photographer, for the student to use in his or her portfolio. In addition to photo shoots, students will learn how to start and manage their freelance careers.

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

DURATION

This course meets Monday through Friday and consists of 77 clock hours. Day sessions are 3 weeks long, between the hours of 8:00 am and 4:00 pm.

Maximum class size: 22 students

OFFERINGS

| | | |
|---|--|---|
| March 10 – March 30 June 4 – June 24 August 10 – August 30 October 14 – November 3 | March 31 – April 20 June 28 – July 19 August 31 – September 21 November 4 – November 24 | May 13 – June 3 July 20 – August 9 September 23 – October 13 November 29 – December 17 |
|---|--|---|

SPECIAL MAKE-UP EFFECTS 201: CHARACTER MAKE-UP ARTISTRY

210 CLOCK HOURS

PRE-REQUISITES: BEAUTY 101 AND/OR EQUIVALENT EXPERIENCE

TUITION: \$4,830.00 / MAKE-UP KITS & MATERIALS: \$890.00 / STRF ASSESSMENT: \$12.50
TOTAL INCLUDING REGISTRATION FEE: \$5,820.00 (\$5,832.50 CA RESIDENTS ONLY)

This course focuses on character development, with an emphasis on the fundamental elements of prosthetic application and special make-up effects. Students will learn the techniques of professional make-up artists and will gain familiarity with traditional make-up, as well as new materials and tools. Students will also learn a variety of special make-up effects skills, including the creation of simulated injuries and age make-ups and the application of effects like bald caps and facial hair. At the end of this course students will design and create a character, which will be captured in a photo shoot.

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

DURATION

This course meets Monday through Friday and consists of 210 clock hours. Day sessions are 6 weeks long, between the hours of 8:00 am and 4:00 pm.

Maximum class size: 22 students

OFFERINGS

| | | |
|--------------------------------|--------------------------|--------------------------|
| February 17 – March 30 | March 31 – May 12 | April 22 – June 3 |
| May 13 – June 24 | June 4 – July 19 | June 28 – August 9 |
| July 20 – August 30 | August 10 – September 21 | August 31 – October 13 |
| September 23 – November 3 | October 14 – November 24 | November 4 – December 17 |
| November 29 – January 24, 2011 | | |

SPECIAL MAKE-UP EFFECTS 301: LAB TECHNIQUES

210 CLOCK HOURS

PRE-REQUISITES: BEAUTY 101 AND SPECIAL MAKE-UP EFFECTS 201 AND/OR EQUIVALENT EXPERIENCE

TUITION: \$5,460.00 / MAKE-UP KITS & MATERIALS: \$275.00 / STRF ASSESSMENT: \$15.00
TOTAL INCLUDING REGISTRATION FEE: \$5,835.00 (\$5,850.00 CA RESIDENTS ONLY)

This course is designed to provide instruction in the lab and formulation techniques that are required to create contemporary film and television make-up effects. Students will learn prosthetic application, with a focus on the details of prosthetic appliance development. The course takes students through all the phases of project conceptualization and prosthetic application, including design, sculpture, molding, formulation of foam latex and gelatin, as well as seaming, painting, and applying prosthetic pieces. For class projects, students may create original prosthetics or may develop characters inspired by current film and television effects. As part of the course, students will be required to design and create a fully developed prosthetic character, which will be captured in a photo shoot.

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

DURATION

This course meets Monday through Friday and consists of 210 clock hours. Day sessions are 6 weeks long, between the hours of 8:00 am and 4:00 pm.

Maximum class size: 25 students

OFFERINGS

| | | |
|--------------------------|---------------------------|--------------------------|
| March 31 – May 12 | May 13 – June 24 | June 28 – August 9 |
| August 10 – September 21 | September 23 – November 3 | November 4 – December 17 |



AIRBRUSH COURSE

32 CLOCK HOURS

PRE-REQUISITES: BEAUTY 101 AND/OR
EQUIVALENT EXPERIENCE

TUITION: \$800.00 / MAKE-UP KITS & MATERIALS: \$450.00 / STRF ASSESSMENT: \$2.50
TOTAL (INCLUDING REGISTRATION FEE): \$1,350.00 (\$1,352.50 CA RESIDENTS ONLY)

In order to stay current with the latest industry trends, professional make-up artists need to command a mastery of emerging tools and products. From fad to staple, the airbrush has grown in popularity, and is requested today by leading actors, models, directors, producers, and more. This informative and engaging course introduces students to the mechanical aspects of the airbrush, and teaches them how to use it in order to create dramatic effects. Students are first given a solid understanding of the tool and the materials it requires. From here, students will be instructed in a versatile array of basic airbrush applications, including beauty make-up, body make-up, tanning, character make-up, and stenciling. When taken in addition to other courses or programs, this course prepares students for work as entry-level make-up artists in film, television, and fashion. For an experienced, professional make-up artist, this course provides a valuable continuing education experience that can augment his or her existing skill set.

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

DURATION

This course meets during Tuesday and Thursday evening sessions and Saturday day sessions, and consists of 32 clock hours, over the duration of 2 weeks. Tuesday and Thursday sessions are between the hours of 6:00 pm and 10:00 pm. Saturday day sessions are between the hours of 8:00 am and 5:00 pm.

Maximum class size: 22 students

OFFERINGS

February 16 – February 27
November 2 – November 13

March 23 – April 3

September 21 – October 2

INTERNATIONAL STUDENTS

STUDENT VISAS

Make-Up Designory (MUD) is proud to welcome international students. MUD is authorized to issue I-20 documentation for M-1 visas for students who are enrolled at the school. The school's I-20 document is only valid for an M-1 visa, and can only be provided for the period of time during which the student is registered at MUD. The M-1 visa is for students only, and does not authorize external work experience. After a student receives the MUD enrollment package and I-20 document, he or she must pay a Student and Exchange Visitor Information System (SEVIS) visa processing fee (I-901) of \$200.00 U.S. dollars through the U.S. State Department website: <https://www.fmjfee.com/index.jhtml>. After paying the fee, students should print and retain a receipt as proof of payment. This fee must be paid before the student appears at the U.S. Embassy.

ENROLLMENT PROCESS

In order to obtain I-20 documentation for an M-1 visa, international students must complete the MUD School Student Registration Form, along with the school's I-20 application. These forms may be downloaded from our school website (www.mud.edu), obtained at the Administrative Office, or through an Admissions Advisor. In order to register, international students will be required to present valid proof of high school completion or a GED. Students who provide documentation in any language other than English will be required to have that documentation translated by an agency approved by MUD. An Admissions Advisor can provide a list of approved translation services and service centers. In addition, students will be required to provide MUD with financial records, to establish that they will have sufficient funds to cover the cost of tuition, materials and living expenses during their stay in the United States. For more information pertaining to guidelines for specific countries, please contact an Admissions Advisor. After a student has completed all of the necessary requirements, he or she will receive the I-20 documentation via mail.

After students receive their I-20 documentation, they must next visit a U.S. Embassy for visa processing. MUD recommends that students schedule their embassy appointments as far in advance as possible, as availability and time delays may vary by country. Students should bring all necessary documents with them, including I-20 documentation, school contracts, financial and loan documents, and proof of payment of the I-901 SEVIS visa processing fee. At the embassy, students should have their I-20 documents and passports stamped and returned with the appropriate visa.* After students have received their visas, they should notify their Admissions Advisor by phone or e-mail, to let them know that they are ready to attend school. We urge all students who have questions about their embassy appointments or about preparing for their trips to contact our Admissions Advisors.

**Please note: in certain cases, an embassy clerk or Customs official may write "F-1" on the I-20 document instead of "M-1". This error will not change a student's actual status, and can be corrected.*

Once a student has arrived in the U.S. at an American Port of Entry (airport, seaport or border gate), he or she will need to furnish both a passport and I-20 documentation to U.S. Customs. The Customs official will staple a small card into the passport. This is

INTERNATIONAL STUDENT RESPONSIBILITIES

an I-94 document, and must be kept in the passport at all times. MUD will be notified through the SEVIS database that the student has entered the U.S. Students are required to report to school no later than 10 days after arrival. We realize that it may take students some time to get situated and adjust to new surroundings; however, a student must appear at the school and MUD must verify a student's arrival in the SEVIS database within 10 days in order to avoid incurring problems with the student's visa status.

The U.S. Government imposes many rules on international students. By accepting the school's contract and the I-20 in order to study in this country, students are also accepting responsibility for residing and studying in accordance with the guidelines outlined below:

- Students are required to carry their passports, visas, and I-20 documents with them at all times.
- Students may only possess an approved I-20 form from one school at a time.
- International students are required to contact MUD if they have accepted a MUD I-20, but decide to attend another school. MUD is required by law to cancel the I-20 it has issued.
- Students are also required to notify MUD and the U.S. government if they move or change addresses during their stay. Please contact your Admissions Advisor for help completing a Change of Address (AR-11) form.
- After a student has arrived and checked in with his or her Admissions Advisor, MUD will update that student's SEVIS records.

MUD ADMINISTRATIVE OFFICE RESPONSIBILITIES

MUD is responsible for providing the following services to international students:

- Publishing the initial I-20 form
- Reporting courses or program changes
- Reporting a leave of absence (LOA)
- Reporting poor attendance and grades
- Reporting program completion

M-1 VISA SPECIFICS

It is important to note that the visa required to visit the United States is different from the visa required to attend a vocational school. At Make-Up Designory (MUD), we are only authorized to issue M-1 visas. This type of visa is specifically issued by an appropriate U.S. Embassy for a vocational student. This visa will allow the student to study at MUD for a specific period of time. Upon completion of the course or program, the student must leave the country within 30 days.

TRANSFERRING SCHOOLS OR EXTENDING VISAS

With an M-1 visa, the deadlines for transferring or extending the visa are quite limited. Students who wish to do so may contact their Admissions Advisor for assistance. Please note that the processing and approval of an M-1 visa will take a minimum of 45 days.

Students who wish to extend their training or shorten their training periods should contact an Admissions Advisor. For any extension, a Change of Status application fee will apply. This involves filling out an I-539 form, including a check for \$300.00, and receiving a new I-20 document. MUD's Admissions Advisors can help students complete their paperwork and mail it to BCIS in Laguna Niguel, California. For your convenience, the package will be addressed for return to the school.

Our Admissions Advisors can also help students request a school transfer (I-539). Please note that the rules for transferring between schools mandate that an M-1 student can only transfer to another school with SEVIS-approved M-1 programs, and a related course of study. We encourage students to contact their Admissions Advisor for more information.

SCHOOL BREAKS AND HOLIDAYS

Many MUD students return home during school breaks and holidays. Prior to traveling home for short periods of time, international students should notify their Admissions Advisor and inform him or her of their plans. The Admissions Advisor will need to sign and date the student's I-20 in order for him or her to regain entry into the U.S.

GRADUATES

After a student has completed his or her course of study at MUD, the school is required to update the SEVIS database and inform the U.S. government that the student is returning home. Students who wish to transfer or extend their stays after graduation should contact their Admissions Advisor prior to completion of their classes, and need to complete the steps listed above. All M-1 students have a maximum of 30 days after graduation during which to make travel plans and return home.

MUD INTERNATIONAL STUDENT SERVICES

At MUD, our Admissions Advisors are provided as a resource to our international students, and can help address any concern related to international study, including visa and passport questions, transferring to and from other schools, utilizing public transportation, and housing.

INTERNATIONAL STUDENT CAREER SERVICES

Students are also encouraged to contact MUD's Housing Coordinator at: housing@mud.edu, with any questions or problems they may encounter while researching accommodations.

We are also pleased to offer our international students assistance with career planning through our Career Services Department. Before students return to their home countries, MUD can help them plan, organize, and prepare for the challenges of their new careers.

GENERAL INFORMATION FOR INTERNATIONAL STUDENTS

We encourage our international students to make appointments with our Career Services Director. While M-1 students are prohibited from working for pay while studying in the U.S., we can help students with a number of strategies through which they can gain practical experience and build their portfolios. While we do not offer Optional Practical Training (OPT) at our campus, we can help students look for unpaid assignments on university student films, as well as charity and special event projects.

In addition to perusing this catalog, we encourage all students to review the bulletin boards posted in every classroom and in the student Learning Resource Center. These postings include important and helpful information about our Saturday workshop dates, Wednesday night career lectures, and other special events.

HELPFUL LINKS FOR INTERNATIONAL STUDENTS

Students should visit the Administrative Office for bus and train schedules and general information about the surrounding community.

Make-Up Designory (MUD) website: <http://www.mud.edu>

For information about embassies and consulates in most countries, please visit the U.S. Department of State website: <http://www.usembassy.gov>

For information about American culture and customs, please visit this division of the Department of State website: <http://educationusa.state.gov/life/culture/customs.html>

For information about visas, transfers and travel, please visit the U.S. Citizenship & Immigration website: <http://www.uscis.gov/portal/site/uscis>

Prior to an embassy appointment, students can pay their SEVIS fees and print a receipt at the SEVIS I-901 Processing Fee website: <http://www.fmjfee.com/i901fee/>

SCHOOL POLICIES

RULES OF CONDUCT

At Make-Up Designory (MUD) we know that the students, instructors, and administrators who meet together in our school today are the professionals who will be working together in the future. This is why we work hard to maintain an atmosphere of respect and courtesy. We ask our students to treat their school environment like a working environment, and maintain proper personal and professional hygiene at all times. MUD students are also expected to maintain their workstations and classroom at a professional level of presentation. Students are required to clean their equipment, stations, and mirrors at the end of each day of class. In addition, each instructor will outline any additional rules that are pertinent to his or her classroom, including cell phone usage, eating in class, chewing gum, and more.

MUD conducts active, hands-on programs in a rigorous professional environment. In order to maximize the learning process, we require all students to work and to model. When a student is the artist, she will approach her assignment as though she is working on a real job. This includes maintaining a high standard of courtesy and professionalism, keeping tools and the station clean, being aware of the model's comfort and ability to breathe, and keeping the model's clothing protected with a cover cloth. When modeling, a student will remain still and quiet, and will cooperate with the artist's requests without dispensing opinions or advice.

On our campus, MUD students may dress casually, but are expected to maintain the same level of decorum that they would exhibit in a professional working environment. In keeping with safety considerations, we ask that students refrain from wearing open-toed or platform-style shoes. When students are modeling, their faces are the artist's canvas. For this reason, we ask that students remove all facial hair (excluding eyebrows). Students may also be asked to remove a facial piercing, due to a course project or requirement. In addition to these guidelines, students must observe and abide by all of the rules set forth in our Safety Manual.

Students are a required to complete homework assignments in addition to daily class assignments. Each instructor will assign the homework, along with its due date. Homework turned in on time will receive full credit. Homework turned in late will receive half credit. If a student is absent on the day homework is due, he or she may turn in the assignment for full credit on the first day back from the absence. During a course, a MUD instructor will provide each student with performance assessments. These assessments provide instructors and students with a forum in which to meet and discuss areas of concern. If the student is missing assignments or tests or has missed class time, the instructor will provide him or her with a plan to help get caught up and additional practice or testing periods can be scheduled. Students who are required to make up missed assignments, tests or time are encouraged to do so while they are still attending class. Final grades are posted on a designated board located in one of the student areas no more than five business days after the course completion.

Each MUD student must read and accept these written Rules of Conduct.

DRUG VIOLATION POLICY

At the discretion of the administration, a student may be placed on a two-week probation or dismissed, and his or her enrollment terminated, for violating the school's published Rules of Conduct. Violations include, but are not limited to: being under the influence, consuming, selling, or possession of drugs or alcohol on school premises; exhibiting disobedient or disrespectful behavior to another student, administrator or faculty member; violating local, state or federal law; or failure to meet financial obligations. If the student is terminated, MUD will calculate a refund. Please refer to the Cancellation and Refund Policy, and, if applicable, the Return of Title IV Funds Policy, for more information.

Eligibility for federal student aid may be affected if the student has a drug-related conviction but can be reinstated at an earlier date with the completion of an acceptable drug rehabilitation program. For more information on federal student aid eligibility and/or acceptable drug rehabilitation programs, please see the Financial Aid Office or refer to the school's Financial Aid website: finaid.mud.edu.

ATTENDANCE POLICY

MUD students are expected to treat class responsibilities in a professional manner. This includes arriving in class on time and being prepared for the day's assignment. MUD instructors and staff expect each student to be in the classroom, with the station set up and ready for work at the beginning of each class (8:00 am for day students; 6:00 pm for evening students). As graduation requirements are partially based on attendance, students must avoid incurring absences and tardies. A tardy is defined as arriving late for the start of class, arriving late after a break, arriving late after lunch, or leaving class early. All tardiness will be rounded up to the nearest hour.

GOOD HEALTH AND VACCINATION POLICY

MUD asks that students refrain from coming to school when in poor health as illness can spread quickly in tight quarters. However, there are no excused absences and missed class time will be recorded. Students are allowed to miss 20% of a course or program, so it is important to attend class when healthy so absences can be used for emergencies. Vaccination records are not required to attend, but MUD stresses the importance of routine vaccinations.

GRADING POLICY

All MUD courses use a standard grading scale.

| LETTER GRADE | PERCENTAGE | POINT VALUE |
|--------------|--------------|-------------|
| A | 90-100 | 4 |
| B | 80-89 | 3 |
| C | 70-79 | 2 |
| D | 60-69 | 1 |
| F | 59 and below | 0.0 |
| I | Incomplete | 0.0 |
| W | Withdrawal | 0.0 |

SATISFACTORY ACADEMIC PROGRESS POLICY

All MUD students are expected to maintain specific standards of Satisfactory Academic Progress (SAP). SAP is evaluated at the 25 percent and 50 percent points of a student's program, using the guidelines outlined below. A student's SAP report will be reviewed at each evaluation point. When calculating SAP, MUD takes into account all grades and attended hours, including completed classes, current classes, repeated courses, failed courses, grades of incomplete, withdrawals, and transferred hours.

25 PERCENT PROGRAM COMPLETION

At the 25 percent evaluation point based on scheduled program hours, students must achieve a minimum standard of C (70%) in preceding course(s) and must have attended a cumulative 70 percent of the program hours. If a student's status falls below the minimum standards, he or she will be notified in writing by the School Director, and will be placed on academic advisement until the next evaluation period. Students may still receive financial aid during the academic advisement period.

50 PERCENT PROGRAM COMPLETION

At the 50 percent evaluation point based on scheduled program hours, students must achieve a minimum standard of C (70%) in preceding course(s) and must have attended a cumulative 75 percent of the program hours. If a student's status falls below the minimum standards, he or she will be notified in writing by the school director and will be placed on probation for a period of four weeks. During this probation period, Federal financial aid is placed on hold and the student will remediate preceding course(s) until the minimum standard is met. At the end of the four-week probation period, MUD will perform a second evaluation of the student's progress. In order to re-establish eligibility for financial aid, students must achieve a minimum standard of C (70%) in preceding course(s) and must have attended a cumulative 75 percent of the program hours. After the second progress evaluation, if the student has not met the minimum standards he or she will be terminated from the program and financial aid will be returned to the appropriate agency(s).

100 PERCENT PROGRAM COMPLETION

In order to graduate from a program, students must complete each course in that program with a minimum standard of C (70%) in all courses and must have attended a cumulative 80 percent of the program hours. A student that fails to meet the graduation requirements for his or her program must return immediately following their scheduled program end date and complete all missing program requirements within 10 business days. If a student does not meet graduation requirements within the 10 day period, the student may petition the School Director for an extension prior to the end of the 10 day period. In any and all situations, students cannot exceed 1.5 times their program length.

ACADEMIC PROGRESS APPEALS

Students who have received notification that they are not meeting SAP standards may appeal this decision by contacting the School Director in writing within three business days of his or her advisement, notice of probation, or termination. This written appeal should describe any circumstances that the student feels are worthy of further consideration. These circumstances may include, but are not limited to: illness, injury, financial hardship, or death of a relative. The School Director will make a decision regarding the appeal within three business days of receipt. While the appeal is pending, the student may continue to attend classes at the School Director's discretion; however, financial aid will remain suspended. All appeals decisions are final.

INCOMPLETE / WITHDRAWAL GRADES

If the student's appeal is approved, the student's status and his or her financial aid will be reinstated. If the appeal is denied, MUD will enforce our withdrawal policy.

Incomplete (I) and withdrawal (W) grades from a course will receive a point value of 0.0, and are included when determining SAP.

GRADUATION REQUIREMENTS

In order for a student to graduate, he or she must:

- Achieve a grade of 70 percent (C) or better in each course
- Attend 80 percent of their scheduled hours
- Satisfy all financial obligations to the school
- Satisfy all documentation obligations

Students enrolled in individual courses are required to complete their course with a grade GPA of 70 percent (C) or better and must attend a minimum of 80 percent of the scheduled course hours in order to graduate. Upon completion of these requirements, a certificate shall be awarded. These courses include: Beauty 101, Beauty 201, Beauty 301, Special Make-Up Effects 201, Special Make-Up Effects 301, and Airbrush Course.

Students enrolled in programs are required to complete each course that comprises the program with a grade 70 percent (C) or better in each course and must attend a minimum of 80 percent of the scheduled program's hours in order to graduate. Upon completion of these requirements, a diploma shall be awarded. These programs

include: Fashion Make-Up Artistry, Film and Television Make-Up Artistry, Multimedia Make-Up Artistry, and Master Make-Up Artistry.

Students that fail to meet the school's graduation requirements for a course will receive a failing grade; students who fail to meet the school's graduation requirements for a program receive a status of incomplete. Grades and status will not be changed until the student meets the minimum standards required for graduation. A student that fails to meet the graduation requirements for his or her program or course must return immediately following their scheduled end date in order to complete the minimum program requirements. Completion of these minimum requirements cannot exceed 1.5 times the original program length. Students who do not report to the school within 10 days of their scheduled program end date to complete will be unofficially withdrawn from the school and the unofficial withdrawal policy will be applied.

Students should make arrangements with their instructor prior to the scheduled end date to make up missed assignments, tests or time. All missed assignments, tests and time must be documented accordingly. Please note that assignments turned in late without a legitimate excuse (e.g. absence) will only be given half-credit.

Each student is responsible for completing a graduation application. On this application the student may decide how his or her name will appear on the diploma or certificate. Certificates will be awarded to students who have completed the course requirements for which course they wish to receive a certificate. Diplomas will be awarded to students who complete the program requirements for which program they wish to receive a diploma. Duplicate certificates and diplomas can be issued at an extra charge. Students should be sure to indicate whether they wish to receive their diploma or certificate by mail, or by picking it up at the school in person.

REPEATING COURSES

Students may be permitted to repeat a course at the discretion of the School Director and/or the Director of Education. Students who wish to receive approval to repeat a course will be responsible for purchasing supplies for the repeated course. At the School Director's discretion, tuition may be waived. Also at the School Director's discretion, if the repeated course falls within the 1.5 percent time frame, the final grade for the repeated course can be averaged with the grade from the prior attempt at the course; the new grade will be used in calculating SAP.

CHANGING PROGRAMS

LEAVE OF ABSENCE (LOA) POLICY

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

In the event that a student is not able to attend class for an extended period of time, he or she may apply for a LOA, which must be granted by the School Director prior to the start date of that absence. Please note that the School Director may approve or deny the student's LOA request at his or her discretion. The maximum LOA or absences may not exceed 180 days. LOA applications are available at the MUD Administrative Office.

Students must return to the school and resume their courses at the point where they left off on or before the LOA expiration date. Should a student fail to return to the school within the time allotted for the LOA, the leave shall expire and the student's incomplete grade will be converted to a failure.

LAST DAY OF ATTENDANCE

A student's last day of attendance is defined as the last date of academic attendance listed on the school's attendance records. This date will be used when calculating the percent of the course or program that a student has completed.

DATE OF DETERMINATION

The date of determination is defined as the date on which a student notifies the school of his or her decision to cancel or withdraw from a course or program. If the student

OFFICIAL AND UNOFFICIAL WITHDRAWALS

does not notify the school of his or her intent to withdraw, the date of determination is 10 business days after the student's last day of attendance.

A student is considered to be "Officially Withdrawn" from the school when he or she notifies the administrative office in writing of his or her intent to terminate a program. Students who "Officially Withdraw" will receive a grade of "W" for all courses not completed.

Students who do not notify the administrative office in writing of intent to withdraw from the school and are absent from classes with no contact for more than 10 business days are considered to be "Unofficially Withdrawn." Students who "Unofficially Withdraw" will receive a grade of "F" for all courses not completed.

CONSEQUENCES OF WITHDRAWAL

MUD is committed to the success of our students, and to helping students stay in school and reach their educational goals. It is our Financial Aid Office's intent to inform federal aid recipients to seriously consider the implications of the Return of Title IV Funds Policy. We urge students who are having difficulty in their classes to seek assistance from their instructors.

With this in mind, it is important to note that Title IV recipients who withdraw from their programs may become liable for unpaid institutional charges that are due to the school. Federal grant recipients who withdraw from their programs prior to completing 60 percent of the payment period may owe a repayment to the U.S. Department of Education. Any balance due to the school as a result of withdrawal is due within 30 days of a student's LDA. Students who owe a balance to the school must pay that balance before registering for future classes.

PROBATION AND TERMINATION POLICY

All MUD students are expected to maintain specific standards of Satisfactory Academic Progress (SAP) and meet the school's attendance policies. Students who fail to meet these standards will be placed on probation, and will eventually be terminated from the school.

At the discretion of the administration, a student may be placed on a two-week probation or dismissed, and the enrollment terminated, for violating the school's published Rules of Conduct. Violations include, but are not limited to: being under the influence, consuming, selling, or possession of drugs or alcohol on school premises; exhibiting disobedient or disrespectful behavior to another student, administrator or faculty member; violating local, state or federal law; or failure to meet financial obligations. If the student is terminated, MUD will calculate a refund. Please refer to the Cancellation and Refund Policy, and, if applicable, the Return of Title IV Funds Policy, for more information.

CANCELLATION AND REFUND POLICY

Students who request a refund within seven calendar days of signing the enrollment agreement will be refunded the registration fee and tuition paid, in full. If a student has not physically visited the campus, this seven-day period shall not begin until the student arrives at the school for the first time. After the seven days have elapsed, the registration fee becomes non-refundable and the school's established refund policy is effective.

In addition, students may withdraw from a course after instruction has started and receive a pro-rated refund for the unused portion of the tuition as well as other refundable charges if the student has completed 60 percent or less of the course. In this case, the student's Last Day of Attendance (LDA) is the date from which the school will calculate the pro-rated refund. The student will be charged for all days up to, and including, the LDA. The LDA is defined as the last day that the student attends the course or program.

All refunds will be paid within 30 days of the Date of Determination.* MUD will also refund payments collected from a third party. Should MUD cancel or discontinue a course or educational program, the school will issue an appropriate refund of all charges. All refunds will be paid within 30 days of the cancellation date.

**For more information about calculating this date, please see Date of Determination Policy.*

RETURN OF TITLE IV POLICY

The U.S. Department of Education has established the Return of Title IV Funds (R2T4) Policy to determine the amount of federal student aid earned when a student withdraws prior to completing his or her program. The R2T4 policy applies to Title IV recipients. It includes Title IV aid that was disbursed, or aid that could have been disbursed, during the payment period.

If a Title IV Funds recipient withdraws during a payment period, the amount of Title IV assistance that the student has earned up to that point is determined on a pro-rata basis, through 60 percent of the payment period. The percentage of Title IV Aid earned is determined by dividing the number of clock hours scheduled for completion during the payment period as of the date of withdrawal, by the total number of clock hours in the payment period. Once a student has completed more than 60 percent of the payment period, he or she has earned all of the Title IV funds due for the payment period. For example, if students complete 30 percent of the payment period, they have earned 30 percent of the assistance they were originally scheduled to receive in that payment period.

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

Students who withdraw prior to receiving their federal funds may be entitled to a post-withdrawal disbursement. In order to qualify, these students must meet current required conditions for a late disbursement within the allotted eligibility period.

If it is determined that a student owes a repayment of grants to the U.S. Department of Education, that student will receive a letter notifying him or her of this debt within 30 days after determination of the withdrawal. The student has 45 days to respond to the notice that he or she owes an overpayment. The student must either repay the amount in full to the school or make satisfactory payment arrangements with the Department of Education to repay the amount. If the student fails to respond within the 45-day time frame, fails to repay the overpayment, or fails to make payment arrangements, that student will lose his or her eligibility to receive future federal financial aid at any institution.

REFUND DISTRIBUTION

Make-Up Designory (MUD) will return unearned Title IV funds no later than 45 days from the date of determination that the student has withdrawn. Funds will be returned in the following order:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Unsubsidized Direct Stafford Loan
- Subsidized Direct Stafford Loan
- Federal PL US Loan
- Direct PLUS Loan
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grants (FSEOG)

DEFINITION OF CLOCK HOURS

DISCIPLINARY APPEALS PROCESS

MUD defines a clock hour as 50 minutes.

MUD students have the right to appeal any disciplinary action in writing. Written appeals will be reviewed and evaluated by the School Director. The appeal must be received within 30 days of the initial action, and must include all information relevant to the event or situation that resulted in the disciplinary action. Upon receipt of the appeal, the School Director shall issue a written response within 30 days.

COMPLAINT POLICY

At MUD, we are always receptive to suggestions and ideas from our students. Should our students have complaints of any nature about the school, we recommend that they bring those complaints to a staff member, instructor, or administrator. Whenever

STUDENT TUITION RECOVERY FUND (STRF)

possible, we strongly encourage our students to bring complaints to the attention of their instructors. Upon hearing a student's complaint, it is incumbent upon the instructor to bring the matter to the immediate attention of the School Director, who is responsible for investigating and resolving all student complaints. The School Director shall resolve the complaint in compliance with MUD's Student Complaint Procedures. To review these guidelines, please visit the office of the School Director.

A student or any member of the public may file a complaint about this institution with Bureau for Private Postsecondary Education by calling 916-574-7774 or by completing a complaint form, which can be obtained on the bureau's website: www.bppve.ca.gov.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- The school closed before the course of instruction was completed.
- The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
- The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
- The school's breach or anticipatory breach of the agreement for the closure of the institution.
- There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies:

- You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
- Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

- You are not a California resident.
- Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The assessment is calculated by adding \$2.50 for every \$1,000 of institutional charges (rounded up to the nearest \$1,000) and is due at the time of tuition payment. It is non-refundable unless you are entitled to 100% refund of tuition. A student seeking reimbursement under the Fund should file a written application with the Bureau for Private Postsecondary Education. The Bureau's Student Tuition Recovery Fund Application form can be found on the Bureau's website. Any questions regarding this fund may be directed to the Bureau for Private Postsecondary Education, P.O. Box 980818, Sacramento, CA 95798-0818, www.bppve.ca.gov, 916-574-7774.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA is a federal law designed to protect the privacy of educational records, to establish a student's rights to inspect and review his or her educational records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.

In accordance with FERPA guidelines, Make-Up Designory (MUD) has established designated directory information in the school's student records. Directory information is defined as information that is not generally considered to be harmful or an invasion of privacy. This school's directory information includes students' names, dates of attendance, receipt of certificate or diploma, enrollment status (e.g. graduate or full-time), and courses of study. Student records and personal information beyond that which is classified as directory information may not be released without the express, written consent of the student. Each student will be required to complete a release form that grants authorization to a specific person or persons to whom information beyond directory information may be released. This may include, but is not limited to, a parent, legal guardian, or co-borrower.

CAMPUS SECURITY POLICY AND CRIME STATISTICS

MUD is committed to providing students with a safe and secure environment. We also strive to keep parents well informed about our campus security. For these reasons, MUD distributes an annual campus security report to current students and employees. This public report can be accessed on the school's Financial Aid website: finaid.mud.edu.

CAMPUS EMERGENCY PROCEDURES AND FIRE SAFETY

All faculty and staff members are appropriately trained in emergency procedures. However, in situations of significant emergencies or dangerous situations, all members of the school community must default to city and local officials' instructions. Upon determination of the situation, students will be notified by the nearest faculty or staff member. All students are to follow given instructions immediately. In situations where the school is evacuated, the school's evacuation procedure will be followed. For more information on the school's fire safety and other campus emergency procedures and our annual fire safety report, please refer to the school's website.

EVACUATION PROCEDURE

It is every faculty and staff member's responsibility to ensure the safety of the students. Emergency exit maps are posted in areas accessible to students. Faculty and staff members must remain calm in any and all situations. In case of an emergency, a faculty member will evacuate his or her classroom and ensure all students are out and moving to the nearest exit. The first faculty or staff member to exit the building is charged with preventing anyone from re-entering the building. Once safely out of the building, a faculty or staff member is to contact emergency personnel if the situation requires it, then contact either the School Director or one of the owners of the company. If someone comes across a person that is too injured to move, he or she should leave that person behind, evacuate everyone who is able, and contact emergency personnel once safe of the situation. Students will be allowed back into the building once it is safe to return.

MISSING PERSONS POLICIES AND PROCEDURES

Students who are missing from class for three days and have no contact with the school or classmates are contacted by the administrative offices after teacher notification. Students are given two days to respond; if there is still no contact from the student, contact will be attempted again by administration. If a total of five days have passed and there has been no contact with the student from faculty, administration, or classmates, the student will be considered “missing” and his or her designated emergency contact will be notified. This person is elected by the student and is listed on the Student Permanent Information Record, collected on the first day of class. Students under 18 will list a parent or guardian as this person of contact.

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

STUDENT RIGHT TO KNOW

In compliance with the Student Right to Know and Campus Security Act of 1990 (Public Law 101-542), it is policy to make available our completion rate for full-time, first-time students who completed their programs within 150 percent of normal time for completion. This rate does not represent the success rate of the entire student population. The current rate can be accessed on the school’s Financial Aid website: finaid.mud.edu.

PLANS FOR ACADEMIC IMPROVEMENT

MUD consistently strives to provide the best education in make-up artistry to our students. To ensure that the techniques and materials being covered are representative of the industry, a Professional Advisory Committee reviews the curriculum twice a year. The Professional Advisory Committee consists of industry professionals and employers who can provide an informed critique. Adjustments are made to the curriculum on a yearly basis after comment is provided. For specific changes to the upcoming school year, please see the school’s website.

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

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

Students may obtain a copy of the Commission’s Complaint Form at the school by contacting Elizabeth Hope, School Director.

↘ *Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education, P.O. Box 980818, Sacramento, CA 95798-0818, www.bppve.ca.gov, 916-574-7774.*

STUDENT SERVICES

The faculty and staff at Make-Up Designory (MUD) continually strive to provide our students with the utmost in services and support. While the School Director is primarily responsible for this department, Student Services are shared among the entire administrative staff. MUD's Student Services Department is always available to assist students and graduates with questions about housing, financial assistance, academics, career advisement, and other concerns. Students may contact Student Services by phone at: 818-729-9420, or may stop by the Administrative Office located at: 250 E. Olive Avenue, Suite 200, Burbank, CA 91502.

DIRECTORY OF INFORMATION

SERVICES AND SUPPORT

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

Veteran's Benefit Information

PLEASE VISIT

Admissions
Supervisor of Instructional Delivery
Registrar
Admissions
Registrar/Instructors
Accounting
Career Services
Registrar
Admissions
Admissions
Registrar
Financial Aid
Career Services
Housing Department
Admissions
School Director
Financial Aid
Registrar
Reception
Instructors
Registrar
Accounting
School Director/Supervisor
of Instructional Delivery
Admissions

FINANCIAL SERVICES

The Make-Up Designory (MUD) Financial Aid Department can provide information and assistance to students concerning a variety of finance options for their education. The primary purpose for financial aid is to provide assistance to students who may not be able to afford to attend classes through their own means. The following Financial Aid is available to those who qualify: Pell Subsidized and Unsubsidized Stafford Loans and Parent (PLUS) Loans. To apply, students need to complete a free FAFSA application online at www.fafsa.ed.gov and apply for a PIN number at www.pin.ed.gov.

MUD understands that financing an education can be one of the most complex issues that students face. For this reason, MUD's Financial Aid staff is available for all students

and families who would like to discuss their financing options. The Financial Aid Office is open from Monday through Friday, 8:00 am to 5:00 pm, and on Tuesdays from 8:00 am to 6:00 pm. Additional assistance and updates can be found at MUD's Financial Aid website: finaid.mud.edu. Prospective students should be sure to select the campus at which they intend to enroll for correct information.

If a student obtains a loan to pay for an educational program, the he or she will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, he or she is entitled to a refund of the moneys not paid from federal student financial aid program funds.

FEDERAL FINANCIAL AID

Federal aid is available for qualified students who are enrolled in eligible programs. MUD highly recommends that all students take advantage of any federal aid for which they may be eligible. To apply, complete a free FAFSA application online at: www.fafsa.ed.gov. Make-Up Designory's Los Angeles Campus school code is 040924. Detailed information on financial aid assistance can be accessed on the school's Financial Aid website: finaid.mud.edu.

For many students, federal financial aid only offsets a portion of their educational expenses. Applying for aid is a multi-step process. The kind of aid a student can receive will be dependent upon several factors, including, but not limited to: the program a student is pursuing, the student's income, and any contributions from the student's family. The MUD Financial Aid Office can explain the types of aid available, offer advice regarding the advantages of different programs, and instruct prospective students about how to apply, in order to help find a financing option that is best suited for each student.

PRIVATE STUDENT LOANS

Sallie Mae's Career Training Loan is a credit-based loan available to students who are enrolled in any course or program at MUD. A Sallie Mae Career Training Loan can cover up to 100 percent of the cost of tuition, fees and equipment. Students may also be eligible for up to 60 percent of their total program costs for additional expenses that can be used for housing. For more information, or to apply, please visit: <http://salliemae.com/ctl>. Detailed information on financial aid assistance can be accessed on the school's Financial Aid website: finaid.mud.edu.

FINANCIAL AID FOR INTERNATIONAL STUDENTS

Prospective students from other countries should contact the Ministry of Education or Department of Education of their native government. Many of these agencies provide financial assistance to individuals who wish to study abroad, particularly in career fields for which training is not readily available in their home country. MUD is ready to assist any agency in evaluating our qualifications to be recognized as a viable vendor.

For citizens of the UK, you may find information on financial assistance to support your learning by visiting: www.direct.gov.uk/adultlearning or contact 0800 100 900.

VETERANS' BENEFITS

MUD is approved by the California State Division of Veterans' Affairs for the training of veterans and eligible persons under the provisions of Title 38, United States Code. This approval is for Non-College Degree (NCD) Programs under Title 38, and applies to the Fashion Make-Up Artistry Program, Film and Television Make-Up Artistry Program, Multimedia Make-Up Artistry Program, and Master Make-Up Artistry Program. This approval is granted for programs only. Please note that the school provides a written brochure for all service members and their families that offers details of the Veterans' Benefits Program.

TUITION

Students enrolling at MUD are responsible for meeting the financial commitments required in order to attend school. At MUD, the enrollment process is not complete until a student can confirm that he or she is financially capable of covering the costs of school registration, tuition, and supplies. Students must also demonstrate that they can cover the mandatory costs of make-up kits and materials, which are separate from school charges. Tuition for all courses and programs is due in full two weeks prior to the first day of class.

PAYMENT

Payments for supplies are considered separate from tuition payments, and should be payable directly to the MUD student store. Students who require financial assistance with their tuition are encouraged to contact the Financial Aid Office as soon as possible.

STORE CREDIT

MUD accepts business or personal checks, money orders, cashier's checks, traveler's checks, and major credit cards. We also accept cash, but strongly discourage any cash payments in excess of \$1,000.00. In addition, we currently accept vouchers from Vocational and Educational Services for Individuals with Disabilities (VESID) and Veterans' Affairs (VA) benefits. Please make all checks payable to Make-Up Designory. We ask that students do not pre-write checks for supplies because totals may vary.

HOUSING AND TRANSPORTATION

Students receiving loans or third party funding may have their disbursements sent directly to the school. If a student's funding includes fees for supplies, he or she will be eligible for store credit once MUD has received the first disbursement. If a student requires a refund, he or she should visit the main Administration Building and fill out a Refund Request Form. If an unclaimed refund remains in a student's name at the time of his or her graduation, a refund check will be automatically issued to the appropriate party in order to close the student's account.

Make-Up Designory (MUD) would like to help students traveling from outside Southern California make an easy transition to Los Angeles. In order to assist students with this goal, MUD maintains furnished student dorm-style housing at the Avalon Burbank Apartments which are located across the street from the school.

We recommend that students flying into Los Angeles choose the Bob Hope Airport in Burbank, since it is located about five miles from the school.

Students who are planning on using a car as their primary means of transportation to and from school may purchase parking permits from the City of Burbank for \$50.00 per calendar month. Permits are only necessary for day students, and pricing is subject to change without notice.

HOUSING RESOURCES

1. MUD Student Housing is an excellent choice for housing in the Burbank area. Our student housing is located at the Avalon Burbank Apartments. These apartments are fully furnished and include utilities as well as some apartment amenities (i.e. Olympic-sized swimming pool, 24-hour fitness center). Apartments are located across the street from the school. For more information, please contact MUD's student housing coordinator at: *818-729-9420 Ext: 2010 housing@mud.edu*

2. Westside Rentals is a rental-finding service that provides listings for 16,000 apartments and homes throughout Southern California. Westside Rentals charges a small fee to utilize all of their search features, including one-on-one rental advice. *310-395-7368 or 800-736-8005 www.westsiderentals.com*

3. The Royal Equestrian is a corporate apartment complex that offers short- and long-term accommodations. Furnished apartments are available, and small pets are accepted with an additional deposit. *1200 Riverside Drive, Burbank, CA 91505 888-841-7631 www.royalequestrianapts.com*

4. Rancho Los Feliz is also a corporate-type housing complex. It is approximately four miles from the school, and there is direct bus service to the school. Furnished efficiencies and studios are available by the month. *3205 Los Feliz Blvd., Los Angeles, CA 90039 323-663-2626*

5. The Avalon at Media Center Apartments is an excellent choice for housing in the Burbank area. These apartments are located in a great neighborhood, approximately three miles from the school. *401 Pass Avenue, Burbank, CA 91505 818-845-8375 www.avaloncommunities.com*

SHORT-TERM HOUSING RESOURCES

If you are visiting Los Angeles only to attend training, MUD recommends that you review the following short-term housing options. Apartments start around \$1,320.00 per month, which includes furnishings, utilities, linens, cable, phone service, and other amenities.

1. The Burbank Extended Stay Inn is a small apartment complex that offers weekly and monthly rates for fully furnished studio apartments. All apartments include stove, refrigerator, kitchen utensils, linens, and weekly maid service. Be sure to ask for the MUD discount.

2021 W. Olive Ave., Burbank, CA 91506 818-848-9048 www.esinns.com

2. Homestead Guest Studios and Extended Stay America offer services greater than a hotel and less complex than an individual apartment. Furnished studios are available with daily, weekly, and monthly rates. Be sure to mention MUD to receive discounted rates.

Homestead Guest Studios: 1377 W. Glenoaks Blvd., Glendale, CA 91201 818-956-6665
www.homesteadhotels.com

Extended Stay America: 2200 W. Empire Blvd., Burbank, CA 91504 800-804-3724
www.extendedstayamerica.com

3. Holiday Inn Burbank offers daily to monthly rates and is conveniently located across the street from the school.

150 E. Angelino Ave., Burbank, CA 91502 818-841-4770 www.ichotelsgroup.com

4. Oakwood Corporate Housing at Toluca Hills is a beautiful, resort-like property that offers furnished apartments. It is approximately three miles from the school. Ask for Rebekah Travouillon to receive MUD discounts.

3600 Barham Blvd., Los Angeles, CA 90068 323-878-2100 www.oakwood.com

5. Home stay and home share options are also available for international and U.S. students in the local area. All hosts are pre-screened and interviewed in their homes prior to participating with either company.

IHPS Homestay: 626-798-0209 www.ihpshomestays.com

Universal Student Housing: 310-824-2412 www.usaish.com

6. Furniture rentals

Brooks Furniture Rentals: 877-285-RENT www.bfr.com

Cort Furniture Rentals: 800-962-CORT www.cort.com

Fashion Furniture Rental: 323-651-4400 www.fashionfurniture.com

ADDITIONAL ASSISTANCE FOR ABILITY TO BENEFIT STUDENTS

The progress and success of our students is of the utmost importance to MUD faculty and staff. For this reason, we devote extra attention to the arrangements we make for students who are enrolled through our Ability To Benefit (ATB) program. Our Student Services Department is prepared to offer assistance to students who are having difficulties, whether they are academic, health-related, or behavioral issues. While most of our ATB students are highly successful, we make special note of those who might need extra assistance; when possible, we try to actively seek them out, and direct them toward the appropriate resources, where they can get the help they need.

The following resources are located within close proximity to the school:

ACADEMIC ASSISTANCE

Achievement Center

1528 Canada Blvd., Suite #103, Glendale, CA 818-551-0055

MENTAL HEALTH AND COUNSELING

LA Free Clinic

8405 Beverly Blvd., Los Angeles, CA 90048 323-653-8622 ext. 1755

VICTIMS OF ABUSE OR VIOLENCE

YWCA of Glendale DV Project

1007 S. Central Ave., Glendale, CA 818-242-1106

LEARNING RESOURCE CENTER

MUD is dedicated to providing all students and graduates with access to a comprehensive source of research in the field of make-up artistry. For this reason, we recommend that all students and graduates make frequent use of our Learning Resource Center, which is open during business hours. At the MUD Learning Resource Center, students can conduct research, access the Internet and review photographs of work. This Resource Center is equipped with computer work stations and an extensive library of make-up related books on topics ranging from design, make-up application, hairstyling, and period hair and make-up styles. The Resource Center also maintains a collection of consumer and trade magazines that students and graduates can peruse to view the latest trends and techniques used by professional make-up artists today. Students have access to a copier and printers, so that they may create copies of any images that they would like to use as inspiration for their class projects. We update our Learning Resource Center every quarter, based upon recommendations from faculty, students, and our Program Advisory Committee, in order to ensure that the materials we provide are current. In addition to the Learning Resource Center, the MUD Career Services Department also subscribes to several industry trade publications. We encourage students and graduates to stop by the Career Services Office, and look through job listings and career advice in the newest issues.

PEER TO PEER FILE TRANSFER POLICY

As future artists, students must be sensitive to the unlawful use of other individuals' work. Use of written materials, pictures, music, etc. without giving credit to the original artist or use of the material for purposes other than its original intention is against MUD policy.

Students should be aware that any files that are on the library computers will be deleted after school hours. Students are encouraged to keep their work, and their work only, on portable memory devices that are required for class.

Any student who violates federal or state policies on file sharing will be held to the MUD's Rules of Conduct and is subject to the sanctions outlined in the Probation and Termination Policy.

CAREER SERVICES

Make-Up Designory (MUD) is pleased to offer continuous graduate assistance to active students and graduates through our Career Services Department. Career advisement is based upon each individual student's needs, and is available to all MUD students and graduates. Our services include the MUD Job Board, Career Development workshops, and optional personal support. Please note that MUD does not guarantee job placement.

THE MUD JOB BOARD

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

CAREER DEVELOPMENT WORKSHOPS

MUD also conducts a series of Career Development workshops every Wednesday. These workshops are free of charge for MUD students and graduates. They cover a variety of career-related topics, and help students prepare for work in the industry. Our workshops provide an open forum in which graduates and students can exchange ideas and peer counsel one another. They also provide MUD graduates with an excellent opportunity to network with students and professional make-up artists, and establish the connections that can be so critical to an artist's success.

PERSONAL SUPPORT

MUD's Career Services Director also offers career advice during class, to develop a professional profile of each student that will help us to provide future placement references. Students who seek one-on-one support or advisement are encouraged to schedule a meeting with the Career Services Director, or speak with her after the Wednesday night lectures.

FACULTY AND STAFF

RONDA RAE ALTHEN

INSTRUCTOR

Ronda Rae Althen has been a professional make-up artist for 11 years, and a licensed cosmetologist for 20 years. Ms. Althen's television credits include promotions for *Everybody Loves Raymond* and *Frasier*, *Mr. Show with Bob and David* for HBO, and many awards shows for Dick Clark Productions. She has worked extensively in commercials and print, for clients that include Split Ender, Revo Styler, Mercedes-Benz, Toyota, Honda, Acura, McDonald's, *Los Angeles Magazine* and the *Universal Studios Hollywood* theme park.

PAMELA HACKEMAN

INSTRUCTOR

Pamela Hackeman is a licensed esthetician with over 15 years of experience in professional make-up and retail sales. Ms. Hackeman has worked for major cosmetics companies like MAC Cosmetics, Chanel Cosmetics, La Prairie Cosmetics, Shiseido Cosmetics, and Biotherm Skin Care. She has conducted make-up and skin care consultations, and has instructed staff from platform demonstrations of make-up application for film and television. Ms. Hackeman served as a training consultant for the National Training Company, developing and conducting training seminars for major corporations like the Holiday Inn, See's Candies and the Sonoma Mission Inn. Her most treasured achievement was receiving The International Master's Award in Make-Up Artistry at the 1999 International Cosmetology Expo (ICE). Ms. Hackeman's individual credits include *Dark Nova* (a fantasy feature film), *If You Can't Rock Me* (Brian Setzer Orchestra music video and theme score for the feature film *Stuart Little*), *Spirit Walker* (a music video), *The Adventures of Stonewall and Reed* (Hit 'n Miss Productions) and *The Continuing Adventures of Kid Dynamo* (Da Kid Entertainment). She continues to work as a professional make-up artist and hairstylist in the fashion photography and commercial production industries. Ms. Hackeman has worked with many prominent actors and entertainment personalities, including Beau Bridges, Eric Roberts, Cynthia Watros, David White, Ken Welsh, Chris "Da Kid" Schwartz, and Lawrence (LT) Taylor.

YVONNE HAWKER

INSTRUCTOR

Yvonne Hawker is a professional hairstylist and make-up artist who has worked in film, television and print. Ms. Hawker holds degrees from the Vidal Sassoon Hair Academy in San Francisco, California, the Golden West Cosmetology School in Huntington Beach, California, and the American Airbrush Academy. She has professional experience in all aspects of make-up artistry and hairstyling, and was the owner and lead stylist at her own salon for 15 years. Ms. Hawker's professional credits include films for the Showtime Network, FOX Family Channel and Castle Rock Entertainment, infomercials, music videos, television productions, and *Skin & Ink* and *People* magazines. She has written a Beauty Make-Up online program for an international cosmetic company, has had articles published online about hairstyling techniques, and wrote the Beauty Make-Up Artistry textbook currently in use at MUD. Ms. Hawker has worked with many prominent actors and entertainment personalities, including Billy Bob Thornton, Henry Winkler, John Ritter, Estelle Harris, Francis Fisher, Kathleen Helmond, Judith Light, Jerry Stiller, Gary Busey, Lou Rawls, Bill Campbell, Nathan Lane, Chris Leary, Joey Lawrence, Kay Lenz, and Ernie Hudson.

BYRD HOLLAND

MAKE-UP ARTIST EMERITUS

Byrd Holland is a recognized professional make-up artist and a member of Local 706, The Make-Up Artists and Hairstylists Union IATSE. His career spans 40 years in television, theater, and print. Mr. Holland's film credits include working as Department Head for productions such as *Executive Action*, *The Spectre of Edgar Allan Poe*, *I Crossed the Color Line*, *Rabid*, and *Journey to the Center of Time*. Mr. Holland's television credits include *The Alamo: Thirteen Days To Glory*, *Six Against the Rock*, *Crazy Times*, *Gunsmoke: Return to Dodge*, *Crisis in Midair*, *The Bill Cosby Variety Show*, *The Rock & Roll Years*, and *American Bandstand*. In addition, Mr. Holland worked as the Department Head for

Hard Copy for four years. Over the course of his career, he has worked with prominent actors, musicians, and entertainment personalities that include John Travolta, Danny DeVito, Cloris Leachman, Tom Hanks, Burt Reynolds, Natalie Cole, Paul McCartney, Michael Jackson, Hal Linden, Jonathan Winters and James Arness. He has also worked with Jimmy Carter, Senator and Mrs. Bob Dole, and Governor Pete Wilson.

ELIZABETH HOPE

SCHOOL DIRECTOR, LOS ANGELES CAMPUS

Elizabeth Hope is an experienced School Director and Administrator. Prior to being appointed School Director of the Los Angeles campus, Ms. Hope was the School Director of Make-Up Designory in New York, where she also sat on the Executive Committee for the Coalition of New York State Career Schools. Ms. Hope first gained experience in higher education administration working in Residence Life and Orientation Departments at the college level, focusing on the First Year and Transitional Student experience. Additionally, she was responsible for researching and writing curriculum guides at the Huntington Theatre Company in Boston that were used by teachers in the Boston metro area. She attended Boston University, where she received a B.A. in Sociology and studied Non-Profit Arts Management at Sage Graduate School in Albany, New York. In May of 2008, Ms. Hope received her Master's Degree in Student Personnel Administration from New York University. In addition to her work in education and school administration, Ms. Hope is an active participant in the entertainment industry, and is a member of the Screen Actors' Guild.

ASHLEY JACKSON

INSTRUCTOR

Ashley Jackson has been a professional make-up artist for the past eight years. Ms. Jackson's television credits include *Made in America* (Travel Channel), *The Lance Krall Show* (Spike), *My Atlanta with Jimmy Carter*, *NASCAR.com*, and *The Weather Channel Classroom*, as well as personal appearances on WSB-TV. She was also the winner of the 48-Hour Film Festival for *Moved*. Ms. Jackson's music video credits include Patty Loveless and Madison Park. Her print credits include work with publications such as *MAXIM*, *Playboy*, *WWD*, *Las Olas Bride*, *Perfect Bride*, and *Newsweek*. Ms. Jackson has worked with prominent actors, musicians, entertainment personalities, and politicians that include Jimmy Carter, Donnie Osmond, George Lopez, Danica McKellar, Warrick Dunn, Billy Dee Williams, Lee Greenwood, OutKast, Vern Yip, Killa Mike, and Neal Boortz.

VALERIE JACKSON

INSTRUCTOR

Valerie Jackson has been a professional make-up artist, hairstylist, and licensed cosmetologist for 17 years. During this time she owned her own salon, and worked as a consultant for major day spas like Burke Williams, and cosmetic brands like Estée Lauder and The Makeup Agency. Ms. Jackson was the hair and make-up designer for Annual Theater Productions and for the Hollywood Bowl, and worked on productions such as *South Pacific*, *The Sound of Music*, *Camelot*, *Sunset Boulevard*, *Divas in Concert*, and *Stephen Sondheim's 75th Birthday Musical Extravaganza*. She has worked on films that include *For Christ's Sake*, *Get Carter*, *Held for Ransom*, and *Odessa*. Her television and video credits include *Windows on Mars* (JPL), as well as commercial productions for McDonald's, Mervyn's, and Marmalade Jelly. Ms. Jackson has worked with prominent actors, musicians, and entertainment personalities, including Michael Caine, John McGillis, Alan Cumming, Yolanda King, Sara Rue, Jed Reese, and Alex Borstein.

JULIET LOVELAND

INSTRUCTOR

Juliet Loveland has been a professional make-up artist since 1987. Ms. Loveland is a journeyman member of the Make-up Artists and Hairstylists Union, both Local 706 in LA and Local 798 in New York. Her film credits include *Mystic River*, *Blood Work*, *Planet of the Apes* (2001), *100 Women*, *Devil's Prey*, *American Beauty*, *Halloween H20*, *The Patriot* (Steven Segal), *She's So Lovely*, *8 Heads in a Duffel Bag*, *Blood Work*, *Flags of our Fathers*, *The Changeling* and *Diamonds*. Her television credits include *The Shield*, *Sharing the Secret*, *On The Line*, *7 Days* and *Melrose Place*. Ms. Loveland has worked with numerous celebrities including Dan Akroyd, Dana Ashbrook, Kirk Douglas, Michael Douglas, Lucy Liu, Diane Ladd, James Earl Jones, Jenny McCarthy, Robert Estes, Robert Patrick, Kelly Rutherford, Mare Winningham, Kari Wuhrer, Niki Taylor, and Julie White. She has worked as a licensed esthetician in a facial salon, in the retail industry as a counter manager for

JACQUELINE MGIDO

INSTRUCTOR

Yves St. Laurent, and as an account executive for Christian Dior cosmetics. Ms. Loveland has also assisted burn victims with reconstructive make-up at Shriners Hospital in Boston.

Jacqueline Mgido is a professional hairstylist and make-up artist with extensive experience in film, television, and television commercial productions. Ms. Mgido's professional expertise includes all aspects of make-up artistry and hairstyling for film and television. Her credits include *Curb Your Enthusiasm* (HBO), *Big Pook* (Snoop Dogg Productions), *Fridays* (Cartoon Network), *Family Style Wardrobe Wars* (E! Network), *Who Wants to be a Soap Star?* (Soap Network), *Another World Reunion* (ABC/Triage Productions), *Home for the Holidays* (CBS/Triage Productions), *Dinner and a Movie* (TBS Production), as well as commercials for Sony, Budweiser, and Office Depot. Ms. Mgido has worked with prominent actors, musicians, and entertainment personalities, including Jonathan Winters, Snoop Dogg, Jamie Foxx, Linda Blair, Ben Stein, Orlando Jones, Alicia Coppola, Sandra Ferguson, Kale Browne, Elaine Hendricks, Brenda Balle, Gilda Jackson Cremin, Thomas Kelly, Eric Winzenreid, Lisa Kushell, P. Gilmartin, Claud Mann, and Motown Band Members.

AMY MILLS

INSTRUCTOR

Amy Mills has been a professional make-up artist for the past eight years. Her film credits include *The Scientist*, *The 13th Alley*, *The Black*, *Zombie Wars*, *Lost at War*, *Underworld: Evolution*, *The Mangler Reborn*, *Day of the Dead 2: Contagium*, *Evil Ground*, *National Lampoon's Trick or Treat*, *The Champ* (2006), and *Biophage*. Her television credits include *Andrew Jackson* (History Channel), *Diagnosis X* (TLC), *Big Brother 7 All Stars* (FOX), and *Talkshow with Spike Feresten*. Ms. Mills has also worked on numerous short films, commercials, and music videos, and has provided outside services to other productions.

PATRICE MIRANDA

INSTRUCTOR

Patrice Miranda has been a professional make-up artist for the past eight years. She is a member of Union Locals 706, 768, and 33. Ms. Miranda's theater and touring experience includes *Dancing with the Stars*, *Edward Scissorhands*, *Madame Butterfly*, *Parsifal*, *Mornings at Seven*, *Othello*, *Madonna: Reinvention*, Mariah Carey, Paul McCartney's *Driving USA*, and *Les Vampires*. She has worked with prominent celebrities including Madonna, Mariah Carey, Paul McCartney, Placido Domingo, and James Conley.

GILBERT ROMERO

SUPERVISOR OF INSTRUCTIONAL DELIVERY

Gilbert Romero has nine years of experience as a professional make-up artist and special make-up effects artist for film and television. He has worked on such projects as *Route 666* with Lou Diamond Phillips, *House of 1000 Corpses* with Rob Zombie, *The Beast 2* (Touchstone Television), *JonBenet – The Mystery* (FOX Television), and made the prosthetics for Clint Howard in *Girl Fever*. In addition, he made prosthetic appliances for Universal Studios' live-action stunt show *WaterWorld*, and created the Anubis puppets for *The Mummy II: Chamber of Horrors* ride. Mr. Romero has also created facial appliances for *Mortiss* and *Pauly Shore*.

GINA SANDLER

INSTRUCTOR

Gina Sandler has been a professional make-up artist for 12 years. She has worked extensively in commercials, print advertising, and editorials. Ms. Sandler has worked on commercials for clients such as Canon, Mercedes-Benz, EA Sports, Ford, Lincoln, Nike, Taco Bell, and Seiko Watches. Her print advertising clients include Sony, Flexfit, Jaguar, Nikon, and Pepsi. Ms. Sandler has also completed editorial work for publications that include *Detour*, *Glamour*, *LA Times Magazine*, *Paper*, *Shape*, *Arena*, *Business 2.0*, and *Spin*.

DANIELLE SAUNDERS

INSTRUCTOR

Danielle Saunders has been a professional make-up artist for the past eight years. She is a member of Union Local 706. Ms. Saunders' film credits include *Nephilim*, *Dead of Night*, *Rescue Dawn*, *R.L.Stine's Mostly Ghostly*, *Guardian of the Realm*, *Scarred*, and *Something to Scream About*. Her television credits include *Miss Rap Supreme*, *Thank God You're Here*, *Walk the Talk*, *Identity*, *Show Me the Money*, *1 vs. 100*, *Deal or No Deal*, *Untold Stories of the ER*, and *7 Lives Exposed*. Ms. Saunders has worked with numerous celebrities including Christian Bale, Steve Zahn, Cary Elwes, Illeana Douglas,

MARK SHOSTROM

INSTRUCTOR

Katie Cassidy, Karen Black, Curtis Armstrong, Dorien Wilson, John Stamos, E.E. Bell, Sara Rue, Belita Moreno, Leah Thompson, and Byron Allen.

Mark Shostrom is a three-time Emmy Award-winning make-up artist with over 25 years of experience. His film credits include *Men in Black*, *Dick Tracy*, *Devil's Advocate*, *Star Trek Generations*, *The X-Files*, *Deep Star Six*, *Poltergeist II*, and *Videodrome*. He has four Saturn Award nominations for his work on *Evil Dead 2*, *Phantasm 2*, *A Nightmare on Elm Street 2*, and *From Beyond*. His television credits include *American Family*, *The X-Files*, *Buffy the Vampire Slayer*, *Star Trek: Voyager*, *Crossing Jordan*, and *City of Angels*.

KARRIEANN HEISNER SILLAY

INSTRUCTOR

Karriann Heisner Sillay has been a professional make-up artist for nine years. She has worked on such films as *We Are Marshall*, *Revenge of the Nerds* (2006), *The Crow: Wicked Prayer*, *Rollerball* (2002), *Heavens Fall*, *Slaughter Studios*, *Ghost Soldiers*, *Gacy*, *Elvis* (CBS), and *Five Fingers*. Ms. Sillay's television and video credits include *House of Payne*, *Meet the Browns*, *Jack of All Trades*, *Matrix Direct*, *Limp Bizkit* (Eat You Alive), *Rockets to Ruin*, and *Sinisstar*. She has worked with prominent actors, musicians, and entertainment personalities, including Anthony Mackie, Burt Reynolds, Laurence Fishburne, Ryan Phillippe, Dennis Hopper, Billy Zane, Bill Paxton, Thora Birch, LL Cool J, Rebecca Romijn, Tara Reid, David Boreanaz, Courtney Love, Limp Bizkit, Henry Rollins, LeeLee Sobieski, Colm Meaney, Adam and Daniel Baldwin, Macy Gray, and *Rockets to Ruin*.

MARY ANNE TOCCALINO

INSTRUCTOR

Mary Anne Tocalino has been a professional make-up artist and consultant for the cosmetics industry for 20 years. Since 1997 she has worked to develop a strong background in commercials, industrial video and print, for clients like Chrysler, General Motors, The Detroit Pistons, Merrill Lynch, Audi, K-Mart, Benetton, and Domino's Pizza. Ms. Tocalino has worked for major cosmetics companies including Lancôme, Ralph Lauren, Rene Guinot, Sothy's, La Prairie, Dermalogica, MOP, Giovanna, and Sebastian. Her recent fashion credits include *Lux Life Fashion Evolution*, 2007 in Miami, Florida. Ms. Tocalino has also owned and operated her own business for over nine years. Her film and television credits include work as a Make-Up Supervisor for *Jelly* at the 2008 Sundance Film Festival, *The Big Story*, and *The Faith Hill Special* (NBC).

CYNDI WELCH

INSTRUCTOR

Cyndi Welch has been a professional make-up artist for nine years. In this time, Ms. Welch has gained extensive experience in film and television. In addition, she has conducted several International Model & Talent Agency Shows in Los Angeles and New York. Her film credits include *Center Staging*, *Ripple Effect*, *American Black Beauty*, *Believers Among Us*, *Love Comes to the Executioner*, and *Carbon Copy*. Her television credits include *The Chicago Story*, *Time And Time Again*, *Mary Christmas*, *Mom Can I Keep Her*, and *Invisible Mom 2*. She has also worked on videos such as *Living in Misery* with Ashley Lauren Robinson, *Caroline* with Billy Shehan, and the *Ozzy Osbourne* interview with Rick Dees. Ms. Welch has worked with many prominent actors, musicians, and entertainment personalities, including Debbie Allen, Daniel Baldwin, Simon Cowell, Minnie Driver, Michael Dudikoff, Omar Epps, Carmen Electra, Bodhi Elfman, Mick Fleetwood, Cynthia Gibb, Robin Givens, Heather Langenkamp, Hugh Laurie, Chris O'Donnell, Burt Reynolds, Connie Sellecca, Raquel Welch, Amy Yasbeck, and *Earth, Wind & Fire*.

TATE HOLLAND

CEO, PRESIDENT

Tate Holland has worked in make-up education and cosmetic sales, manufacturing and distribution for the last 18 years. He is also an experienced Administrator and School Director. Along with his school responsibilities, Mr. Holland is active in local community affairs. He is a former President of CAPPs, the California Association of Private Postsecondary Schools, the Burbank Chamber of Commerce, and the Burbank Downtown Business Improvement District. He is also a member of the Measure K Budgetary Oversight Committee for the Newhall School District. Mr. Holland holds a Bachelor of Arts in International Studies from the American University in Washington, DC.

KARL ZUNDEL

INSTRUCTIONAL SPECIALIST, VICE PRESIDENT

Karl Zundel is an experienced School Administrator and has professionally taught all phases of make-up artistry for over 17 years. He is a member of The Make-Up Artists and Hairstylists Union Local 798 IATSE. As a seasoned make-up artist and educator in all aspects of professional make-up artistry, he has lectured extensively on make-up and related topics throughout the United States, Asia and Europe. Mr. Zundel was the instructor for Kryolan Cosmetics' International Make-Up Artist Seminar, held in Berlin, Germany. In this capacity, he demonstrated technical advances in foam latex, foam gelatin, and silicone gel-filled appliance technology. He has also created the video: *The Art of Creating Latex Masks*, and is a regular contributor of articles on special make-up effects and lab techniques to *Make-up Artist Magazine*. Mr. Zundel's film and television work includes the co-creation of the very first silicone bodysuit, which was made for Luke Perry in *Robin Cook's Invasion* (NBC mini-series). He has worked on MTV's reality show *Dismissed*, *SeaQuest DSV* (NBC), *Swamp Thing* (Universal Studios series), *Problem Child 2* (Universal Studios), *Pearl* (CBS), as well as live stage shows that include *Beetlejuice's Graveyard Review*, *Halloween Horror Nights* (Universal Studios Florida), and *The Mickey Mouse Club* (Disney). He has also worked on a variety of advertising and promotional campaigns.

JOHN BAILEY

INSTRUCTIONAL SPECIALIST, SECRETARY

John Bailey has an extensive background as a make-up educator at both the university and vocational school level. Mr. Bailey began his teaching career in 1973 at Florida State University. He has taught at California State University, Long Beach, and at the vocational level since 1991. In addition, Mr. Bailey has lectured on make-up extensively throughout Europe, Asia and Mexico. He is responsible for the development and initiation of the Beauty Make-Up Artistry Program for Make-Up Designory, and supervises the training and performance of all beauty instructors. Mr. Bailey has served as make-up artist to many prominent actors and entertainment personalities, including Edward James Olmos, Bo Derek, Ricardo Montalban, Fred Dryer, and Maria Conchita Alonso. He holds a Bachelor's Degree in Theater from Florida State University.

PAUL THOMPSON

DIRECTOR OF EDUCATION, TREASURER

Paul Thompson has been a professional make-up artist for over 20 years, and has taught all phases of make-up artistry at the vocational level for the past 13 years. He developed the training program, lesson materials, and wrote the manual for the Character Make-Up Department. In addition to teaching at Make-Up Designory and UCLA Extension, Mr. Thompson has lectured all over the world for major cosmetic companies such as MAC Cosmetics, Max Factor & Company and Kryolan Cosmetics. His responsibilities include supervision of both the Los Angeles and New York MUD schools' daily educational programs. Mr. Thompson's professional credits include the co-creation of the very first silicone bodysuit for Luke Perry in *Robin Cook's Invasion* (NBC mini-series). He has created numerous make-up effects for commercials, and has also supervised film and television projects for the MUD/FX Group. Over the course of his career, Mr. Thompson has worked with many prominent actors, musicians, and entertainment personalities, including Janet Jackson, Whoopi Goldberg, James Earl Jones, Jackie Chan, Matthew Broderick, Christopher Reeve, Jonathan Taylor Thomas, Cheech Marin, Pauly Shore, Tracy Lords, Dye, George Hamilton, Clint Howard, and Mark Kriski.

ADMINISTRATIVE STAFF

Cindy Jacuk, Controller/CFO
Jackie Rosner, Admissions Advisor
Melissa Stephan, Admissions Advisor
Matt Berenty, Financial Aid Advisor
Christy Gregory, Financial Aid Director
Karen Demirjian, Accounting
Sean Conklin, Store Manager

Stephen McCallum, Administrator
Barbra Pakler, Admissions Advisor
Laura Valenziano, Registrar
Amanda Brass, Career Services Director
Desiree Wilde, Housing Coordinator
Amberlynn Hammett, Accounting

LOCAL RESOURCE GUIDE

MEDICAL & DENTAL CARE

Burbank Family Care

2211 W. Magnolia Blvd. (cross street Buena Vista)
Burbank, CA 91506
818-842-4080

LOS ANGELES FREE CLINIC

Beverly Health Center

8405 Beverly Blvd. (corner of Orlando)
Los Angeles, CA 90048
Mon.-Thurs. – Medical 8:00 am-8:00 pm
Mon.-Thurs. – Dental 8:00 am-8:00 pm
Friday – All Services 8:30 am-4:30 pm
Saturday – Dental only 8:30 am-5:00 pm

LOS ANGELES FREE CLINIC

Hollywood Health Center

6043 Hollywood Blvd. (east of Gower)
Los Angeles, CA 90028
Mon./Wed./Fri. – 8:30 am-5:00 pm
Tues. & Thurs. – 8:30 am-7:00 pm

LOS ANGELES FREE CLINIC

Hollywood Wilshire Health Center

5205 Melrose Ave. (corner of Wilton)
Los Angeles, CA 90038
Mon.-Thurs. – 8:30 am-5:00 pm
Walk-in/Sign-in – 7:30 am-8:00 am & 12:30 pm-1:00 pm
Friday – 8:30 am-5:00 pm
Walk-in/Sign-in – 12:30 pm-1:00 pm
· No walk-ins Friday mornings
· To schedule an appointment at any of the Free Clinic Health Centers, please call 323-653-1990, Monday through Friday from 7:30 am to 5:00 pm.

PROVIDENCE ST. JOSEPH'S MEDICAL CENTER

501 S. Buena Vista (cross street Alameda)
Burbank, CA 91505
818-843-5111
· Open 24 hours a day

WEST OAKS URGENT CARE CENTER

20181 Saticoy St.
Winnetka, CA 91306
818-709-5700
Mon.-Fri. – 8:00 am-8:00 pm
Sat. & Sun. – 10:00 am-6:00 pm
· No appointment necessary

CALIFORNIA DENTAL GROUP

10400 W. Magnolia Blvd. (three blocks from Cahuenga)
North Hollywood, CA 91601
818-762-7325
· Hours vary – call for information

WESTERN DENTAL CENTERS

1107 N. San Fernando Blvd.
Burbank, CA 91502
818-295-2565
Mon.-Fri. – 8:00 am-7:00 pm
Saturday – 8:00 am-4:30 pm

DAY CARE CENTERS

A Rainbow School

1817 W. Burbank Blvd. (contact Cathy)
Burbank, CA 91502
818-845-1103
Mon.-Fri. – 7:00 am-6:00 pm
· Children ages 2-5 years
· Full-time: \$150.00 per week, including lunch and snacks
· Please call for part-time prices

PUBLIC SERVICES

Burbank Police Department

818-238-3000

City Cab

800-CITY-CAB

Burbank Fire Department

818-238-3473

MTA (LA Bus/Train System)

800-COMMUTE or www.mta.net



Note: Application can also be completed on our website at www.mud.edu

I. PERSONAL INFORMATION

| | | | | |
|--|-------|--------------------------|---------------|--|
| Name | | | Date | |
| LAST | FIRST | MIDDLE | MM/DD/YYYY | |
| Social Security Number (if applicable) | | | Date of Birth | |
| | | | MM/DD/YYYY | |
| Address | | | | |
| <hr/> | | | | |
| City | | State/Province | | |
| <hr/> | | <hr/> | | |
| Country | | Postal Code | | |
| <hr/> | | <hr/> | | |
| Phone Number | | Alternate or Cell Number | | |
| <hr/> | | <hr/> | | |
| E-mail Address | | | | |
| <hr/> | | | | |
| How did you hear about us? | | | | |
| <hr/> | | | | |

II. EDUCATIONAL BACKGROUND

School and College attended:

Students of all courses must be at least 18 years of age and have proof of a high school diploma or GED equivalent. If you cannot provide this documentation, you will be required to take a basic skills test prior to your start date. The same information is required for foreign students.

| | | |
|--------------------|-------|-------|
| High School | City | State |
| <hr/> | <hr/> | <hr/> |
| Date of Graduation | | |
| MM/DD/YYYY | | |

Please check one of the following:

- I have proof of a high school diploma or equivalent.
- I have proof of a GED or equivalent.
- I do not have any of the above documentation.

How will you provide proof of meeting the high school requirement?

- I will fax a copy of my documentation to the Admissions Office.
- I will mail a copy of my documentation to the Admissions Office.
- I do not have the necessary documentation. I will take the basic skills test.

Post High School Education

| | |
|--------------|-------|
| Art School | Major |
| <hr/> | <hr/> |
| College | Major |
| <hr/> | <hr/> |
| Trade School | Major |
| <hr/> | <hr/> |
| Additional | Major |
| <hr/> | <hr/> |

III. CAREER EXPERIENCE

Please briefly describe your experience in make-up, hairstyling, art, and esthetics:

IV. AREAS OF INTEREST AND GOALS

I would like to enroll in the following program:

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

I would like to enroll in the following courses:

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

Employment Goals (Check all that apply):

- | | | |
|--------------------------------------|-----------------------------------|---|
| <input type="radio"/> Fashion | <input type="radio"/> Photography | <input type="radio"/> Film/TV |
| <input type="radio"/> Cosmetic Sales | <input type="radio"/> Theater | <input type="radio"/> Special Make-Up Effects |
| <input type="radio"/> Other: _____ | | |

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

Do you need housing assistance? Yes No

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

Do you require financial aid? Yes No

V. CITIZENSHIP INFORMATION

Are you a U.S. Citizen? Yes (Stop here) No (Continue with next item)

Country of Citizenship _____

Country of Permanent Residence _____

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



VERIFICATION OF FINANCIAL RESPONSIBILITY

In accordance with U.S. Law for Eligibility for Nonimmigrant (M-1) Student Status, each application for the SEVIS I-20 documentation MUST submit verification of financial responsibility. This information includes a certified document from a personal bank regarding financial status, and proof (if applicable), of other funding, loan, grant or scholarship.

How will you provide proof of financial responsibility?

- I will send a copy of my documentation to the Admissions Office as an attachment via e-mail.
- I will fax a copy of my documentation to the Admissions Office.
- I will mail a copy of my documentation to the Admissions Office.

VISA PROCESSING FEE

Effective 27 Oct 2008, International Students must pay a visa processing fee of \$200.00 USD, through the U.S. Immigration and Customs Enforcement website: <https://www.fmjfee.com/i901fee/> (Electronic Form SEVIS I-901). This fee must be paid, and you must print a copy of the receipt to present to the American Embassy at the time of your visa interview.

INTERNATIONAL STUDENTS WITH NON-IMMIGRANT STATUS

In order for us to process your application, you must verify that the following statement is true. By checking "I agree," you are certifying that the following information is correct:

I have read and hereby agree to comply with the terms and conditions for my admission. I certify that all information provided on this form refers to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full course of study at this school. I also authorize the school to release any information from my records which is needed by ICE pursuant to 8 CFR 214.3(g).

- I agree
- I do not agree

Printed name

Signature

Date



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