



CINEMAMAKEUP

SCHOOL

3780 Wilshire Boulevard, Suite 202, Los Angeles, CA 90010

☎ 213.368.1234

📠 213.739.0819

🌐 www.cinemamakeup.com

CATALOG SUPPLEMENT – 2012

PROGRAM COSTS

	Tuition	Lab Fee	Materials	Total	STRF†
MASTER MAKEUP PROGRAM	\$12,600	\$1,300	\$1,975	\$15,875	\$32.50
FILM & TELEVISION PROGRAM	\$9,800	\$1,100	\$1,975	\$12,875	\$25
PROFESSIONAL MAKEUP ARTISTRY PROGRAM	\$7,500	\$300	\$1,875	\$9,675	\$20
HIGH FASHION/PHOTOGRAPHIC	\$4,500	\$100	\$1,250	\$5,850	\$12.50

CLASS COSTS

	Tuition	Lab Fee	Materials	Total	STRF†
BEAUTY MAKEUP	\$3,000	\$50	\$1,250	\$5,850	\$12.50
CHARACTER MAKEUP					
<i>w/ standard character kit</i>	\$4,000	\$250	\$625	\$4,875	\$10
<i>w/ supplemental beauty kit</i>	\$4,000	\$250	\$750	\$5,000	\$10
PROSTHETICS MAKEUP					
<i>w/ standard prosthetics kit</i>	\$4,000	\$750	\$100	\$4,850	\$10
<i>w/ supplemental character kit</i>	\$4,000	\$750	\$350	\$5,200	\$10
SPECIAL MAKEUP EFFECTS					
<i>w/ standard prosthetics kit</i>	\$4,000	\$750	\$100	\$4,850	\$10
<i>w/ supplemental prosthetics kit</i>	\$4,000	\$750	\$350	\$5,200	\$10
SALON MAKEUP (AIRBRUSH)	\$850	\$50	N/A	\$900	\$2.50
PHOTOGRAPHIC HAIRSTYLING	\$850	\$50	N/A	\$900	\$2.50
DIGITAL FX MAKEUP*	\$950	\$50	N/A	\$1,000	\$2.50
CREATURE MAQUETTE SCULPTURE*	\$875	\$125	N/A	\$1,000	\$2.50

*-DENOTES ADVANCED CLASS

STRF: STUDENT TUITION RECOVERY FUND 76215.

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

1. You are a student, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. 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:

1. You are not a California resident, or are not enrolled in a residency program, or
2. 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.

(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges: "The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education (BPPE or Bureau).

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

1. The school closed before the course of instruction was completed.
2. 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.
3. 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 costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove and collect on a judgment against the institution for a violation of the Act.

REGISTRATION FEE: A non-refundable registration fee of \$100 is required in addition to tuition and fees.

SCHEDULE OF START DATES

PROGRAMS

MASTER MAKEUP PROGRAM

(18 weeks // 630 Clock Hours)

January 9
February 20*
March 12*
April 23*
May 21*
July 1*
July 23*
September 10*
October 1*
November 12*
December 10*

EVENING MASTER PROGRAM

(36 weeks // 630 Clock Hours)

January 16
March 12
June 4*
September 24*

FILM & TELEVISION PROGRAM

(14 weeks // 490 Clock Hours)

January 9
March 12*
May 21*
July 1*
July 23*
October 1*
December 10*

EVENING FILM & TV PROGRAM

(28 weeks // 490 Clock Hours)

March 12
September 24*

PROFESSIONAL MAKEUP ARTISTRY PROGRAM

(10 weeks // 350 Clock Hours)

January 9
March 12
May 21*
July 23*
October 1*
December 10*

EVENING PROFESSIONAL PROGRAM

(20 weeks // 350 Clock Hours)

January 16
March 12
September 24*

HIGH FASHION/PHOTOGRAPHIC PROGRAM

(6 weeks // 210 Clock Hours)

January 9
March 12
May 21*
July 23
October 1*
December 10*

EVENING HIGH FASHION/PHOTO PROGRAM

(12 weeks // 210 Clock Hours)

March 12
July 2
September 24

SUNDAY HIGH FASHION/PHOTO PROGRAM

(24 weeks // 210 Clock Hours)

April 29
October 28

CLASSES

BEAUTY MAKEUP

(4 weeks // 140 Clock Hours)

January 9
March 12
May 21*
July 23
October 1*
December 10*

EVENING BEAUTY

(8 weeks // 140 Clock Hours)

March 12
September 24

SUNDAY BEAUTY

(16 weeks // 140 Clock Hours)

April 29
October 28

CHARACTER MAKEUP

(4 weeks // 140 Clock Hours)

February 20
April 23
July 1*
September 10
November 12*

EVENING CHARACTER

(8 weeks // 140 Clock Hours)

January 16
June 4

PROSTHETIC MAKEUP

(4 weeks // 140 Clock Hours)

January 9
March 19
May 21*
July 30
October 9*
December 10

EVENING PROSTHETICS

(8 weeks // 140 Clock Hours)

March 12
July 30

SPECIAL MAKEUP EFFECTS

(4 weeks // 140 Clock Hours)

February 6
April 16
June 18*
August 27*
November 5

EVENING SPECIAL FX

(8 weeks // 140 Clock Hours)

May 7
September 24

[NOTE: Class and course times and start dates subject to change without notice.]

*-Denotes irregular scheduling due to holidays and breaks. Call 213.368.1234 for details.

SCHEDULE OF START DATES (CONT'D)

CLASSES (CONT'D)

PHOTOGRAPHIC HAIRSTYLING <i>(1 weeks // 35 Clock Hours)</i> February 13 April 16 June 25 August 27 November 5	SALON MAKEUP (AIRBRUSH) <i>(1 week // 35 clock hours)</i> February 6 April 9 June 18 August 20 October 29	DIGITAL FX <i>(1 week // 40 clock hours)</i> March 5 April 16 May 14 June 25 September 4 September 24 November 5	CREATURE MAQUETTE <i>(1 week // 40 clock hours)</i> March 5 May 14 July 16 September 24 December 3
EVENING HAIR <i>(2 weeks // 35 clock hours)</i> May 21 September 10 December 3	EVENING AIRBRUSH <i>(2 weeks // 35 clock hours)</i> May 7 August 13 November 19	EVENING DIGITAL FX <i>(2 weeks // 40 clock hours)</i> March 5	EVENING CREATURE MAQUETTE <i>(2 weeks // 40 clock hours)</i> September 24 December 3

[NOTE: Class and program schedules and start dates are subject to change without notice.]

*-Denotes irregular scheduling due to holidays and breaks. Call 213.368.1234 for details.

SCHEDULING INFORMATION

SCHOOL & OFFICE HOURS OF OPERATION

SCHOOL HOURS

M-F: 8:30a-10p

Sa: CLOSED

Su: 9a-6p (when Sunday classes are in session)

CLASS TIMES

DAY CLASSES RUN WEEKDAYS FROM 9a-4p

EVENING CLASSES RUN WEEKDAYS FROM 6:30p-10p

OFFICE HOURS

M-F: 8:30a-5:30p

CLOSED ON WEEKENDS

SCHOOL HOLIDAYS AND BREAKS

School will be closed in observance of the following holidays:

MEMORIAL DAY: May 28
INDEPENDENCE DAY: July 4
LABOR DAY: September 3
COLUMBUS DAY: October 8
THANKSGIVING: November 22 & 23
HOLIDAY BREAK: December 24-January 4 (2013)

Occasionally classes will run from 9a-5:30p to make up for holidays.

FACULTY

SELECT INSTRUCTOR & STAFF BIOS

Leonard Engelman, Director Emeritus

Leonard is both Director Emeritus and chair of the Leonard Engelman Fellowship Program. He is currently the Governor of the Makeup Artists and Hairstylists Branch of the Academy of Motion Picture Arts and Sciences. Leonard has worked professionally as a makeup artist for over fifty years. His feature credits include such classics as *Topaz*, *Ghostbusters*, *Rambo*, *Sleepless in Seattle*, *Moonstruck*, and *Burlesque*.

Lee Joyner, Director of Admissions

Lee taught at CMS for years before accepting his current position as Director of Admissions. In addition to his work at the school, Lee is a working makeup artist and sculptor with a long list of feature and television credits including *Kiss Kiss Bang Bang*, *Godzilla*, *Stargate SG-1*, *Mimic*, and *Star Trek: Voyager* as well as work with musical artists Usher, Slipknot, and Alice Cooper

Don Lanning, Creature Maquette Sculpture

Don is a top special effects sculptor who has contributed work to over forty motion pictures. His credits include *The Avengers*, *Battle: Los Angeles*, *Star Trek*, *Hellboy*, *Underworld*, and *Planet of the Apes*.

Nelly Recchia, Beauty Makeup/Salon Makeup

Nelly is a world-renowned airbrush and bodypaint artist who has worked with artists including Lady Gaga, Katy Perry, Marilyn Manson, and Dita von Teese. Her work has earned her a cover story in *Makeup Artist Magazine* among countless other accolades and honors.

Craig Reardon, Character Makeup/Prosthetic Makeup/Special Effects

Craig has won three primetime Emmys and one daytime Emmy for his special effects makeup. His work appears in *The X-Files*, *Wild Wild West*, *We Were Soldiers* and *Weird Science*, among others. Perhaps his best known work is the makeup for the character "Sloth" from *The Goonies*.

Mike Spatola, Character Makeup/Prosthetic Makeup/Special Effects

Mike is a top special effects makeup artist who has been nominated for two Emmys. His work in the makeup and art departments has been featured in such films as *Terminator 2: Judgment Day*, *Stargate*, *Return of the Living Dead Part II*, *Gettysburg*, and the film adaptation of *21 Jump Street*.

Kevin Brennan, Prosthetic Makeup/Special Effects/Digital

Kevin's eclectic career spans work in the makeup and art departments of a number of Hollywood blockbusters and cult classics. His credits include *Pirates of the Caribbean: The Curse of the Black Pearl*, *The Howling*, *An American Werewolf in London*, *Ewoks: The Battle for Endor*, and *Videodrome*, as well as the music video for Michael Jackson's "Thriller."

Greg McDougall, Character Makeup/Prosthetic Makeup/Special Effects

Greg is a special effects and makeup artist whose work has been featured in *War of the Worlds*, *Son of the Mask*, *The SpongeBob SquarePants Movie*, *Seed of Chucky*, *The Chronicles of Narnia: The Lion the Witch and the Wardrobe*, and *Doom*.

[NOTE: All CMS instructors are working makeup professionals. As a result, availabilities for specific instructors are not always constant, and class/instructor pairings are subject to change without notice. CMS maintains an extensive set of industry contacts and only hires top artists with at least five years of professional industry experience as instructors.]





CINEMAMAKEUP
S C H O O L



CATALOG 2012

January 1, 2012 - December 31, 2012

MISSION STATEMENT

CINEMAMAKEUP SCHOOL is dedicated to educating the next generation of makeup artists for the film, television, fashion and entertainment industries. We aim to provide students with all of the skills needed to succeed as makeup artists and to give them a solid foundation for any job they seek. In addition to makeup techniques, CMS students are taught professionalism, ethics, business and history. Graduates of our school have a world of opportunity before them and we strive to help our students reach their maximum potential.



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Who We Are

Cinema Makeup School was founded in 1993 by the Cinema Art College Corporation and has grown to become one of the world's premiere schools for special FX and beauty makeup. Located in the heart of Los Angeles, CA—the entertainment capital of the world—CMS students have unparalleled access to the culture, history, hustle and bustle of the film and television industry.

Cinema Makeup School's top-notch, award-winning instructors utilize the latest and most advanced makeup techniques. More importantly, they have a passion for teaching those skills to the next generation of artists—CMS students—in a hands-on studio environment. Our classes give students maximum time working “in the chair,” allowing them to practice and experiment as they learn.

Faculty

Cinema Makeup School's instructors are all working professionals with at least five years of experience in their disciplines. The school's instructors and administrators have worked on everything from Hollywood blockbusters like *Avatar*, *300*, and *Godzilla*, to editorial spreads in the pages of the world's top fashion magazines. Many have won multiple top awards.

With such a diverse and accomplished faculty, students who complete their courses of study at Cinema Makeup School will enter the makeup industry having already worked closely with many top names in the field.

What We Do

With a Cinema Makeup School education, students gain valuable inside knowledge and the confidence to be successful professional makeup artists, starting with their first jobs. We cover everything from the basics to the cutting edge and beyond. Innovation, creativity and experimentation are all encouraged. At CMS, we believe that every student brings unique ideas and experiences to the art of makeup and we do our best to help them express those ideas.

In CMS's studio-grade classrooms, our students have access to all of the latest tools and techniques, including silicone gel-filled appliance technology and ZBrush Digital Creature Design software. Our instructors teach students every technique in a practical, hands-on environment with plenty of individual attention.

At Cinema Makeup School, we strive to educate the makeup artists of tomorrow — the next generation of creative elites who will change the face of the industry. We pride ourselves on providing the most advanced training and the guidance to make sure our students succeed.



COURSE DESCRIPTIONS / DIPLOMA PROGRAMS

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CMS offers four diploma programs, which are designed to provide comprehensive training in a particular career field within the makeup industry. These programs are designed to cover all aspects of makeup work in the fields they focus on. All programs are regularly updated to assure that they reflect the latest advances and trends in the the makeup industry. A diploma is awarded for successful completion of all program requirements. If students would like training in an additional field or technique, they may choose to combine one of CMS's programs with additional certificate classes.



Master Makeup Program

The Master Makeup Program is our most extensive and most popular program. Graduates of this 18-Week course will be prepared for nearly any career in the makeup industry. They will learn the skills necessary to excel in the film, television, beauty and special effects fields. This course is constantly updated to reflect the latest advances and techniques in the makeup industry. Students build their portfolio with new work almost daily and contribute work to a professional photo session with models. Successful, working artists teach Master Makeup students the full spectrum of makeup disciplines. Master Makeup Program incorporates the latest in makeup techniques including airbrush training, hairstyling, gelatin, silicone gel-filled and foam latex appliances, sculpting, blood tubing and bladder effects, multi-piece creature effects, teeth and much more.

CLASSES INCLUDED

- Beauty Makeup
- Airbrush Makeup
- Photographic Hairstyling
- Character Makeup
- Prosthetics
- Special Makeup Effects

PROGRAM DURATION

630 Clock Hours

18 Weeks, Mon-Fri: 9:00am – 4:00pm or
36 Weeks, Mon-Fri: 6:30pm – 10:00pm



Be strange.

*Makeup by
Miyo Nakamura and Gilbert Tang
for Pasadena IMATS*

COURSE DESCRIPTIONS / DIPLOMA PROGRAMS

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High Fashion Photographic Makeup Program

The High Fashion Photographic Makeup Program covers all of the skills needed to work in the fashion industry as a makeup artist and stylist. It covers techniques used in magazines, fashion shows, video shoots and private client services. Combining basic principles and theories of make-up artistry with those of lighting and color coordination, students will learn to apply corrective, beauty and glamour makeup. Students will also learn how to create and maintain basic hair-styles and how to work with an airbrush for beauty makeup and bodypainting.v

Students will also have the opportunity to participate in a professional photo shoot exhibiting their own styling and design.



CLASSES INCLUDED

Beauty Makeup
Airbrush Makeup
Photographic Hairstyling

PROGRAM DURATION

210 Clock Hours

6 Weeks, Mon-Fri: 9:00am – 4:00pm or
12 Weeks, Mon-Fri: 6:30pm-10:00pm or
26 Weeks, Sundays: 9:00am-6pm



COURSE DESCRIPTIONS / DIPLOMA PROGRAMS

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Film and Television Makeup Program

The Film and Television Program provides students with the skills needed to work on set in the film and television industry. Covering everything from basic beauty and lighting coordination to the creation of realistic prosthetic appliances utilizing pros-aide appliances, gelatin, foam latex and silicone gel filled materials, this course teaches students how to imagine and create realistic effects using makeup, prosthetics for film and television productions. They will learn how to adapt ideas created by writers and studios and bring their visions to life on set and on screen.

CLASSES INCLUDED

- Beauty Makeup
- Airbrush Makeup
- Photographic Hairstyling
- Character Makeup
- Prosthetics Makeup

PROGRAM DURATION

490 Clock Hours

14 Weeks, Mon-Fri: 9:00am – 4:00pm or
28 Weeks, Mon-Fri: 6:30pm – 10:00pm

Wherever we go, we add some character.

A close-up photograph of a highly detailed, pale, and grotesque character, likely a zombie or vampire. The character has a black hat, a dark jacket, and a face with exaggerated features, including a yellow eye and a wide, bloody mouth. The character's hand is visible, showing long, sharp fingernails and bloodstains. The background is dark, making the character stand out.

CMS students and their work
turn heads everywhere from
Fangoria magazine to
Comic-Con.

COURSE DESCRIPTIONS / DIPLOMA PROGRAMS

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012



Professional Makeup Artistry Program

The Professional Makeup Artist Program teaches students the essential skills needed to work in the fashion and beauty industries as well as techniques needed for work in film, television and theatre. Students are taught to create glamour, period and character looks without the use of sculptures, molds or other prosthetics. This class is ideal for those looking to exercise their creativity by creating elaborate styles using only makeup and their imagination.

CLASSES INCLUDED

Beauty Makeup
Airbrush Makeup
Photographic Hairstyling
Character Makeup

PROGRAM DURATION

350 Clock Hours

10 Weeks, Mon-Fri: 9:00am – 4:00pm or
20 Weeks, Mon-Fri: 6:30pm – 10:00pm



Images from
**It's
 All
 in
 the
 Detail**
 Runway
 Fashion
 Show
 at
 CMS



COURSE DESCRIPTIONS / CERTIFICATE PROGRAMS

In addition to our four diploma programs, CMS offers students the opportunity to enroll in individual classes to build expertise in a particular area. Students can enroll in one class, multiple classes or to add a specific class on to one of the diploma programs.

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Beauty Makeup

This is a 4-week class comprised of basic beauty, film & television glamour and period beauty. This class provides the background in beauty essential to makeup artists of all disciplines. Students will also learn skills that can be used in commercial, retail or personal capacities.

TOPICS INCLUDE

Basic Beauty

Introduction to the cosmetics industry
Color theory
Sanitation and sterilization
Skincare
Classic beauty makeup
Corrective makeup
Highlights and shading

Film & Television Glamour

Glamour makeup for print, film and television
Set etiquette
Bridal makeup
Introduction to the industry unions
Stage makeup

Period Beauty

History of makeup
Fashion history
Makeup by the decades
International historical makeup

Fashion Makeup

Makeup for advertising
Makeup for runway
Avant Garde makeup
Quick change makeup during fashion show
Trendy and bizarre fashion makeup

PROGRAM DURATION

140 Clock Hours

Class: 4 Weeks
Evening Class: 8 Weeks
Sunday Class: 16 Weeks



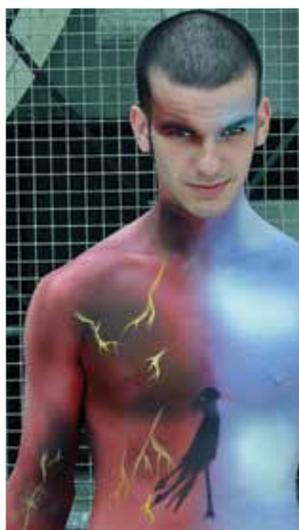
*Makeup by Miranda Jory
for Toronto IMATS*

More

COLORFUL than your average school.

COURSE DESCRIPTIONS / CERTIFICATE PROGRAMS

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016



Airbrush Makeup

This 1-week class covers the fundamentals of airbrush makeup application and techniques. Student will learn airbrushing skills applicable to beauty, high-fashion and special events. The class focuses on creating elaborate fantasy looks with a polished final appearance

TOPICS INCLUDE

Beauty Airbrushing

Fundamentals of design and execution
Animal Designs
Fantasy Character Creations

Airbrush Body Painting

Airbrush Techniques

Masking
Highlighting and Shading
Contouring

CLASSES INCLUDED

Beauty Makeup
Airbrush Makeup
Photographic Hairstyling
Character Makeup

PROGRAM DURATION

35 Clock Hours

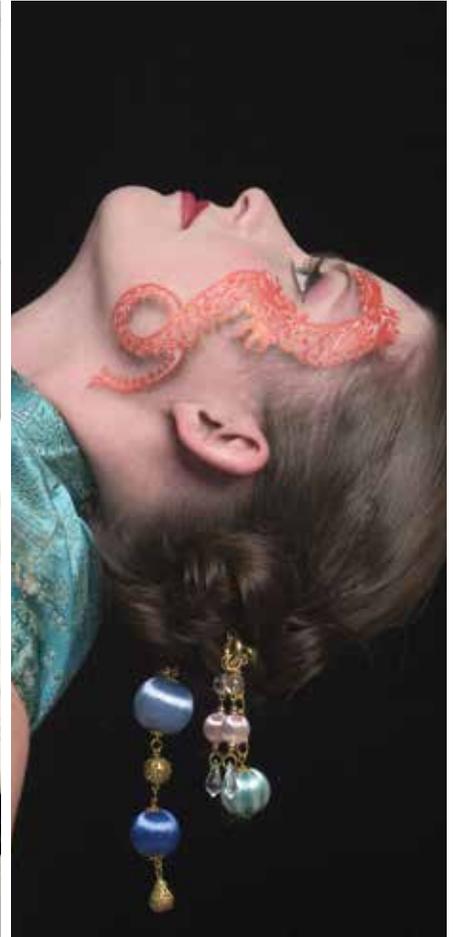
Class: 1 Weeks

Evening Class: 2 Weeks



COURSE DESCRIPTIONS / CERTIFICATE PROGRAMS

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Photographic Hairstyling

This 1-week class helps familiarize makeup students with the process of basic hairstyling. The skills learned in this class will compliment the makeup techniques learned in other classes to help make the student into a more well-rounded stylist.

TOPICS INCLUDE

Introduction to the industry

Hair products

Methods of sterilization

Working with hair

Roller placement

Techniques for using blow dryers, curling irons, straighteners and diffusers

Styling Basics

Blow out

Period Styles

Updos

PROGRAM DURATION

35 Clock Hours

Class: 1 Week

Evening Class: 2 Weeks



Go beyond
beauty...

Makeup by Tuesday Coren

COURSE DESCRIPTIONS / CERTIFICATE PROGRAMS

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020



Character Makeup

This 4-week class is comprised of techniques for injury simulation, facial hair application, bald caps and old-age makeup. It covers everything needed to create realistic simulated effects and characters. Students will learn both two-dimensional (using only makeup) and three-dimensional (using gelatin and silicone) character techniques.

TOPICS INCLUDE

Injury Simulation

Burns, cuts, scratches, bruises, etc.
Tattoos
Needle tracks, junkie look, dead look
3-Dimensional work with gelatin and latex

Facial Hair

Creating a natural hair line
Goatees, beards, sideburns, eyebrows
Stubble
Color mixing
Cleaning, upkeep and styling of hair pieces

Bald Caps

Application materials and techniques
Vinyl plastic and latex caps, creating your own latex cap.
Introduction to LAX paints
Patching and repair

Old-Age Makeup

Use of old age makeup in film, TV and stage
Stretch and stipple
Liquid rubber
Wrinkle application
Hair graying
Applying age marks

PROGRAM DURATION

140 Clock Hours

Class: 4 Week

Evening Class: 8 Weeks



COURSE DESCRIPTIONS / CERTIFICATE PROGRAMS

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Prosthetic Makeup

This 4-week class is designed to teach students the process of realistic prosthetic makeup application from start to finish, which is considered an essential skill for makeup artists in the field of film and television. Students will have the opportunity to learn in a working lab using the techniques and materials popular in film and television today.

TOPICS INCLUDE

Translucent Appliances and

Differences between translucent and opaque appliances
Edgework and coloration
Use of silicone gel-filled appliances
Gelatin and pros-aide transfer appliances

Lifecasting

Creating life casts

Sculpting and Moldmaking

Creating a realistic surface
Allowing for movement and expression
Various techniques and materials for sculpture
Molding, cutting edge, flashing

Foam Latex

Mixing and pouring
Baking, opening
and prepping for paint.

Application

Edgework & color
Proper placement
Removal techniques

PROGRAM DURATION

140 Clock Hours

Class: 4 Weeks

Evening Class: 8 Weeks



COURSE DESCRIPTIONS / CERTIFICATE PROGRAMS

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024



Special Makeup Effects

This 4-week class teaches the creation and application of multi-piece prosthetics, blood tubing, life casting, teeth and airbrush techniques. All students will have the opportunity to design and build a full face and neck appliance complete with a set of teeth. Students will create multi-piece molds and learn about advanced special effects lab technique, materials and processes. This class is a must for those who want to have a career in creature and special fx makeup.

TOPICS INCLUDE

Correction and Sculpting

Introduction to sculpting tools and techniques
Correction of existing lifecast
Use of oil-based clay

Designing an Appliance

Working from reference materials
Appliance layering
Breaking down design into molds
Creating Snap Molds

Dental Appliances

Finishing Techniques

Trimming, seaming and patching
Pre-treating appliances
Airbrush painting techniques
Prepping models for application
Removal techniques

Bloodwork, Bladders and Bidding

Blood tubing and spray demonstration and lecture
Bladder fx for air and liquid demonstration and lecture
Bidding on a special makeup fx project lecture

PROGRAM DURATION

140 Clock Hours

Class: 4 Week

Evening Class: 8 Weeks



COURSE DESCRIPTIONS / CERTIFICATE PROGRAMS

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Digital FX Makeup Design

This 40-hour class teaches students how to utilize digital media to create makeup and character designs. In this unique class, students utilize computers, design software and digital pen tablets to develop their character and creature design skills. This class teaches essential skills for any student looking to work in the film and television industry, especially in the field of character development and creation.

TOPICS INCLUDE

Retouching and Retooling
Preparing Portfolio Images
Modifying a Likeness to Match Designs/Ideas
Designing Creatures/Characters Digitally

PROGRAM DURATION

40 Clock Hours
Class: 1 Week
Evening Class: 2 Weeks



Creature Maquette Sculpture

This 40-hour class teaches students how to create and sculpt clay maquette to be used in character design for the toy, videogame, film and television industries. During this advanced course, each student creates and sculpts their own character, learning directly from Hollywood's creature creation masters.

TOPICS INCLUDE

Sculpting Techniques

Design Elements

Anatomy

Hair

Emotions

Posing

Clothing/Armor

PROGRAM DURATION

40 Clock Hours

Class: 2 Weeks



LIFE AT CMS

CMS CAMPUS

The CMS campus is located in the epicenter of the entertainment world - Los Angeles, California. The office and all classrooms are located at 3780 Wilshire Boulevard in the historic art deco style Wiltern Building. We are directly across the street from the Wilshire/Western metro station and are located in close proximity to many bus routes.

Our facility has over 10,000 sq. ft. of space including classrooms, administrative offices, a reception area, computer lab, library and student and faculty lounge areas. Our ultra-modern, fully air-conditioned classrooms and laboratories are spacious, custom lit and mirrored environments specially designed to enable students to work at maximum efficiency. The computer lab and library provide individual workstations available for student use, while the lounge area provides a space for students to relax and socialize during class breaks.

CMS also has its own makeup store located in the Wiltern building, which sells materials to students and graduates. The store is a great resource for students and alumni, allowing them to purchase materials without ever having to leave the CMS facility.

The Wiltern building has on-site security that monitors all persons entering and leaving the facility. All of our facilities are wheelchair accessible. Ample student parking (including handicapped) is available adjacent to the main building.

The facility and equipment used fully comply with all federal, state and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access and health.

LIVING IN LOS ANGELES

Los Angeles is a large, busy city. Home to just under 4 million people, and with nearly 13 million in the surrounding metro area, LA is the second largest city in US by population. It brings together people from all over the world, representing nearly every country and language you could ask for. LA is best known as the home of Hollywood and the heart of the motion picture industry. Often billed as "The Creative Capital of the World", Los Angeles is home to the largest number of artists, actors, dancers, filmmakers, etc. in the world. 1 in 6 Los Angeles residents work in some sort of creative industry and the performing arts play a huge role in the identity of the city.



The diverse background of Los Angeles makes it a must-see city for anyone interested in culture and history. There is wealth of incredible places to eat, shop and explore throughout the city and each neighborhood has its own unique identity and characteristics. Between museums, theatres, shopping centers, restaurants and outdoor activities, there is no shortage of entertainment in LA.

Los Angeles is known for having one of the sunniest climates in the US, with only 35 days of precipitation on average each year. The annual temperature averages 66°F (19°C). The coldest month is January, where temperatures average as low as 45°F (7°C) at night, while the hottest month is August, with daytime temperatures averaging up to 90°F (32°C) during the day.

Los Angeles is known as a driving city, criss-crossed by an extensive network of freeways and major highways. It is possible to live in LA without a car, though, as it is home to a large system of bus lines and subway trains, many of which run 24 hours a day. The city is also home to Los Angeles International Airport, the third busiest airport in the US, and the Port of Los Angeles, which is the busiest commercial port in the US and the largest cruise ship center on the West Coast.

HOUSING

Moving to a new city can be a difficult process, and in a city as large as Los Angeles it can be even more challenging. Most of our students come to CMS for only a few months, a much shorter time than the one-year leases offered by most apartment buildings. CMS is not able to offer students housing through the school, but we would like to assist in this transition as much as possible.

Most students at CMS will stay in one of the following housing units while attending CMS:

1 Short-term apartments: These are units where the student has his/her own bedroom, bathroom and kitchen facilities in a building with multiple units of similar size/type. Many students who stay in apartments will have roommates who share the kitchen, living room and/or bathroom area.

2 Dormitory-style housing: These are units where the student has a bedroom (private or shared) and shares all other facilities with other residents in the building. They will have to share a bathroom, kitchen, living room and other common areas.

3 Sublets: These are units that someone already lives in, but they are offering to rent out their space for a short period of time while they are away. Sublets are generally offered for apartments, but may also be found for houses, condominiums or other residence types. Many sublets come furnished and the lease terms are generally more flexible than those at an apartment building.

4 Long Term/Corporate hotels: Many hotels will offer a discount to visitors wishing to stay for a long period of time. The prices for these units may be more than a regular apartment, but they come furnished and often include other amenities such as housekeeping service.

CMS maintains a list of suggested websites, residences and other resources designed to assist in housing selection on the "Housing" section of our website. We also have a housing coordinator who would be happy to answer any questions you may have. Please contact CMS via email or phone if you need further assistance.

NEIGHBORHOODS

CMS is located in the Mid-Wilshire neighborhood of Los Angeles. When looking for housing, students may wish to concentrate on this area. CMS is also located directly above the Wilshire/Western purple line Metro station. Students unable to find housing within walking distance of CMS may wish to consider residences along the Metro line. There are also a number of bus stops within one block of the CMS facility that can take students to many different areas of the city. For more information on public transportation, students should consult the Los Angeles Metropolitan Transit Authority (Metro) website.

Disclaimer: The information found on the "Housing" section of the CMS website is provided for information only. None of the residences or businesses is associated with CMS in any way. CMS will not be held responsible for false or misleading advertisements, business closure or disagreements between the lessee and the leasing company. CMS is not responsible for evaluating the safety or quality of any listings on our website. Students should read through any agreements or leases thoroughly before signing and, whenever possible, view the residence in person before paying any money to a rental company or individual owner/subletter.

STUDENT ACTIVITIES AND SERVICES

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CMS offers a wide variety of student activities and services that enhance students' learning experience and help prepare them for employment. Students enrolled in the diploma and certificate programs are provided with the following services:

Academic Counseling

Students are advised on both personal and academic issues and are encouraged to discuss their scholastic and vocational goals. The faculty, Directors, Chief Operating Officer, and Registrar have a sincere interest in the personal welfare of each student, and an open-door policy is the norm.

CMS academic counseling services are designed to aid the student while selecting classes and in ensuring that each student is provided the correct guidance in finishing his or her diploma or certificate course. Before each term, students will select the appropriate classes that will aid in completion of their chosen diploma or certificate course. The students will have their selection reviewed by the Registrar to ensure that they are making adequate progress towards completion.

Placement Services

CMS does not guarantee employment for its graduates. The graduate services staff

assists students in their job searches after they have successfully completed their studies by offering information on job opportunities and temporary assignments, as well as guidance in resume preparation and interviewing techniques. The CMS staff maintains a comprehensive job board that is made available to students and graduates. CMS makes all reasonable efforts to help satisfy the wishes of a graduate as to location and type of employment; however, the more flexible a graduate can be regarding initial employment, the easier it is for the school to assist in the placement process

In addition to the graduate services available to students, career-planning concepts are also integrated into the curriculum in all programs. Students participate in specific sessions that cover interviewing techniques, networking, resume writing, and professional dress and conduct.

Housing Services

CMS would like to make the transition to Los Angeles as easy as possible. We do not have housing at CMS, but we do maintain a database of nearby residences that will allow students to stay for only a short amount of time. Please contact CMS or visit our website for housing resources and assistance.

CMS has no responsibility to find or assist a student in finding housing. Students and their parents are responsible for housing arrangements.

International Students

CMS does not offer any visa services and will not vouch for a student's status. This institution does not provide orientations, airport reception services, housing assistance or other services often afforded entering freshman at other institutions. Furthermore, CMS maintains a strict focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

General Conduct

Students are expected to comply with all school policies regarding curriculum, testing, absences, tardiness and missed work while displaying courtesy and consideration towards instructors, staff and other students. CMS defines improper conduct as the following: fighting on campus; destruction, abuse or theft of property; the use or sale of alcohol or illegal drugs on campus; sexual

misconduct; and disregard for school policy. Improper conduct is cause for suspension or expulsion.

The school reserves the right to postpone training in the event of Acts of God, labor disputes, equipment failure, etc. Students will be duly notified and compensated, if applicable. All course schedules are subject to change in terms of start and completion date. Students will be notified and offered the opportunity to consent as provided by law. In cases where such change would cause undue hardship, a refund will be offered. The maximum postponement of a class start date is 90 days. The school reserves the right to withdraw a scheduled course if the registration is insufficient to warrant holding the class. In such a case, all monies paid will be refunded.

Liability

CMS assumes no responsibility for loss or damage to personal property, or for personal injury, which may occur while on the campus grounds or on a field trip. Any medical costs incurred as a result of injury on CMS campus or during CMS courses will be the full responsibility of the student. CMS encourages all students to have the proper insurance before arriving at the school.

Retention of Records

CMS will maintain student records for five years, as required by state law. Students have a right to access their records anytime that the institution is open and during normal business hours.

Students desiring to view their records may

request to see their records in the school office during normal business hours or may schedule a time to review records that is convenient to both the student and the school administration. If an appointment is made, the appointment shall be made no later than 48 hours after the student has requested to view their records. Extensions of this time shall be granted only upon decision of the student. Only the student and the school administration have a right to review student records.

No outside personnel will be allowed to view records except for appropriate state regulatory, federal regulatory or accrediting agency officials or upon proper subpoena.

Transcripts

Student transcripts will be retained in the school's records. A copy of the academic transcript is available upon request by the student. This service is subject to the Family Educational Rights and Privacy Act of 1974, as amended.

The institute reserves the right to withhold an official transcript, if the student's financial obligation to the institute is in arrears, or if the student is in arrears on any Federal or State student loan obligation. The institute also reserves the right to limit within its discretion the number of official transcripts provided without a processing fee. The usual processing fee is \$10.00 for the second copy.

Diplomas and official transcripts of records are available within fifteen (15) days from the receipt of a written request by the institute.

Student Grievance Procedure

From time to time, differences in interpretation of school policies will arise among students, faculty, and/or the administration. Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the School Director. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, we urge both students & staff to communicate any problems that arise directly to the individual (s) involved. If the problem cannot be resolved in this manner, the School Director should be contacted. Normally, the informal procedure of "discussing" differences will resolve the problem. In addition to complaints previously stated and appeals of an academic nature a student has a right to complain to the institution. If a student wishes to file a written complaint, they may do so. All written complaints will be resolved within 10 days and will be sent to the student in writing. If a complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Bureau of Private Postsecondary Education. The student may contact the Bureau for further details. Unresolved complaints may be directed to:

Bureau for Private Postsecondary Education

2535 Capitol Oaks Drive, Suite 400
Sacramento California, 95833
www.bppe.ca.gov
Tel (916) 431-6959, (888) 370-7589
Fax (916) 574-8648
By e-mail to: bppe@dca.ca.gov



Photo Shoot

The High Fashion Photographic Makeup Course culminates in a photo shoot where students get the chance to work with professional photographers and models to realize two unique looks: one *avant garde* and one classic beauty. Students use all of their creativity and the skills they've learned in class to apply makeup, style hair and assign wardrobe. The photos are shot in a professionally lit studio or outdoors on our architecturally striking roof top with the world-famous Hollywood sign as a backdrop. Once the shoot is processed and the looks graded, each student gets to take home the ten best photos to keep.

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ADMINISTRATIVE POLICIES

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Methodology

Our courses are designed to provide students with the skills, knowledge and confidence to succeed as professional makeup artists. All CMS courses stress a hands-on approach to learning. Emphasis is placed on observation of demonstrations and application of techniques in practical workshop sessions. Students are trained in specialized skills applicable to fields such as television, motion picture, theater, fashion photography, special effects, lab techniques and fabrication of prosthetics.

CMS does not use models for class lessons; students practice their designs on each other. This gives CMS students the unique experience of understanding how their models or actors feel. Having knowledge of both sides of the makeup process makes CMS students better able to respond to client complaints and concerns, know what particular materials feel like on their skin and understand the concerns of actors and models regarding whether their makeup applications will hinder performance in any way.

CMS offers students the chance to document their progress in class through the use of our on-site photographic studio. At the end of each day, students have the opportunity to bring their classmates/models to the photo area and document their designs. They also have access to the CMS costume closet where they can find clothing and accessories to enhance their creations. At the end of the term, the student is given a CD containing images of their work that can be used to start building their portfolio.

Career Opportunities

The career of a makeup artist is challenging and competitive, but also exciting and rewarding. Seasoned make-up artists are magicians with a brush and palette, who can turn the ordinary into the exotic and transform beauties into monsters. They are limited only by their imaginations and are encouraged to try new, daring creations on a regular basis.

All of the courses at CMS are specially designed to provide students with the knowledge and confidence needed to succeed as a professional makeup artists. Our curricula are constantly updated to emphasize skills that are in-demand in today's marketplace. We keep up with the latest advances in makeup technology and techniques and are always on the cutting edge of industry trends. Our goal is to prepare students for immediate employment upon graduation.

Professional makeup artistry is an extremely diverse field. It encompasses work ranging from fashion, editorials and advertising to film, television and music videos and everything in between. Our students are trained in specialized areas such as beauty makeup, film and television work, photographic makeup, special effects and the design and application of prosthetics. Makeup artists are expected to be skilled illusionists that can turn a fantasy into a reality for public viewing. They play an integral role in creating characters for film, television and theatre and are considered an important asset to any production set.

With the skills learned at CMS, and an abundance of imagination, our graduates have become recognized artists in film, television, theatre and fashion. With hard work, passion and the right training, there is no limit to what you can achieve as a makeup artist. The range of creative possibilities are unlimited!

Career Services

CMS does not guarantee job placement for graduates, but we try to help our students with the job-hunting process as much as possible. CMS maintains an industry job board at the front of our facility, which is constantly updated with a wide range of opportunities in beauty, fashion and special effects makeup. In addition to posting these jobs on campus, CMS staff also sends out a "daily jobs" e-mail detailing all of the latest opportunities available to our students and graduates.

CMS's expertise in training today's makeup artists is well-known in the industry, and we are approached daily by designers, production teams and filmmakers looking to hire CMS graduates. In addition to these offers, our staff compiles listings from various industry job boards and online services so that students can view them all in one place.

CMS also has occasional opportunities for our graduates to showcase their talents at international competitions, special seminars and media appearances as a representative of the school. These events can provide international exposure to our alumni and serve as an excellent networking experience for future job opportunities.

Non-Discrimination Policy

Cinema Makeup School is non-sectarian and does not discriminate with regard to race, creed, color, national origin, age, sex, disability or marital status in any of its academic program activities, employment practices, or admissions policies. This policy applies to hiring of all positions and admission of all students

into all programs. Students with special needs such as physical or mental handicaps or learning disabilities are considered for admission provided they meet the entrance requirements. The Director is responsible for accepting students and determining whether applicants, including those with special needs, can benefit from the training.

Wheel Chair Accessible

Each campus is wheel chair accessible. Students with special needs are advised to meet with the Director to assess their personal needs as well as to determine if the training courses offered and the occupations they lead to are suitable for the prospective student's individual situation.

Office Hours

Administrative office hours are 8:30 am to 5:30 pm, Monday through Friday. The office is closed on weekends and holidays. Day classes are scheduled from 9:00 am to 4:00 pm. Evening classes are scheduled from 6:00 pm to 10:00 pm. CMS observes most major holidays and closes for a winter break between Christmas and New Year's Day. A complete listing of school holidays and breaks is included on our yearly schedule of class start dates.

Learning Resources

CMS has established a library and resource center consisting of textbooks and periodicals providing information in the various makeup disciplines offered by the institution. The resource center provides students with access to current publications and quiet workspace. Computers are also available for student use.

Language Policy

Here at CMS, instruction in the classrooms is given in English. As a visual arts institution, we do not require our students to be proficient in the English language. Minimal English language proficiency is sufficient for enrollment. English as a Second Language - ESL services are not provided by our Institution.





ADMISSIONS POLICIES

Procedures for Admissions

Potential applicants are encouraged to visit CMS in order to meet with one of our admissions representatives. The representative will give the applicant a tour of the campus, provide detailed information about the institution's programs and policies, discuss the applicant's qualifications, and assist them in determining the best way to meet their career objectives. The applicant will also meet with a Financial Services representative to discuss tuition and possible financing. If an applicant cannot visit CMS in person, they can take a virtual tour of the campus via Skype or contact the school by phone to have all of their questions answered.

All applicants to CMS must fill out an enrollment application and submit a \$100 non-refundable registration

fee. Once an applicant has been accepted, they will be contacted by CMS to arrange a start date, tuition payment and the purchase of materials, if desired.

CMS is a postsecondary education institute. Admission to CMS requires a high school diploma, GED or passage of a standardized equivalency exam administered by CMS. Additional transcripts may be requested.

Entrance Requirements

CMS diploma programs do not require previous experience, however some specific classes may have prerequisites. Students interested in taking individual classes should check with CMS regarding the requirements prior to filling out an enrollment application. A background in cosmetology, art, theater and related fields is helpful but not essential. We recommend that U.S. students complete the enrollment process at least two (2) weeks prior to commencement of the desired course's start date. International Student enrollment

policies vary slightly from those of US students and are covered in the International students section of this catalog.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.

The transferability of credits you earn at CMS is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn at CMS is also at the complete discretion of the institution to which you may seek to transfer. If the credits that you earn at CMS are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at CMS will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending CMS to determine if your credits will transfer.

CMS does not accept the transfer of credits earned at other institutions or through achievement tests. CMS does not participate in articulation or transfer agreements with any other colleges or universities.

ACADEMIC POLICIES

Attendance

CMS' attendance policy is designed to ensure that students maintain satisfactory academic progress in all of the courses required in their program of study. Students are expected to attend all classes, be on time, remain in class for the entire duration, and be an active participant in demonstrations and discussions.

Attendance Records and Absences

CMS regularly maintains attendance records. Absences should occur only for urgent reasons such as ill health or other extenuating circumstances. Whenever possible, students should notify the Registrar in advance of any anticipated absences. Prior arrangements must be made with each faculty member for missed work.

Attendance is considered an essential part of the learning experience and individual instructors may implement specific policies regarding attendance for a specific course, which may be more restrictive than the general institutional policies of CMS. The Registrar must approve the policy(s). Prior to the beginning of class, students must be notified of the policy(s) via the course syllabus.

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Students are expected to attend class on time. Early departure of more than 15 minutes may adversely affect the student's grades. If a student misses a class or a portion thereof, the instructor is not required to repeat such material for the student. Therefore, it is highly recommended that students make every effort to attend all classes.

Any student who does not attend at least 75% of the scheduled class time will be placed on academic probation for the term. The department directors will then investigate the student's academic progress and ability to satisfactorily complete the program requirements. After such investigation, a meeting with the student will be held to establish the student's interest in continuing the program, what work is to be made up, and whether the student should remain on academic probation. If it is apparent that the student does not have any interest in continuing, he/she will be dropped from the program. Otherwise, one of the following actions may be taken:

The committee may determine that the student is maintaining academic progress and may continue class on academic probation status until the end of the quarter. The committee may determine that the student is not maintaining academic progress and the student will be withdrawn from the course; or The committee may determine that the student is not maintaining academic progress in general, and the student will be withdrawn from CMS.

Missed Work

Make-up work may be required for any absence at the discretion of the instructor. The instructor has no obligation to provide make-up instruction or assignments to the students, including but not limited to, providing instruction on how to approach an assignment, what material was missed in class, an actual examination that the student missed due to an absence, etc. Therefore, the student must make every effort to attend classes on a regular and consistent basis.

Leave of Absence

Students may request a leave of absence (LOA) for medical reasons, financial difficulties, military duty, personal difficulties, and jury duty. Students may also request an administrative leave when a course that is needed is not available. An LOA shall be reasonable in duration, usually not to exceed 60 calendar days. Only one LOA may be granted during a 12-month period.

Students must adhere to the following procedures when requesting an LOA.

Students in need of an LOA must contact the department directors. LOA requests must be supported by the appropriate documentation.

Students cannot be granted an LOA to avoid being dismissed because of lack of satisfactory academic progress or failure to fulfill the requirements of attendance.

The Registrar will approve or deny LOA requests. If the student is not in attendance on their scheduled return date, the student will be withdrawn.

Academic Evaluations

CMS conducts evaluations of each student's progress at the end of each class. This evaluation standard applies to all certificate and diploma programs. At each of these evaluation points the student must maintain a minimum GPA of 2.00. A student with a GPA below 2.00 will be placed on academic probation. When on probation, a student is enrolled only under specific conditions imposed by the Academic Committee of Cinema Makeup School.

Academic Probation

If the student on academic probation fails to raise the GPA to 2.0 or above for the subsequent term, the student will be suspended - The Academic Committee may grant re-admission of a suspended student upon the student's petition. The re-admitted student is placed on academic probation upon his/her re-admission. If the student fails to increase his/her GPA to 2.01 or more, he/she will be permanently dismissed and not be eligible to enroll in CMS thereafter.

Letter Grade and Grade Point System

Grading is accomplished by both practical and written methods. Grading standards are as follows:

A = 90% - 100%	4.00 = Excellent
B = 80% - 89%	3.00 = Good
C = 70% - 79%	2.00 = Satisfactory
D = 60% - 69%	1.00 = Poor
F = 00% - 59%	0.75 = Failing
P/F = Pass / Fail	0.00 = Credit/No Credit
I = 00% = Incomplete	
W = 00% = No Grade Assigned	

No student shall qualify for graduation if s/he has failed any examination or has an overall grade average below 'C'. Extra workshops or retaking exams may be required to correct deficient grades to graduate.

Maximum Timeframe

To maintain satisfactory academic progress, clock hours attempted cannot exceed 1.5 times the clock hours the program requires for graduation. Students enrolled in a certificate or diploma course may not exceed 1.5 times the clock hours the program requires for completion.

At the end of the grading period, maximum timeframe will be evaluated for a student receiving a failing grade in one or more classes. The evaluation will ensure that the total program clock hours plus class clock hours to be repeated due to failure does not exceed the maximum time frame allowed for completion.

SCHEDULE OF CHARGES

Financing Options

Students at CMS have two options for paying their tuition. The first option is to pay the entire cost up front, including all required materials and lab fees. We realize this may not be possible for many students, though, so we also offer a financing option. In general, the CMS payment plan requires students to pay the full cost of their materials and a percentage of the tuition and lab fees before the first day of class. The remaining balance will be divided into equal payments for the duration of the chosen course, with all costs having to be paid in full before the completion of the program. Students wishing to pay their tuition on a payment plan should speak with a financial advisor at CMS to work out an appropriate schedule of payments.

Loan Option

For students who cannot afford the cost of CMS tuition, we are able to offer a loan through a private lending company. In order to apply for the loan, the applicant must first fill out the CMS enrollment application, then contact CMS to request paperwork for the loan. In general, students borrow around 60% of the cost of their chosen course, but applicants may opt to borrow more or less depending on their level of need. The exact parameters of the loan are decided by the lending company and may be affected by the applicant's credit. For more information about this option, please contact CMS Administration.

Student Tuition Recovery Fund

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who attended schools regulated by the Bureau for Private Postsecondary 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:

- 1 The school closed before the course of instruction was completed.
- 2 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.
- 3 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.
- 4 There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
- 5 An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

- 1 You are a student, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and;
- 2 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:

- 1 You are not a California resident, or are not enrolled in a residency program, or
- 2 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.

Students' Right to Cancel

You have the right to cancel the enrollment agreement you sign for a course of instruction—including any equipment, such as books, materials, and supplies, or any other goods and services included in the agreement—and obtain a refund of charges paid through attendance at the first day of class or the seventh business day after registration, whichever is later.

Cancellation shall occur when you give written notice

of cancellation at the address of the School shown on the top of the front page of the enrollment agreement. You can do this by mail, hand delivery, or telegram.

The written notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed, with postage prepaid. The written notice of cancellation need not take any particular form, and, however expressed, is effective if it demonstrates a wish to no longer be bound by the enrollment agreement.

If the school has given you any equipment, including books or other materials, you shall return it to the school within 30 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 30 day period, the school may deduct its documented cost for the equipment from any refund that may be due you. Once you pay for the equipment, it is yours to keep without further obligation. If you cancel the agreement, the school will refund any money that you paid, less the \$100 application fee and any deduction for equipment not timely returned in good condition, within 45 days after your notice of cancellation is received. Due to sanitation concerns, makeup kit costs cannot be refunded unless the student cancels their enrollment prior to being issued their materials on the first day of class.

Refund Policy

The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rata refund. After the end of the cancellation period, you have a right to terminate your studies at this school at any time, and you have the right to receive a refund for the part of the course or program you have paid for and did not receive. You have the right to withdraw from the course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation, the school will remit a refund, less the \$100.00 registration fee, within 45 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned books or equipment.

The pro rata refund is calculated as follows:

- (A) Deduct a registration fee (\$100.00) from the total tuition charge.
- (B) Divide this figure by the number of days in the program.
- (C) The quotient is the daily charge for the program.
- (D) The amount owed by you for purposes of calculating a refund is derived by multiplying the total days attended by the daily charge for instruction.
- (E) The refund would be any amount in excess of the

figure derived in (D) that was paid by you.

(F) The refund amount shall be adjusted for equipment, if applicable.

FINANCIAL AID

For US Students - Payment Plan Option

Students at CMS have two options for paying their tuition. The first option is to pay the entire cost up front, including all required materials and lab fees. We realize this may not be possible for many students, though, so we also offer a financing option. In general, the CMS payment plan requires students to pay the full cost of their materials and a percentage of the tuition and lab fees before the first day of class. The remaining balance will be divided into equal payments for the duration of the chosen course, with all costs having to be paid in full before the completion of the program. Students wishing to pay their tuition on a payment plan should speak with a financial advisor at CMS to work out an appropriate schedule of payments.

Loan Option

For students who cannot afford the cost of CMS tuition, we are able to offer a loan through a private lending company. In order to apply for the loan, the applicant must first fill out the CMS enrollment application, then contact CMS to request paperwork for the loan. In general, students borrow around 60% of the cost of their chosen course. Applicants may opt to borrow more or less depending on their level of need. The exact parameters of the loan are decided by the lending company and may be affected by the applicant's credit. For more information about this option, please contact CMS Administration.

CMS does not accept federal or state financial aid or loans.

Scholarships

Work-Study Internship/Scholarship

Periodically, CMS will offer students the opportunity to participate in a work-study internship in order to pay their class tuition. Under this program, the student would be responsible for paying all material, registration and lab fees, but would be able to work off their tuition through the internship. This program is only available to students enrolled in Sunday and evening classes. Internship hours may vary, but will be scheduled during weekdays until the student's tuition has been paid off. This program is not available at all times, students should check with the CMS office when enrolling to see if the internship program is currently open for applications.

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INTERNATIONAL STUDENTS

Student Visa

CMS is proud to welcome students from all over the world. CMS is authorized under US Federal Law to issue I-20 forms for students with M-1 student visas. The I-20 documentation provided by CMS is only valid for student visas and does not authorize the student for external work experience. The I-20 form will only be valid for the time period in which the student is enrolled and attending classes at CMS.

M-1 Visa

An M-1 visa is an educational visa issued to students who wish to enter the United States in order to attend a vocational or technical school. The M-1 visas are issued for the duration of the student's program at CMS and are only valid for a maximum of 30 days after the student completes his or her program.

Transfers and Extensions

The flexibility of the M-1 visa in terms of transfers or extensions is very limited. Students that wish to transfer to another institution while studying on an M-1 visa may only do so if the new school also offers SEVIS-authorized M-1 programs. Students may only transfer to institutions that offer a similar course of study. Students wishing to extend or shorten the train-

ing period of their M-1 visa should work with CMS admissions representatives. A new I-20 will have to be issued and processed if any changes to the student's program are made.

Requests for both transfers and extensions require the student to fill out a Change of Status (I-539) form and pay a processing fee. The I-539 will then have to be sent to the closest Bureau of Customs and Immigration Services (BCIS) office. Students wishing to change their status should speak to a CMS admissions representative before making any changes.

Enrollment Process

In order to apply for I-20 documentation from CMS, international students must complete a registration form, either online, over the phone, or through the mail. They must also provide a completed I-20 application, a \$100 non-refundable application fee and proof of financial support. Cinema Makeup School also requires proof of completion of secondary education (the equivalent of a high school diploma.) Upon receiving this documentation, CMS will issue the student an acceptance letter and I-20 form. Once the student has received their I-20 paperwork and financial documentation, they will have to pay a \$200 Student and Exchange Visitor Information System (SEVIS) visa processing fee online.

The policies regarding visa issuance may vary by country and each student should be sure to check with his or her embassy regarding what paperwork and documentation is required. All U.S. embassies and consulates will require the student to prove that they have sufficient funds to cover the cost of the program prior to issuing a student visa. The student must either provide documentation of these funds or written proof that they will receive financial support for the duration of the program.

Once the student has gathered their acceptance letter, I-20 form and SEVIS I-901 fee the documentation should be brought to a U.S. embassy for processing. The time frame required to receive a visa may vary, but CMS recommends allowing at least 2 or 3 months before the program start date. Once a visa is issued. The student should have their I-20 documents and passport stamped and returned. The student should then contact CMS via email or phone and let them know they are ready to begin their program.

Entry to the US

Upon entering the United States, the student will need to furnish both their passport and I-20 documentation with the appropriate stamps to U.S. Customs. The Customs officer will issue the student an I-94 card, stapled to a page of their passport. This card

must remain in the passport while the student is in the United States.

After clearing customs, the student must report to CMS no more than 10 days after arrival or he or she will risk creating problems with their visa status.

International Student Guidelines

The U.S. Government places many restrictions and requirements on international students including:

- Students must carry their passports, visa and I-20 documentation with them at all times
- Students may only possess I-20 documentation from one school at any given time
- Students must contact CMS if they have received an I-20 form, but are declining acceptance or have chosen to attend another school so that CMS can cancel their I-20
- Students must notify both CMS and the U.S. Government if they move during their stay. They will need to complete an official Change of Address (AR-11) form

Responsibilities of CMS

CMS will be responsible for providing the following services to International students:

- Issuing I-20 documentation
- Assistance with the housing process
- Reporting changes in course content or duration that could affect a student's visa status
- Reporting a Leave of Absence, poor grades or failure
- Reporting completion of the program as scheduled

Costs

In addition to the costs of tuition and materials, international students are required to pay the following fees:

- \$100 non-refundable registration fee (paid to CMS)
- \$200 SEVIS I-901 visa fee (paid online)

Student Services

International students have access to all of the same services as domestic students including assistance with housing, career planning, transportation questions and other issues. They should feel free to contact CMS via phone or email for assistance with any issues that arise or any questions they have prior to arriving in Los Angeles.

Graduating students are encouraged to meet with CMS administrators prior to leaving the country for advice in how to proceed in their career, what further



education they need and to receive advice on how to market themselves to future employers. M-1 Students are not allowed to work for pay while in the U.S. but they may be eligible to take unpaid work while studying and can accept paid work in their home country once they return.

School Breaks and Holidays

Many CMS students return to their home states and countries during school breaks. If a student on an M-1 visa wishes to return home during a school break he/she must report the trip to a CMS admissions representative prior to leaving. CMS will need to sign and date the student's I-20 form before departure or the student may be denied reentry to the U.S. Students leaving the country for any reason should carry all required documentation with them at all times, including their I-20, visa and passport.

Graduation

Once an international student has completed his/her course of study at CMS, the CMS admissions office must report the change of status to the SEVIS database. If a graduating student is planning to continue on to another course he/she should contact CMS admissions prior to graduation in order to begin the extension process.

Disclaimer

While CMS makes every effort to ensure that the information in this catalog is accurate and up-to-date, it is only provided as an informational resource to potential applicants. Students should be sure to double check

regulations from the US State Department and BCIS as well as their local embassy or consulate prior to beginning the visa application process. If any discrepancies in information arise, the student should obey the regulations provided by the US government.

CMS does not provide Visa services.

DISCLOSURE STATEMENTS

CMS is a private postsecondary educational institute. Although this institution was approved to operate by the former Bureau for Private Postsecondary and Vocational Education, our pending application for re-approval to operate has not yet been reviewed by the Bureau for Private Postsecondary Education.

As a prospective student you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833, online at www.bppe.ca.gov or via telephone (916) 431-6959, (888)-370-7589 or fax (916) 574-8648.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site (www.bppe.ca.gov).

CMS does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

CMS does not offer state or federal financial aid programs. Students may obtain a loan through a private lending company. If the student does so, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.





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The images in this catalog are all the work of CMS students, graduates and instructors; however, they are not intended as an illustration or guarantee of specific activities or lessons.

CMS warmly thanks all of the students, graduates, instructors, models and photographers who contributed work to this catalog.

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