



LA
2012
SCHOOL
CATALOG

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



CONTENTS

INTRODUCTION	2-5	INDIVIDUAL COURSES & CONTINUING EDUCATION	14-17
School History	4	Beauty 101: Fundamentals of Beauty Make-Up	14
Accreditation	4	Beauty 201: Studio Hairstyling for the Make-Up Artist	15
Location	4	Beauty 301: Beauty Lab	15
Facility	5	Special Make-Up Effects 201: Character Make-Up Artistry	16
Mission Statement	5	Special Make-Up Effects 301: Lab Techniques	16
Methodology	5		
ADMISSIONS	6-7	INTERNATIONAL STUDENTS	18-20
Enrollment Process	6	Student Visas	18
Transfer of Credit Policy	6	Enrollment Process	18
Make-Up Kits & Materials	7	M-1 Visa Specifics	19
Orientation	7	MUD International Student Services	20
		International Student Career Services	20
		General Information for International Students	20
PROGRAMS	8-13	SCHOOL POLICIES	21-27
Fashion Make-Up Artistry Program	8	Rules of Conduct	21
Film and Television Make-Up Artistry Program	9	Drug and Rules of Conduct Violation Policy	22
Multimedia Make-Up Artistry Program	10	Attendance Policy	22
Master Make-Up Artistry Program	12	Good Health and Vaccination Policy	22
		Grading Policy	22



↘ 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.

Please note that the 2012 catalog contains information pertaining to our class starts which begin in the 2012 calendar year (1/1/12 to 12/31/12). Students starting during the 2012 calendar year will be held responsible for information stated in this version of the catalog.

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



Satisfactory Academic Progress Policy	23
Probation and Termination Policy	23
Graduation Requirements	24
Repeating Courses	25
Changing Programs	25
Leave of Absence (LOA) Policy	25
Last Day of Attendance	25
Date of Determination	25
Official and Unofficial Withdrawals	25
Cancellation and Refund Policy	26
Definition of Clock Hours	27
Complaint Policy	27
MUD Shop Return Policy	27
Student Tuition Recovery Fund (STRF)	27
Family Educational Rights and Privacy Act (FERPA)	28
Record Retention	28
Campus Security Policy and Crime Statistics	28
Campus Emergency Procedures and Fire Safety	28
Missing Persons Policies and Procedures	29

Student Right to Know	29
Plans for Academic Improvement	29

STUDENT SERVICES	30-34
Directory of Information	30
Financial Services	30
Housing and Transportation	32
Americans with Disabilities Act Policy	33
Learning Resource Center	33
Career Services	34
COMPLETION AND PLACEMENT DATA	35-36
BPPE Completion Data	35
USDOE Completion Data	35
BPPE Placement Data	36
USDOE Placement Data	36
FACULTY & STAFF	37-41
LOCAL RESOURCE GUIDE	42



Make-Up Designory (MUD) is dedicated to providing education in the craft of make-up artistry, as well as in related fields that are specific to the needs of both the novice and the experienced artist. We operate at two locations: our main campus in Los Angeles, and our second branch campus in New York, which opened in 2005. Our New York facility represents our latest effort to bring quality education and products to the make-up artist community. All of the courses offered in our curriculum are taught by experienced, professional artisans who are also state-certified instructors. Our curriculum provides students with practical, real-world skills in an academic format designed to maximize the learning process. Each year, our schools train hundreds of students from around the world in a variety of make-up specialties. Whether a student chooses the intricacies of prosthetics or the delicacy of beauty make-up, Make-Up Designory can prepare him or her to begin a journey as a make-up artist.



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 retail store, and nearby administrative offices in Burbank. A 10,000 square foot warehouse, distribution center, and corporate headquarters are located in Valencia, California.

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

Make-Up Designory is a private institution and has been granted approval to operate by the Bureau for Private Postsecondary Education (BPPE) under the terms of the California Education Code (CEC) Section 94890(a)(1) until February 3, 2013 per CEC Section 94890(b). 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.

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 10,000 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 is conveniently adjacent to the main school building.

The main school building includes MUD's student and retail store, eight make-up studios, a still photography/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 photography/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, the 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.

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.

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 application fee, as well as proof of high school graduation (which includes a graduation date) or the equivalent. 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 and certified as a high school graduation documentation or the equivalent 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.

As a part of the enrollment process and before securing a seat in class, all potential students are required to complete an interview process. The interview process includes a formal conversation with an Admissions Advisor and extends into interaction with other departments via phone conversations, e-mail correspondence, and in-person meetings. During the formal conversation, our Admissions Advisors will gain pertinent information from the prospective student to determine educational and career goals. It also allows the prospective student to ask our Advisors questions about the school and discuss expectations. The rest of the interview process is based on interaction with the faculty and staff at MUD; this helps

us to determine if the prospective student is a good fit for our school. We have set a high level of standards for our students and graduates and it is important that our student body accurately reflects that by demonstrating a professional demeanor and good communication skills. If we determine that any part of the interview process has not met our expectations, we reserve the right to deny enrollment based fully or in part on our decisions from our interview process.

Student Application Forms may be obtained at the Administrative Office or through an Admissions Advisor, at the back of this catalog, 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. Tuition is not due until the first day of class, however we ask that the first tuition payment is made two weeks prior to the start of classes to help make the transition to school easier. 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, New York and European 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. Previously taken courses will be noted in the student's file and the cost of the program will be prorated according to the number of hours being transferred. MUD has no articulation or transfer agreement with any other outside college and university to accept courses or credit to be applied towards our programs. Additionally, no credit is awarded for experiential learning.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT MAKE-UP DESIGNORY

The transferability of credits you earn at Make-Up Designory is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in the program is also at the complete discretion of the institution to which you may seek transfer. If the credits or degree/certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at that institution. For this reason you should



make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Make-Up Designory to determine if your credits or degree/certificate will transfer.

MAKE-UP KITS AND 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. Students using financial aid funds to pay

for their supplies are issued a Student Materials Card one week prior to the start of class. Students may opt out of receiving a Student Materials Card by notifying their Financial Aid Advisor in writing. A detailed list of supplies needed for each class can be found at: supplies.mud.edu.

ORIENTATION

Orientation is held for new students prior to the start of class so that they may have a chance to meet the Administrative Staff, discuss what to expect as a new student, and tour the school. Orientation is not mandatory, but is highly recommended for newly enrolled students and their families or friends who may have questions about any of the school's policies or operations. It is beneficial to the students to bring a pen and paper to their scheduled

orientation as there is important information discussed and forms to fill out; some students may be called upon to complete paperwork in the Administrative Office during this time. It is not recommended that students wait until orientation to buy supplies as the MUD shop can be quite busy with other students making last-minute purchases. Orientation is typically held on the business day prior to the start of class. Once a student has been admitted, his or her Admissions Advisor will be in touch regarding the specific date and location of orientation.

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: \$8,624.00 / MAKE-UP KITS & MATERIALS: \$1,775.00 / STRF ASSESSMENT: \$25.00
TOTAL (INCLUDING APPLICATION FEE): \$10,524.00**

This program combines Beauty 101, Beauty 201, and Beauty 301. 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 professional standards. Upon successful completion, this program is designed to prepare the student to work as an entry-level make-up artist. 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

Jan. 3 – Mar. 28	Jan. 25 – Apr. 19	Feb. 15 – May 10	Mar. 8 – Jun. 1
Mar. 29 – Jun. 22	Apr. 20 – Jul. 18	May 11 – Aug. 8	Jun. 4 – Aug. 29
Jun. 25 – Sept. 21	Jul. 19 – Oct. 12	Aug. 9 – Nov. 2	Aug. 30 – Nov. 27
Sept. 24 – Dec. 18	Oct. 15 – Jan. 28, 2013	Nov. 5 – Feb. 19, 2013	Nov. 28 – Mar. 12, 2013

FILM AND TELEVISION MAKE-UP ARTISTRY PROGRAM

TUITION: \$13,860.00 / MAKE-UP KITS & MATERIALS: \$2,550.00 / STRF ASSESSMENT: \$42.50
TOTAL (INCLUDING APPLICATION FEE): \$16,552.50

This program combines Beauty 101, Special Make-Up Effects 201 and Special Make-Up Effects 301. 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 professional standards. Upon successful completion, this program is designed to prepare the student to work as an entry-level make-up artist and/or entry-level lab technician. Fields requiring make-up artists with this type of training include, but are not limited to: entertainment, theatrical, retail, bridal, special make-up 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.

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 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: 24 students

OFFERINGS

Jan. 3 – May 10	Feb. 15 – Jun. 22	Mar. 29 – Aug. 8	May 11 – Sept. 21
Jun. 25 – Nov. 2	Aug. 9 – Dec. 18	Sept. 24 – Feb. 19, 2013	Nov. 5 – Apr. 2, 2013

MULTIMEDIA MAKE-UP ARTISTRY PROGRAM

TUITION: \$13,244.00 / MAKE-UP KITS & MATERIALS: \$2,725.00 / STRF ASSESSMENT: \$40.00
TOTAL (INCLUDING APPLICATION FEE): \$16,109.00

This program combines Beauty 101, Beauty 201, Beauty 301, and Special Make-Up Effects 201. 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 professional standards. Upon successful completion, this program is designed to prepare the student to work as an entry-level make-up artist. Fields requiring make-up artists with this type of training include, but are not limited to: entertainment, theatrical, retail, bridal, special make-up 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.

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

Jan. 25 – Jun. 1	Mar. 8 – Jul. 18	Apr. 20 – Aug. 29	Jun. 4 – Oct. 12
Jul. 19 – Nov. 27	Aug. 30 – Jan. 28, 2013	Oct. 15 – Mar. 12, 2013	Nov. 28 – Apr. 24, 2013



MASTER MAKE-UP ARTISTRY PROGRAM

TUITION: \$17,864.00 / MAKE-UP KITS & MATERIALS: \$2,975.00 / STRF ASSESSMENT: \$52.50
TOTAL (INCLUDING APPLICATION FEE): \$20,991.50

This program combines Beauty 101, Beauty 201, Beauty 301, Special Make-Up Effects 201 and Special Make-Up Effects 301. 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 professional standards. Upon successful completion, this program is designed to prepare the student to work as an entry-level make-up artist and/or entry-level lab technician. Fields requiring make-up artists with this type of training include, but are not limited to: entertainment, theatrical, retail, bridal, special make-up 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.

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 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.

Maximum class size: 24 students

OFFERINGS

Jan. 3 – Jun. 22	Feb. 15 – Aug. 8	Mar. 29 – Sept. 21	May 11 – Nov. 2
Jun. 25 – Dec. 18	Aug. 9 – Feb. 19, 2013	Sept. 24 – Apr. 2, 2013	Nov. 5 – May 15, 2013

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 Administrative 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, and Special Make-Up Effects 301 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: \$1,350.00 / STRF ASSESSMENT: \$15.00
TOTAL (INCLUDING APPLICATION FEE): \$6,085.00**

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 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

The day classes meet Monday through Friday and consists of 210 clock hours. Day sessions are 6 weeks long, between the hours of 8:00am and 4:00pm.

The evening classes meet Monday through Thursday and consists of 210 clock hours. Evening sessions are 15 weeks long, between the hours of 6:00pm and 9:30pm.

Maximum class size: 22 students

DAY OFFERINGS

Jan. 3 – Feb. 14	Jan. 25 – Mar. 7	Feb. 15 – Mar. 28	Mar. 8 – Apr. 19
Mar. 29 – May 10	Apr. 20 – Jun. 1	May 11 – Jun. 22	Jun. 4 – Jul. 18
Jun. 25 – Aug. 8	Jul. 19 – Aug. 29	Aug. 9 – Sept. 21	Aug. 30 – Oct. 12
Sept. 24 – Nov. 2	Oct. 15 – Nov. 27	Nov. 5 – Dec. 18	Nov. 28 – Jan. 28, 2013

EVENING OFFERINGS

Feb. 1 – May 17	Jul. 16 – Oct. 29	Sep. 4 – Dec. 18
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BEAUTY 201: STUDIO HAIRSTYLING FOR THE MAKE-UP ARTIST

105 CLOCK HOURS

PRE-REQUISITES: BEAUTY 101 AND/OR EQUIVALENT EXPERIENCE AND MATERIALS

**TUITION: \$2,310.00 / MAKE-UP KITS & MATERIALS: \$375.00 / STRF ASSESSMENT: \$7.50
TOTAL (INCLUDING APPLICATION FEE): \$2,792.50**

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 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

Jan. 3 – Jan. 24	Jan. 25 – Feb. 14	Feb. 15 – Mar. 7	Mar. 8 – Mar. 28
Mar. 29 – Apr. 19	Apr. 20 – May 10	May 11 – Jun. 1	Jun. 4 – Jun. 22
Jun. 25 – Jul. 18	Jul. 19 – Aug. 8	Aug. 9 – Aug. 29	Aug. 30 – Sept. 21
Sept. 24 – Oct. 12	Oct. 15 – Nov. 2	Nov. 5 – Nov. 27	Nov. 28 – Dec. 18

BEAUTY 301: BEAUTY LAB

77 CLOCK HOURS

PRE-REQUISITES: BEAUTY 101 AND BEAUTY 201

**TUITION: \$1,694.00 / MAKE-UP KITS & MATERIALS: \$50.00 / STRF ASSESSMENT: \$5.00
TOTAL (INCLUDING APPLICATION FEE): \$1,849.00**

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 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

Jan. 3 – Jan. 24	Jan. 25 – Feb. 14	Feb. 15 – Mar. 7	Mar. 8 – Mar. 28
Mar. 29 – Apr. 19	Apr. 20 – May 10	May 11 – Jun. 1	Jun. 4 – Jun. 22
Jun. 25 – Jul. 18	Jul. 19 – Aug. 8	Aug. 9 – Aug. 29	Aug. 30 – Sept. 21
Sept. 24 – Oct. 12	Oct. 15 – Nov. 2	Nov. 5 – Nov. 27	Nov. 28 – Dec. 18

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

210 CLOCK HOURS

PRE-REQUISITES: BEAUTY 101 AND/OR EQUIVALENT EXPERIENCE AND MATERIALS

TUITION: \$4,620.00 / MAKE-UP KITS & MATERIALS: \$950.00 / STRF ASSESSMENT: \$15.00
TOTAL (INCLUDING APPLICATION FEE): \$5,685.00

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 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

Jan. 3 – Feb. 14	Jan. 25 – Mar. 7	Feb. 15 – Mar. 28	Mar. 8 – Apr. 19
Mar. 29 – May 10	Apr. 20 – Jun. 1	May 11 – Jun. 22	Jun. 4 – Jul. 18
Jun. 25 – Aug. 8	Jul. 19 – Aug. 29	Aug. 9 – Sept. 21	Aug. 30 – Oct. 12
Sept. 24 – Nov. 2	Oct. 15 – Nov. 27	Nov. 5 – Dec. 18	Nov. 28 – Jan. 28, 2013

SPECIAL MAKE-UP EFFECTS 301: LAB TECHNIQUES

210 CLOCK HOURS

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

TUITION: \$4,620.00 / MAKE-UP KITS & MATERIALS: \$250.00 / STRF ASSESSMENT: \$12.50
TOTAL (INCLUDING APPLICATION FEE): \$4,982.50

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 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 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: 24 students

OFFERINGS

Jan. 3 – Feb. 14	Feb. 15 – Mar. 28	Mar. 29 – May 10	May 11 – Jun. 22
Jun. 25 – Aug. 8	Aug. 9 – Sept. 21	Sept. 24 – Nov. 2	Nov. 5 – Dec. 18



INTERNATIONAL STUDENTS

STUDENT VISAS

Make-Up Designory (MUD) is proud to welcome international students. As make-up artistry is a visual art, there is no level of English language proficiency required. 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.

ENROLLMENT PROCESS

In order to obtain I-20 documentation for an M-1 visa, international students must complete the MUD School Registration Form. This form 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. Any student who is providing documentation in a language other than English must have their documentation translated and certified as high school graduation documentation or the equivalent by an agency that has been 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 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.

Once the student has paid the I-901 fee via the website, 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.

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.

**Please note, it is important to watch what an embassy clerk or Customs official notes as your type of Visa. All documents should read "M-1". If they are stamped with "F-1" or anything other than "M-1", please bring it to the attention of the official immediately. An incorrect notation could lead to costly fines, appeals and even deportation.*

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.

MUD ADMINISTRATIVE OFFICE RESPONSIBILITIES

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

- Publishing the initial I-20 form
- Updating SEVIS records after a student has arrived and checked in with his or her Admissions Advisor
- 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 \$290.00, and receiving a new I-20 document. MUD's Admissions Advisors can help students complete their paperwork and mail it to USCIS in Laguna Niguel, CA. For your convenience, the package will be addressed for return to the school. Please note that this process can take a minimum of 45 days.

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 the completion of their classes, and need to complete the aforementioned visa extension process. 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

International students have access to MUD housing while studying at our school. Availability is very limited, so it is advised that the student inform his or her Admissions Advisor if interested in student housing prior to choosing enrollment dates.

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 a Career Services Advisor. 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, Professional Development 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 the USA Education Guides website: <http://www.usaeducationguides.com/guidance>

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 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 AND RULES OF CONDUCT 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. Terminated students are not eligible to receive Career Services, including but not limited to, Job Board access and Advisor assistance.

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.

DISCIPLINARY APPEALS PROCESS

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.

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. 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.

CANCELLATION OF CLASS

On occasion class may be cancelled due to unforeseen circumstances such as severe weather, illness, or events beyond the control of the school. In the event of a class cancellation, the hours will be made up on the next available Tuesday or Thursday following the closure from 5:00 pm to 8:30 pm and will continue until all hours have been made up.

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 10% of a course or program, so it is important to attend class when healthy so absences can be used for emergencies (this averages out to be one half day of class per week or one full day of class every 2 weeks). 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
W	Withdrawal	0.0
I	Incomplete	Not weighted

SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory Academic Progress (SAP) is measured at the 25 percent and 50 percent points of a student's program. If a student falls below Satisfactory Academic Progress standards, he or she is placed on Satisfactory Academic Warning by the School Director until the next evaluation point. If the student falls below SAP after being placed on Satisfactory Academic Warning at the next evaluation point, the student is due to be terminated. The following criteria must be met in order to make SAP:

- **Achieve standard of C (70 percent) in preceding course(s)**
Students must have a grade of C or better in each course prior to the evaluation point. All grades from completed classes, current classes, repeated courses, failed courses, withdrawals and transferred hours are taken into account.
- **Attend a cumulative 90 percent of the program hours**
Students cannot miss more than 10% of their total hours scheduled up until the evaluation point. All attended hours are included in making this calculation.
- **Pace of progression must be at 67 percent**
Students must be finishing courses in their chosen program at a rate that will allow them to complete their program within the 1.5 maximum time frame.

SATISFACTORY ACADEMIC WARNINGS

Students who are given a Satisfactory Academic Aid Warning have failed to make SAP. Students may continue to receive Title IV Aid for one payment period after receiving a Warning. Students need not appeal a Satisfactory Academic Warning.

SATISFACTORY ACADEMIC TERMINATION

Students who have been given a Warning and continue to not make SAP may be terminated at the discretion of the School. Students may appeal a Termination decision.

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 warning 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. Students must also include what has changed that will allow him or her to make SAP at the next evaluation. 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 appeal decisions are final.

SATISFACTORY ACADEMIC PROBATION

Students who have been granted an appeal from Termination due to SAP failure are placed on Satisfactory Academic Probation. During this time, a student may have his or her Title IV Aid reinstated for one payment period and must agree to conditions for continuing enrollment.

INCOMPLETE / WITHDRAWAL / FAIL GRADES

Withdrawal (W) and Fail (F) grades from a course will receive a point value of 0.0, and are included when determining SAP. Incomplete (I) grades are not counted as part of a student's grade point average and are therefore not included when determining SAP.

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 may 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. Terminated students are not eligible to receive Career Services, including but not limited to, Job Board access and Advisor assistance.

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 90 percent of the 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 90 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, and Special Make-Up Effects 301.

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 90 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 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 the maximum timeframe. 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. Non-graduates are not eligible to receive Career Services, including but not limited to, Job Board access and Advisor assistance. Non-graduates include students who have been Terminated, Withdrawn, Dropped or are Incomplete.

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.

MAXIMUM TIME FRAME POLICY

All students must satisfy their academic graduation requirements within 1.5 times of the original program length. This means that in addition to the student having the entire program to satisfy his or her academic program requirements, he or she is allowed an additional period of time after their program completes to make changes to grades or academic outcomes. The additional time cannot extend past 50% of the original program length.

REPEATING COURSES

Students enrolled in the Fashion Make-Up Artistry program are allotted a maximum of 18 weeks to complete all course work. Multimedia and Film and Television Make-Up Artistry program students are allotted 27 weeks and Master Make-Up Artistry program students are allotted 36 weeks. Students enrolled in the Beauty 101, Special Make-Up Effects 201 and Special Make-Up Effects 301 courses have a maximum of 9 weeks to complete all coursework, and Beauty 201 & 301 students have 5 weeks.

CHANGING PROGRAMS

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 maximum time frame, the grades for the repeated course can be averaged with the grades from the prior attempt at the course; the new final grade will be used in calculating SAP.

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 60 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 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.

OFFICIAL AND UNOFFICIAL WITHDRAWALS

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 enrollment 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

CANCELLATION AND REFUND POLICY

the school must pay that balance before registering for future classes. Additionally, withdrawn students are not eligible to receive Career Services, including but not limited to, Job Board access and Advisor assistance.

Students who want to cancel and request a refund in writing within seven days of their first day of attendance at Make-up Designory will be refunded the application fee and tuition paid, in full. After the seven days have elapsed, the application fee becomes non-refundable and the school's established refund policy is effective.

In addition, students may withdraw from a course or program 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 or program. 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 FUNDS 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 enrollment period.

If a Title IV Funds recipient withdraws, 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 enrollment period. The percentage of Title IV Aid earned is determined by dividing the number of clock hours scheduled for completion during the enrollment period as of the date of determination of the date of withdrawal, by the total number of clock hours in the enrollment period. Once a student has completed more than 60 percent of the enrollment period, he or she has earned all of the Title IV funds due for the enrollment period. For example, if the student completes 30 percent of the enrollment period, he or she has earned 30 percent of the assistance they were originally scheduled to receive in the enrollment 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 Direct Stafford Loan
- Subsidized Direct Stafford Loan
- Direct PLUS Loan
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grants (FSEOG)

DEFINITION OF CLOCK HOURS

MUD defines a clock hour as 50 minutes.

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 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 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's website: www.bppe.ca.gov.

MUD SHOP RETURN POLICY

Make-Up Designory gladly accepts returns of unused cosmetics within 10 days of purchase date. Returns must be accompanied by the original receipt and products must be in original packaging and condition. Store credit will be issued for all cash, check, and student material card sales; a refund will be issued for credit transactions to the original card. We do not accept returns on any hair products. Students withdrawing from class have 20 days from the withdrawal date to return merchandise in the above stated condition. Students must bring a copy of the withdrawal paperwork and original receipt with their return.

STUDENT TUITION RECOVERY FUND (STRF)

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid 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 or other costs.
4. There was a material failure to comply with the Act or the 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.

However, no claim can be paid to any student without a social security number or taxpayer identification number.

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 and prepays 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.
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.

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 fund 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.bppe.ca.gov, 888-370-7589.

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.

RECORD RETENTION

Student records are kept on campus in fireproof cabinets up to five years after graduation. After five years, records are moved to an off-campus storage facility. Any students or graduates requiring access to their records should contact the Registrar's Office.

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 website: <http://mud.edu/Campus-Security-CA.pdf>.

CAMPUS EMERGENCY PROCEDURES AND FIRE SAFETY

Students will be notified of emergency situations via a text-based messaging system. 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. 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

MISSING PERSONS POLICIES AND PROCEDURES

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.

Students who are missing from class for three days and have no contact with the school or classmates are contacted by the Administrative Office 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 student 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 website: <http://mud.edu/Student-Right-to-Know.pdf>.

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 Gil Romero, School Director.

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, CA 95833, www.bppe.ca.gov, toll-free telephone number 888-370-7589 or by fax 916-263-1897.

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. Individual department contact information is available in the front cover of this catalog.

DIRECTORY OF INFORMATION

SERVICES AND SUPPORT

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

PLEASE VISIT

Lead Instructor
Registrar
Admissions
Registrar/Instructors
Bursar
Career Services
Registrar
School Director
Registrar
Admissions
Registrar
Financial Aid
Career Services
Admissions
Admissions
Registrar
Reception
Instructors
Registrar
Bursar
School Director/Lead Instructor
Admissions
Admissions/Registrar

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.

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. 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, 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.

PRIVATE STUDENT LOANS

FINANCIAL AID FOR INTERNATIONAL STUDENTS

If a student has exhausted all of his or her financial aid options (grants, scholarships, federal loans, etc.) and still needs money for college, he or she may want to apply for a private loan. These loans are generally based on credit worthiness rather than financial need. Please visit the school's Financial Aid website: finaid.mud.edu to view our preferred lender list and detailed information.

VETERANS' BENEFITS

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.skillsfundingagency.bis.gov.uk or calling 0845 377 5000.

TUITION

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.

2009-2010 MEDIAN LOAN DEBT

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. Payment is not due until the first day of class, however, we ask that tuition for all courses and, at minimum, half of the tuition of programs is paid two weeks prior to the first day of class to ease the transition into school; the second half of the tuition for programs is due at the 50% midpoint of the program. 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.

Title IV Loan Debt – \$3,334 Private Loan Debt – \$0 Institutional Loan Debt – \$0

PAYMENT

The Median Loan Debts given here are based on students who were in the Film & Television, Multimedia and Master Make-Up Artistry programs between July 1, 2009 and June 30, 2010 for both the Los Angeles and New York campuses. This amount noted is the median amount borrowed by students who attended during the specified time frame and what they must repay according to the terms of their loan.

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. If students prefer to pay for materials up front along with tuition, please note that it is included when writing the check. Once the check has cleared (approximately one week), the student will be given a credit in the form of a Student Materials Card, which can be used to purchase supplies in the MUD shop. Students can call the Administrative offices to see if their Student Materials Card is available for pick up, but should allow enough time for checks to clear.

Students receiving financial aid assistance or third party funding for supplies may have their

HOUSING AND TRANSPORTATION

funds sent directly to the school. MUD will issue a Student Materials Card for purchase of supplies at the MUD shop. If a student requires a refund check, he or she should visit the Administrative Office and fill out a Refund Request form. If an unclaimed refund remains on the student's account at the time of his or her graduation, a refund check will automatically be 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 international 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. To help students traveling from other states and regions make an easy transition to Southern California, MUD has put together a list of resources where students can begin their search for housing options. Students who need housing assistance should speak with their Admissions Advisor for a list of the most current options we have available. Cost of housing in the Los Angeles area can range. However, in Burbank, on average, students should expect to pay approximately \$900 per month.

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. If a student chooses to fly into LAX (Los Angeles International Airport), we recommend www.Shuttle2LAX.com as they have a flat rate of \$20.00 from the airport to the school. Please call 888-920-2220 for details.

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. 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 www.westsiderentals.com

2. My Cheap Apartments is a search engine for nationwide affordable housing listings.
www.mycheapapartments.com

4. 1200 Riverside Apartments is conveniently located near Burbank's Entertainment Industry, the Burbank Airport, the Los Angeles Equestrian Center, Universal City, and Griffith Park. 1200 Riverside Apartments is close to the freeway and accepts small dogs.
1200 Riverside Drive, Burbank, CA 91504 818-843-2441 www.liveatalliance.com/1200riverside

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 www.rancholosfeliz.com

5. Town Center Apartments offers luxurious living located in the heart of the Media Center, just minutes from major studios, shopping, dining, and recreation. Town Center offers on-site management and maintenance services. Floorplans of one bedroom, one bedroom loft, two bedroom flats, and two bedroom townhouses style apartments are available. Fully furnished options are also available. Ask for Paul to receive MUD discounts.
333 Andover Drive, Burbank, CA 91505 818-845-2220 www.burbankaptsTCA.com

6. 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 Lila Cross to receive MUD discounts.
3600 Barham Blvd., Los Angeles, CA 90068 323-878-2100 www.oakwood.com

SHORT-TERM HOUSING RESOURCES

7. Avalon Burbank is an excellent choice for housing in the Burbank area. These luxury apartments are located in a great neighborhood, approximately three miles from the school. 350 S. San Fernando Blvd., Burbank, CA 91502 866-430-4243 www.avaloncommunities.com

8. Burbank Village Apartments

240 E. Palm Ave., Burbank, CA 91502 818-843-2801 www.downtown-burbank.org

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

150 E. Angeleno Ave., Burbank, CA 91502 818-841-4770 www.holidayinnburbank.com

3. Furniture rentals

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

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

Fashion Furniture Rental: 888-432-4196 www.fashionfurniture.com

AMERICANS WITH DISABILITIES ACT POLICY

Make-Up Designory does not discriminate in admission or access to our courses or programs on the basis of age, race, color, sex, disability, religion, sexual orientation or national origin. If you would like to request academic adjustment or auxiliary aids, please contact the School Director. You may request academic adjustments or auxiliary aids at any time. The School Director is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicants who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The School will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

- Notify the School Director in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed. You may contact the School Director by telephone at 818-729-9420.
- The School Director will respond within two weeks of receiving the request. If you would like to request reconsideration of the decision regarding your request, please contact the School Director within one week of the date of the response. Please provide a statement of why and how you think the response should be modified.

LEARNING RESOURCE CENTER

MUD is dedicated to providing all students and graduates with access to a comprehensive source of research material related to the field of make-up artistry. The research conducted in the Learning Resource Center is essential to developing a familiarity with the professional make-up industry. For this reason, our faculty and staff actively promote the frequent use of the materials and resources available here.

In the MUD Learning Resource Center, students can review notes, study course materials, and conduct research on award-winning make-up artists, popular products and specialized techniques. Students may use the computer work stations to access the internet and review photographs of their work.

PEER TO PEER FILE
TRANSFER POLICY

The Learning Resource Center is equipped with computer work stations with networked printing capabilities using standard inkjet printers and photocopier machines. These printers and copiers allow any student or graduate an on-campus option to reproduce images or source materials that may provide inspiration in the classroom or for professional assignments. Each work station with a desktop PC includes software such as Microsoft Office applications Word, Excel and PowerPoint, as well as photo viewing and editing programs. The Learning Resource Center also provides MUD students and graduates with wireless internet connectivity with access points located throughout the campus.

CAREER SERVICES

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.

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 in good standing. Our services include the MUD Job Board, Professional Development Lectures, and one-on-one counseling.

Make-Up Designory does not guarantee our students' employment; each make-up artist is responsible for securing his or her next job. Most make-up artists find employment in a variety of areas that creates an employment mix and offers various job experiences. Employment can be found in industries such as cosmetics lines, salon/spas (additional licensing and training may be required depending on the state or country), film, television, fashion, theater, and social events. Depending on the job, project, or budget, employment can range from one day to several months. The hours worked can also range from a traditional eight-hour day in cosmetic sales to ten- to fourteen-hour days on a film set. The field of make-up artistry is artistic, diverse, highly entrepreneurial, and competitive – which can be both challenging and rewarding. When starting out, it is extremely important to set realistic goals. Being organized, tracking expenditures, budgeting money, networking, and being open and available to various job opportunities are just a few guidelines for success in the industry.

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 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.

PROFESSIONAL
DEVELOPMENT LECTURES

MUD also conducts Professional Development Lectures, which are free of charge to students and graduates. Our lectures cover a variety of career-related topics, help students prepare for work in the industry, and provide a forum for graduates, students, and professionals in the industry to exchange ideas and peer counsel one another. Professional Development Lectures are also wonderful opportunities for MUD graduates to network with current students and other professional make-up artists and establish connections that are critical to an artist's success.

PERSONAL SUPPORT

MUD's Career Services Advisors also offer 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 a Career Services Advisor.

COMPLETION AND PLACEMENT DATA

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION COMPLETION DATA

The following Completion Rates are done in accordance with California Education Code and represent only the Los Angeles campus during the noted time frame. This information is also reported on the School Performance Fact Sheet which is filed with the Bureau for Private Postsecondary Education and is given to students as a part of their enrollment package; enrolling students are required to sign off on the Fact Sheet to acknowledge that they have received this information.

STUDENTS COMPLETING WITHIN THE PUBLISHED PROGRAM LENGTH – 100% COMPLETION RATE

	CALENDAR YEAR	NUMBER OF STUDENTS WHO BEGAN PROGRAM	STUDENTS AVAILABLE FOR GRADUATION ²	GRADUATES ³	COMPLETION RATE ⁴
Fashion Make-Up Artistry (12 WEEKS)	2009	49	49	39	80%
	2010	50	50	42	84%
Film and Television Make-Up Artistry (18 WEEKS)	2009	21	21	20	95%
	2010	19	19	19	100%
Multimedia Make-Up Artistry (18 WEEKS)	2009	71	71	58	82%
	2010	123	123	101	82%
Master Make-Up Artistry (24 WEEKS)	2009	60	60	52	87%
	2010	78	78	65	83%

¹ "Number of Students Who Began Program" is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

² "Students Available for Graduation" is the number of students who began the program minus the number of "Students Unavailable for Graduation," which means those students who have died, been incarcerated, or called to active military duty.

³ "Graduates" is the number of students who completed the program within 100% of the published program length.

⁴ "Completion Rate" is the number of "Graduates" divided by the "Number of Students Available for Graduation".

US DEPARTMENT OF EDUCATION COMPLETION DATA

The following Completion Rate is reported via the US Department of Education guidelines. This rate is calculated using student completion data from the Film & Television, Multimedia and Master Make-Up Artistry programs from both the Los Angeles and New York campuses. Graduates had an expected graduation date between July 1, 2009 and June 30, 2010 and graduated on-time, within a normal time frame.

Combined Campus Completion Rate - 85%

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION PLACEMENT DATA

The following Placement Rates are done in accordance with California Education Code and represent only the Los Angeles campus during the noted time frame. This information is also reported on the School Performance Fact Sheet which is filed with the Bureau for Private Postsecondary Education and is given to students as a part of their enrollment package; enrolling students are required to sign off on the Fact Sheet to acknowledge that they have received this information. Placement is determined if the graduate declares himself or herself as a self-employed make-up artist or secures traditional type employment as a make-up artist or in a position where knowledge of make-up artistry is required. Graduates who secure traditional employment are those who can verify that they work, on average, at least 32 hours per week in the field; jobs of this sort are mostly found in the retail industry, skin care professions and in salons and spas (jobs in the skin care field or in salons and spas may require more training and a state license). A typical graduate of our school secures employment in a number of positions and collects their wages from different areas of employment; these graduates are considered self-employed and have an employment mix. Work is obtained through independent freelance jobs in the film, television, fashion and social industries. We confirm a graduate's self-employment status through his or her affirmation of self-employment and by collecting one or more forms of verification: employer statement, business cards, resume, marketing materials, call sheets, etc. These graduates can average more or less than 32 hours of work per week at any given time depending on the nature of the project that they are working on; as a result, we consider them to work less than 32 hours per week since we cannot substantially verify their regular hours of employment. Information on the employers that frequently hire our students and/or the types of jobs our students receive after graduation can be obtained through our Career Services Office.

PLACEMENT RATES

	CALENDAR YEAR	NUMBER OF STUDENTS WHO BEGAN PROGRAM ¹	GRADUATES ²	GRADUATES AVAILABLE FOR EMPLOYMENT ³	GRADUATES EMPLOYED IN THE FIELD ⁴	PLACEMENT RATE ⁵	GRADUATES EMPLOYED IN THE FIELD (AVERAGE LESS THAN 32 HOURS PER WEEK)	GRADUATES EMPLOYED IN THE FIELD (AT LEAST 32 HOURS PER WEEK)
Fashion Make-Up Artistry (12 WEEKS)	2009	49	39	29	26	90%	22	4
	2010	50	42	33	28	85%	26	2
Film and Television Make-Up Artistry (18 WEEKS)	2009	21	20	19	15	77%	15	0
	2010	19	19	14	12	86%	11	1
Multimedia Make-Up Artistry (18 WEEKS)	2009	71	58	55	48	87%	45	3
	2010	123	101	91	79	87%	65	14
Master Make-Up Artistry (24 WEEKS)	2009	60	52	51	39	76%	33	6
	2010	78	65	61	47	77%	44	3

¹ "Number of Students Who Began Program" is the number of students who began the program who are scheduled to complete the program within the reporting calendar year.

² "Graduates" is the number of students who completed the program within 100% of the published program length.

³ "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment. Graduates unavailable for employment means graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States, do not have a Visa

allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

⁴ "Graduates Employed in the Field" means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

⁵ "Placement Rate" is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

EDD SALARY AND WAGE INFORMATION

Because a typical graduate of our school secures employment in a number of areas in the make-up field and collects their wages from the different areas of employment, they may be paid at a variety of salary levels. Additionally, a make-up artist's initiative, ability to attract and hold regular clients, networking ability and experience level are all factors to consider in wage determination. The wages listed can be higher or lower depending on location, tipping practices and competition. PLEASE NOTE: The following information is provided by the California Employment Development Department pursuant to Section 94910(d)1 of the California Private Postsecondary Act of 2009. Make- Up Designory makes no claim as to the potential earnings of graduates trained by our school. Prospective students are encouraged to review the occupational information found under the "Occupational Profile" search on the EDD's website at: www.labormarketinfo.edd.ca.gov.

COUNTY OF LOS ANGELES AS OF OCTOBER 2011

POTENTIAL JOB TITLES AS LISTED BY THE EMPLOYMENT DEVELOPMENT DEPARTMENT	HOURLY			SALARY		
	LOW (25TH PERCENTILE)	MEDIAN (50TH PERCENTILE)	HIGH (75TH PERCENTILE)	LOW (25TH PERCENTILE)	MEDIAN (50TH PERCENTILE)	HIGH (75TH PERCENTILE)
Retail Salesperson (SOC CODE 41-2031)	\$8.93	\$10.16	\$13.54	n/a	n/a	n/a
Skin Care Specialists (SOC CODE 39-5094)	\$12.46	\$13.98	\$17.94	n/a	n/a	n/a
Makeup Artists, Theatrical and Performance (SOC CODE 39-5091)	\$28.81	\$42.39	\$52.16	n/a	n/a	n/a

US DEPARTMENT OF EDUCATION PLACEMENT DATA

As per the USDOE guidelines, we are required to report the Employment Rates given to our accrediting commission in the most recent annual report. The employment rates are based on the total number of graduates, including those graduating within the maximum time frame, but excluding anyone not available for employment due to medical reasons, death, further education, incarceration and international students. Our programs prepare students for the occupation of "Makeup Artist, Theatrical and Performance" (O*NET code 39-5091.00) and for occupations where knowledge of make-up artistry is required such as Retail Salespersons (O*NET code 41-203100) and Skin Care Specialist (O*NET code 39-509400). More information on this profession can be found at the Department of Labor's website at: www.onetonline.org.

	STUDENT START DATES	EMPLOYMENT RATE
Fashion Make-Up Artistry	12/08-11/09	84%
Film and Television Make-Up Artistry	9/08-8/09	84%
Multimedia Make-Up Artistry	9/08-8/09	89%
Master Make-Up Artistry	7/08-6/09	82%

JAMES CONRAD

INSTRUCTOR

James Conrad is a graduate of Healdsburg High School in Healdsburg, CA and trained at The Academy of Studio Makeup in Studio City, CA. Mr. Conrad has been a professional make-up artist for 20 years and has spent most of that time working in effects labs like Fun House Inc., ADI, Cannom Creations, and Almost Human on movies such as *Fight Club*, *Starship Troopers*, *Blade*, *Wishcraft* and TV shows *Buffy the Vampire Slayer* and *Angel*. His eclectic career has included work on a broad range of artistic projects ranging from tattoos to fully mechanized creatures. Mr. Conrad has worked with many prominent actors including Brad Pitt, Adam Sandler, Drew Barrymore, Malcolm McDowell and LL Cool J.

LUIS GARCIA

INSTRUCTOR

Luis Garcia has been a professional make-up artist for 18 years and is a member of Local 706, Make-Up Artists and Hairstylists. He is a graduate of John Marshall High School and Elegance Academy, both in Los Angeles, CA. His work has appeared on film and television productions such as *Pirates of the Caribbean 3 and 4*, *Spider Man 2 and 3*, *Halloween 1 and 2*, *The Devil's Rejects*, *Charlie Wilson's War*, *Dream Girls*, *Dexter*, and *Flash Forward*. His area of expertise covers the full range of make-up artistry, from beauty make-up to special make-up effects and lab work.

PAMELA HACKEMAN

INSTRUCTOR

Pamela Hackeman is a licensed esthetician with over 18 years of experience in skin care, professional make-up, and retail sales. She is a graduate of John I. Leonard High School in Lake Worth, FL, New England Shiatsu School in Boston, MA, Moro Beauty School in Glendale, CA and Make-Up Designory. Ms. Hackeman has worked for major cosmetics companies like MAC, Chanel, La Prairie, and Biotherm, where she also received additional training. She has conducted skin care and cosmetics platform demonstrations, seminars, and personal consultations, and has experience in runway, commercials, print and film in Los Angeles, New York, Miami, South Africa, Thailand, and Japan. Ms Hackeman served as a training consultant for The National Training Company, developing and conducting training seminars for major corporations like Holiday Inn, See's Candies, and 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 *Mercy Streets* (a feature film), *Dark Nova* (a fantasy feature film), *The Continuing Adventures of Stonewall and Reed* (a comedy feature film), *Love is Evil* (a comedy video and cover with Christopher Titus), "If You Can't Rock Me" (Brian Setzer Orchestra Music Video and film score for *Stuart Little*), "Spirit Walker" (a music video), Kick's (workout video), a Calistoga Water commercial, a Zen Muffin commercial, corporate videos for Bank of America, and a commercial for St. Helena's Hospital. She continues to work as a professional make-up artist in the fashion and print industries and is the owner of a skin care and make-up salon in Los Angeles. Ms. Hackeman has worked with many prominent actors and entertainment personalities, including Christopher Titus, Eric Roberts, Beau Bridges, Lawrence (LT) Taylor, Shane Black, Cynthia Watros, David White, Robert LaSardo, Amanda Lucas, and Ken Welsh.

JENN HALL

INSTRUCTOR

Jenn Hall has been a professional make-up artist and special make-up effects artist for over seven years. After graduating from Titusville High School in Titusville, FL and completing her Associates Degree in Film at Full Sail University, she began her career apprenticing under Rick Gonzales in Orlando and later partnered with him on several projects and supervised his shop. Her film work ranges from horror and science-fiction productions to beauty make-up for romantic comedies. Ms. Hall was key make-up artist on *Terror Inside*, *The Woods Have Eyes*, *Days of Darkness*, *Pose Down*, and *Just Desserts*. Her special make-up effects film credits include *The Crazyies*, *Zombies! Zombies! Zombies!*, and *Automaton Transfusion*; her beauty make-up credits include *A Modern Twain Story: the Prince and the Pauper* and *A Glaring Emission*. Ms. Hall's most recent work has included feature films *Devil*, *Alyce*, *Grave Reality*, and *Doomsday County*. She was the assistant creature creator on *Box of Shadows*, and has also worked on five episodes of the television series *Fear Clinic*.

DAVID HARRINGTON

INSTRUCTOR

As a stylist with over 30 years of experience, David Harrington is a creative force in the entertainment and salon industries, having styled for fashion greats such as Gucci, Escada,

BYRD HOLLAND

MAKE-UP ARTIST EMERITUS

Vidal Sassoon, and Shu Uemura. He is a graduate of Abbeville High School in Abbeville, LA and The Institute of Cosmetology, Trilogy and Esthetic in Lafayette, LA, and has professional training from Vidal Sassoon, Toni & Guy, Christine Valmy, Rudy Harlow, Bumble & Bumble, Orlando Peta, and Bryin Smoot. Mr. Harrington has also worked as a personal stylist for talent such as Paula Abdul and Erik Palladino and his artistry has been showcased on runways, on *Entertainment Tonight*, Univision, the *British GQ Awards*, *Los Angeles Magazine*, and more. He is a licensed cosmetologist in Louisiana, New York, California and Hawaii and has spent his career working with a diverse clientele throughout London, New York, San Francisco, and New Orleans. Mr. Harrington is currently sharing his talent and vision in Los Angeles.

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.

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.

STACY LANDE

INSTRUCTOR

Stacy Lande has been a professional make-up artist for 9 years. After graduating from Make-Up Designory in 2001, she worked in feature film, television (*Entertainment Tonight*, *The Tyra Banks Show*, *Access Hollywood*), print, the bridal industry, and retail (M.A.C. Cosmetics). Ms. Lande has worked with personalities such as Buck Owens, Gretchen and Danny Bonaduce, Richard Karn, Barbi Benton, Traci Bingham, and Kal Penn. With a bachelor's degree in fine art, Ms. Lande's work can be found in numerous international art collections including Clive Barker's, films (*Gone in 60 Seconds*), and art books and magazines, including her own published book *The Red Box* from Last Gasp Press. She is currently co-owner and hair and make-up artist for Iconic Pinups, a Los Angeles based pinup photography company. Ms. Lande has also been the subject of local news features; twice on the KTLA morning show, and on NBC. She is a graduate of Granada Hills High School in Granada Hills, CA and California State University, Northridge.

DAVID LANGFORD

INSTRUCTOR

David Langford began his career after graduating from Fountain Valley High School in Fountain Valley, CA by doing make-up for local theater productions. After realizing his passion for the craft, he subsequently trained at the Joe Blasco Makeup Artist Training Center in Hollywood and began working on small TV productions such as *Elvira: Mistress of the Dark*, then later on *Jeopardy* with Alex Trebek and *The Richard Simmons Show*. Mr. Langford was also Department Head on the Paramount lot and remains the Senior Make-Up Consultant for Disney, doing make-up for premiers of Disney films and ABC specials on shows such as *Dancing With the Stars*.

KAT LASKEY

INSTRUCTOR

Kat Laskey is a native of Miami, Florida where she began her make-up career in 2004. After obtaining her GED from the state of New Jersey she went on to graduate with her BFA from Florida International University where she studied Stage Make-up in their theater department. She has received additional training from The Powder Group, the Joe Blasco Makeup Artist Training Center and Temptu, and has worked for and trained with MAC Cosmetics and MAC Pro in Chicago. Currently residing in Los Angeles, Ms. Laskey freelances as a make-up artist for print, music videos, commercials, film, and television, and provides on-site hair and make-up services for weddings and red carpet events.

ANGEL RADEFELD-WRIGHT

INSTRUCTOR

Angel Radefeld-Wright has been a professional make-up artist for 12 years and a licensed cosmetologist for over 15 years. Ms. Radfeld-Wright is a graduate of Blue Valley North High School in Overland Park, KS, Lawrence Beauty Academy in Lawrence, KS, and Make-Up Designory. She has advanced training in make-up and cosmetology from Aveda Institute in Minneapolis, MN, Toni & Guy in Dallas, TX and IATSE Local 706 in Los Angeles, CA and has studied with professionals from MAC, Aveda, TIGI, Redken, Sexy Hair Concepts, Matrix, Biolage, Make-up Forever, PPI and L'Oreal. She has extensive experience in film, television, and print with professional credits including *Little Miss Sunshine*, *The Hangover*, *Bad News Bears*, *Peaceful Warrior*, *Hidalgo*, *The District* (CBS), *House* (FOX), *In Justice* (ABC), and E! Networks. Ms. Radfeld-Wright's print and commercial credits include Sprint, Bud Light, Heineken, Bare Minerals, *TV Guide*, Toyota, *Teen People*, and Abercrombie & Fitch. She is an active Journeyman Make-up Artist with Local 706 in Los Angeles.

GILBERT ROMERO

SCHOOL DIRECTOR, LOS ANGELES CAMPUS

Gil Romero has been an educator at Make-Up Designory for over 13 years. He is a graduate of Willow Park High School in Apple Valley, CA, Cinema Make-up School in Los Angeles, CA and Make-Up Designory. Additionally, he received training in make-up design and artistry from UCLA Extension and Schell Sculpture Studio, and has continued to further his own educational experiences by taking courses in management and instructional methodology through UCLA Extension, University of Phoenix, Victorville Community College, Skillpath and the Coalition of New York State Career Schools. Mr. Romero has lectured and demonstrated make-up techniques including injury simulation and the process of prosthetic construction and application on behalf of MUD, both nationally and internationally. In 2009, he co-authored the second edition of Make-Up Designory's *Character Make-up*. As a professional make-up and special make-up effects artist, Mr. Romero has had extensive experience in film and television since 1995. His work has been seen on television shows and films including *The Unit*, *Scrubs*, *Prison Break*, *Untold Stories of the E.R.*, *The Sarah Silverman Show*, *The Late Late Show with Craig Ferguson*, *The Shield*, *America's Next Top Model*, *Midnight Movie*, *Five Fingers* with Laurence Fishburne, *Route 666* with Lou Diamond Phillips, Rob Zombie's *House of 1000 Corpses*, and the short film *Wounded Embark of a Lovesick Mind* by author/illustrator and film director Gris Grimly. In addition to his film and television work, he has produced prosthetic make-up and effects for Universal Studios Hollywood and Tokyo live-action stunt show WaterWorld, *The Mummy II: Chamber of Horrors*, Busch Gardens Howl-OScream, FuseTV/ Fangoria Chainsaw Awards, and live musical performances. He has also created specialty trauma simulations for companies and professional organizations including one of the largest and most technologically advanced burn centers in the U.S., the Integris Burn Center.

GINA SANDLER

INSTRUCTOR

Gina Sandler has been a professional make-up artist for 20 years. After graduating from Heritage High School in Conyers, GA, she took make-up artistry classes at Los Angeles Community College and is a graduate of Joe Blasco Makeup Artist Training Center in Hollywood. 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*. She continues to expand her artistic skills by taking extensive visual art courses in sculpting, painting and drawing.

KARRIEANN SILLAY

INSTRUCTOR

Karriann Sillay has been a professional make-up and special make-up effects artist for 13 years. She has been a member of Local 706 since 2000, and a member of Local 798 since 2004. Ms. Sillay's work has included film and television productions such as *We Are Marshall*, *Heavens Fall*, *Elvis* (CBS miniseries), *The Crow*, *Gacey*, *Five Fingers*, *Rollerball 2000*, and music videos for Limp Bizkit, Courtney Love, and Macy Gray. She has had the honor to work with many celebrities such as Laurence Fishburne, LL Cool J, Dennis Hopper, Jean Reno, Alan Arkin, Frank Langella, Tyler Perry, Juliet Landau, Tito Ortiz, Lucia Rijker, Tara Reid, David Boreanaz, Rose McGowan, Daniel Baldwin, Naveen Andrews, Rebecca Romijn, Jonathan Rhys Meyers, Randy Quaid, Matthew McConaughey, Anthony Mackie, Russell Simmons, Colm Meaney, Ryan Phillippe, Timothy Hutton, Billy Zane, Bryan Cranston, and Chris Klein. Ms. Sillay is a graduate of Woodbridge High School in Irvine, CA and attended Irvine Valley College, also in Irvine, and Orange Coast College in Costa Mesa, CA. She is a graduate of Make-Up Designory and continues to pursue her education by taking courses in instructional methodology.

GREG SOLOMON

INSTRUCTOR

Greg Solomon has been a professional make-up artist for film and television since 1987. After graduating from La Habra High School in La Habra, CA he attended Fullerton College in Fullerton, CA where he received a Cosmetology certificate and completed the make-up program at Elegance Academy in Los Angeles, CA. He began his career working on stage productions throughout Los Angeles and Orange Counties, and has since split his time between on-set make-up application and creature creations, including the “crispy alien” at Stan Winston Studios for the motion picture *Alien Nation*. For the past two decades, Mr. Solomon has worked on developing well-rounded knowledge and experience in all forms of make-up and make-up effects and splits his time between on-set make-up application and creature creations. His film credits include *The Wolfman*, *I Am Legend*, *Se7en*, *Fight Club*, *Hellboy 2: The Golden Army*, *The Addams Family*, *Army of Darkness*, *Abraham Lincoln: Vampire Hunter*, and *Gremlins 2: The New Batch*. Mr. Solomon’s television credits include *Scrubs*, *Heroes*, *Buffy the Vampire Slayer*, *Roswell*, *The X-Files*, *That 70’s Show*, *Crossing Jordan*, *American Horror Story*, and *Beauty and the Beast*. He has worked with celebrities such as Ron Perlman, Bruce Campbell, Gordon Ramsay, Will Smith, Mandy Patinkin, Zach Braff, Patrick Dempsey, Chris Elliott, Seth Green, Bobby Lee, Mandy Moore, Hayden Panettiere, and Conan O’Brien.

KAREN STEIN

INSTRUCTOR

Karen Stein has been a professional freelance make-up artist for over 8 years. In order to learn her trade, she studied with professionals from Make-up Forever, Bobbi Brown, Tempu, MAC, LA City College and Make-Up Designory. She has worked on television shows for Comedy Central, TLC, Food Network, PBS, DIY Network, BBC, History Channel, and GSN as well as the award-winning horror film, *Babysitter Wanted*. Ms. Stein has also worked with celebrities including Rosario Dawson, Rachel Hunter, Seth Green, Bob Newhart, Martin Landau, Jane Lynch, Rip Taylor, Ron Perlman, Matt Dallas, and Jimmie “J.J.” Walker. Ms. Stein is a graduate of Berkmar High School in Lilburn, GA and received her BFA in Theatre from Emerson College in Boston, MA.

PAUL THOMPSON

DIRECTOR OF EDUCATION

Paul Thompson is the Director of Education at Make-Up Designory and is a professional make-up artist with 24 years of experience, and an educator with 18 years of experience. He graduated high school in California at La Quinta High School, and then attended Orange Coast College and UCLA extension classes to learn the art of make-up. In addition to his make-up education, Mr. Thompson has completed courses in curriculum design and writing with the University of Phoenix, completed all course work required for a designated subjects vocational teaching credential at UCLA, and completed all course work to achieve a full teachers license in the State of New York. Over the course of his career he has been licensed to teach in California, Florida and New York. Mr. Thompson founded Creature Creations, a special make-up effects company specializing in television, commercial and theme park projects. Through this venture he aided in the creation of the very first silicone bodysuit for Luke Perry in *Robin Cook’s Invasion*, an NBC mini-series. He also supervised film and television projects for the MUD/FX Group, a special make-up effects shop he co-founded. Mr. Thompson has held a number of educational specialist positions at several professional make-up schools including UCLA extension, and has lectured all over the world for major cosmetic companies such as MAC Cosmetics, Max Factor & Company, and Kryolan Cosmetics. Currently, he is responsible for the educational quality of the Los Angeles, New York and European MUD campuses which includes overseeing curricula, educational materials, and the recruitment and training of all faculty members. In addition to managing the development of curriculum for MUD’s main campuses, seminars and company training programs, he also manages MUD’s publishing endeavors. Mr. Thompson authored MUD’s character textbook *Character Make-up*, published in 2005 and co-wrote the second edition, published in 2009. Over the course of his career, he 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, Traci Lords, John Dye, George Hamilton, Clint Howard, and Mark Kriski.

MARY ANNE TOCCALINO

INSTRUCTOR

Mary Anne Tocalino has been a professional make-up artist and consultant for the cosmetics industry for over 30 years. Since 1997, she has worked to develop a strong background in commercials, industrial videos, 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, Sothys, La Prairie, Dermalogica, MOP, Giovanni, and Sebastian. Her more recent fashion credits include Lux Life Fashion Evolution 2007 in Miami, Florida. Ms. Toccalino 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). She has worked with personalities such as Michael Jackson, Gary Oldman and Lily Tomlin. Ms. Toccalino is a graduate of Radford Union High School in Radford, MI, Joe Blasco Makeup Artist Training Center in Hollywood, CA and Make-Up Designory. Ms. Toccalino has her A.A. in Humanitarian Arts from Oakland University in Oakland, MI and an Esthetician's Degree from Virginia Farrell in Royal Oak, MI. Additionally, she has received make-up training from Lancome, MAC, Dermologica, Giovanni, Arbonne, Estee Lauder, Bumble & Bumble, and Toni & Guy and instructional methodology training from UCLA Extension and the Coalition of New York State Career Schools.

LINDA VILLALOBOS

INSTRUCTOR

Linda Villalobos is a native New Yorker, born and raised in Brooklyn. She first studied cosmetology at Maxwell Vocational School, where she received her high school diploma and cosmetology degree, and has also studied at the prestigious Vidal Sassoon Academy. For the past 25 years, Ms. Villalobos has been bi-coastal stylist who travels between New York and Los Angeles for films, television shows, and platform work. Her experience has led her to teach seminars, where she has shared her professional knowledge with emerging make-up artists and hairstylists. Throughout her career, Ms. Villalobos has worked with celebrities, has visited a range of countries, and has worked on a diverse range of productions.

CYNDI WELCH

INSTRUCTOR

Cyndi Welch has been a professional make-up artist for 15 years. In this time, Ms. Welch gained extensive experience in film and television and conducted several International Model & Talent Agency Shows in Los Angeles and New York. Her film credits include *The Devil's Tomb*, *Love Comes to the Executioner*, *Fly Boys*, *Ripple Effect*, *American Black Beauty*, *Believers Among Us*, *Lover's Lane*, *Forget About It*, and *Carbon Copy*. Her television credits include *The Chicago Story*, *Time and Time Again*, *Mary Christmas*, *Mom*, *Can I Keep Her?*, and *Invisible Mom II*. Ms. Welch has worked with well-known musicians at Center Staging such as Earth, Wind and Fire, Dave Navarro, Edgar Winters, Mick Fleetwood, and Lisa Marie Presley and with prominent actors, musicians and entertainment personalities including Cuba Gooding Jr., Anna Faris, Ginnifer Goodwin, Jeremy Renner, Minnie Driver, Forest Whitaker, Virginia Madsen, Simon Cowell, Debbie Allen, Daniel Baldwin, Hugh Laurie, Omar Epps, Chris O'Donnell, Burt Reynolds, Robert Loggia, Charles Durning, Richard Grieco, Phyllis Diller, Joanna Pacula, Connie Sellecca, Rachel Welch, Gary Busey, Riley Smith, and Tim Abell. Ms. Welch is a graduate of Rancho Cordova High School in Rancho Cordova, CA and Joe Blasco Makeup Artist Training Center in Hollywood, CA. She has additional make-up training from Temptu and MAC. Currently Ms. Welch is pursuing her cosmetology degree from Moro Beauty College in Glendale, CA.

KAREN WESTERFIELD

INSTRUCTOR

Karen Westerfield has been a professional make-up artist and member of IATSE Local 706, Make-Up Artists & Hair Stylists, since 1990. She is a graduate of R.A. Milikan High School in Long Beach, CA and has her B.A. in Visual Arts from the University of California, San Diego. After receiving training from Westmore Academy, she began her career in make-up effects labs including Burman Studios, Cinovation (Rick Baker's Studio), WM Creations (Matthew Mungle's Studio), and Roboshop (Landmark Entertainment). Ms. Westerfield worked her first union job on *Star Trek: The Next Generation* and continued to work on the *Star Trek* franchise for the next 12 years, for which she won 3 Primetime Emmy® Awards.

ADMINISTRATIVE STAFF

Matt Berenty, Admissions Advisor
Christy Gregory, Financial Aid Director
Kareem Watts, Financial Aid Advisor
Desiree Wilde, Financial Aid Advisor
Laura Valenziano, Registrar
James Porras, Career Services Director
Jackie Rosner, Career Services Advisor
Kandice Vazquez, Career Services Advisor

Karen Demirjian, Bursar
Myken Wang, Store Manager
Derek Althen, Media Manager
Elizabeth Tignini, Director of Compliance
Cindy Jacuk, Controller/CFO
Karl Zundel, Vice President
John Bailey, Secretary

LOCAL RESOURCE GUIDE

MEDICAL & DENTAL CARE

Burbank Family Care

2211 W. Magnolia Blvd. (cross street Buena Vista)
Burbank, CA 91506

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				
City		State/Province		
Country		Postal Code		
Phone Number		Alternate or Cell Number		
E-mail Address				
How did you hear about us?				

II. CITIZENSHIP INFORMATION

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

Country of Citizenship _____

Country of Permanent Residence _____

III. EDUCATIONAL BACKGROUND

School and College attended:
Students of all courses must be at least 18 years of age (or have parental permission) and have proof of a high school diploma, GED or the equivalent. The same information is required for foreign students.

High School	City	State
_____	_____	_____
Date of Graduation		
MM/DD/YYYY		

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 will send a copy of my documentation to the Admissions Office as an attachment via email.

Post High School Education - please fill in the highest level of education attained

Art School	Major	Graduated: Y / N
_____	_____	_____
College	Major	Graduated: Y / N
_____	_____	_____
Trade School	Major	Graduated: Y / N
_____	_____	_____
Additional	Major	Graduated: Y / N
_____	_____	_____

IV. CAREER EXPERIENCE AND PLANNING

Please describe your interest and experience in make-up, hairstyling, art and esthetics (attach additional sheets if necessary):

V. 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		

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

Enrollment is not complete and a place is not reserved until the application 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:

Mak - de I



WE'VE DONE OUR HOMEWORK.

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AN EDUCATED APPROACH TO MAKE-UP.™



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