

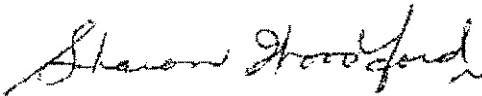
MESSAGE FROM THE PRESIDENT

Welcome to Woodford Training Centre and the Aesthetics Program. I would like to congratulate you on taking the first step in continuing your education.

WTC prides itself on supporting the faculty in maintaining their level of competence, as well as, instructions to new techniques. We use a variety of procedures to maintain an acceptable level of expertise in our instructors.

Throughout your ten months with us, my instructors and I will endeavor to instill in you the skills that will make you successful in your field.

Good Luck

A handwritten signature in black ink that reads "Sharon Woodford". The signature is written in a cursive, flowing style.

Sharon Woodford
President

9.1 Campus Information and Student Services

WTC has 7500 sq. feet of space dedicated to the Aesthetics and Hairstyling Industries including a Spa and Salon for students skill development. We have 2 classrooms, one is equipped with 9 internet accessible computers that are open to students from 8:00 am to 4:00 pm daily and they also house a resource centre/library. The school has two exits in front and 2 exits at the back of the building.

Admission Policies: Provincial High School Graduation Certificate, or equivalent. Non-High School or mature students may be eligible for admission to programs in accordance with the Mature Student Policy. Students must be at least 16 years of age.

PARKING

Free parking is provided.

STUDENT ACCOMMODATION

Woodford Training Centre has a list of boarding houses in the general area. Assistance will also be given to find an apartment. These lists are provided as a service only and must not be treated as a record of recommended accommodations.

FINANCIAL ASSISTANCE

Financial assistance is available in the form of student loans or assistance from Employment Insurance for those who qualify.

Application forms for Student Financial Assistance are available at the school.

Additional information for Student Aid recipients is located at the end of the Student Handbook.

FOOD SERVICES

Kitchen facilities including refrigerator and microwave are provided on site.

LOCKERS

Each full-time student will be assigned a locker on the first day of classes. Woodford Training Centre will not be responsible for anylost or stolen items.

DESIGNATED GROUPS

It is the policy of WTC to provide equal enrollment opportunities without regard to race, color, religion, sex, national origin, age, disability or sexual orientation. The training center is committed to make good faith efforts to reach individuals with disabilities, women, and minorities with information about our program.

LEARNING DISABILITIES

For students with formally diagnosed learning disabilities, WTC will make every effort to provide appropriate accommodations for that particular disability. WTC will provide appropriate accommodations as a result of a formal diagnosis.

GENERAL POLICIES

Note: All students must sign in at the beginning of each day and must sign out if leaving earlier than regular school hours.

UNIFORM/DRESS CODE

Woodford Training Centre believes that each student should be professionally dressed. Jeans, jogging pants, stretch pants, bobby socks, short shorts, flip flops or sneakers are not permitted in the salon. Salon Jackets must be worn in Salon Lab at all times. Failure to do so, students will not be permitted in that area of the school. Clean, comfortable clothing and footwear is essential. The school will provide a professional hairstylist smock which is to be worn by the student at all time.

PROFESSIONAL IMAGE

Students will be provided with a class schedule upon registration. It is expected that when students arrive at the campus that they should be ready to attend class or work with clients. The students are required to have all personal grooming performed before entering the premises (for example.. hair styled, make-up applied, shaved, etc.). Student kits must be brought to school each day or the student may be marked absent.

SMOKING

Smoking is only permitted in designated areas outside the college.

TELEPHONE CALLS

Students will not be called out of class for personal calls, except in an emergency. In most cases, a message will be taken and placed at the front desk. It is the student's responsibility to retrieve these messages on a regular basis.

PHOTOCOPYING

Photocopier services are available at a cost of \$.25 per copy, per side.

EQUIPMENT

The equipment at our college has been obtained to help train you. Many of these pieces are very costly to replace. College equipment is never to be removed from the campus premises and should always be handled with the utmost care and caution. In short, treat equipment as if it were your own.

CHANGE OF ADDRESS

We like to keep in touch with all our students, both past and present. Therefore, we will be asking you to provide us with your home address and current address. If you change your address please let us know. Correspondence will be forwarded to the current address we have on file for you.

PERSONAL BELONGINGS

Nobody likes a thief. The sad part is that even at Woodford Training Centre, in such a friendly atmosphere, we have been victims to thieves in the past. We strongly advise you not to leave valuables in your classroom without supervision. Lockers are available, therefore, please do not leave any personal belongings or valuables around, remember they are the responsibility of the student.

HOLIDAY SCHEDULE

Thanksgiving
Remembrance Day
Christmas Break
Good Friday
Victoria Day
Canada Day
Summer Break
Labor Day

COUNSELLING SERVICES

Upon admission, WTC will provide counseling on the student loan process through a representative from Student Financial Services; during the year such counseling is provided in-house through the administrative staff. Academic and Career counseling is provided by the administration and staff at the time of the registration and on an ongoing basis. WTC provides a referral service for those in need of personal counselling.

Tutoring

Students experiencing academic difficulties may be eligible for tutoring services. This service must be requested of the administration; however, only students who demonstrate a commitment to a high standard of attendance, grade average, skill application and effort will be considered.

Job Placement

Woodford Training Centre will do everything in its power to *assist* each and every student in finding suitable employment. With your skills, this will be done through our On-The-Job Training Program, Employer Contact, Human Resource Development Centers, and your personal job search.

Potential Employment Opportunities

WTC believes in the equitable treatment of students and, to that end, criteria has been established for the selection of students in response to potential employment opportunities

9.2 FINANCIAL POLICY

TUITION

Tuition is payable at the time of registration and at the start of each semester. Tuition can only be collected one semester at a time.

For those students who wish to pay on a monthly basis, post-dated cheques or cash payments are required on or before the first day of each month. At the time of registration, students selecting this option are required to pay the first month's tuition and the kit fee on the first day of classes.

A five percent (5%) Interest charge will be calculated on all outstanding balances depending on mode of payment. Interest will be charged monthly.

Other than program costs, the following charges apply:

- Standard First Aid.....\$ 125.00
(St. John Ambulance is included in the program cost, but if a student is absent at the time this course is offered, they will have to pay this fee to acquire their First Aid certificate).
- Supplementary Exams (each)\$ 10.00
- Third & final test (any course)\$ 50.00
- Extra Transcript of marks\$ 5.00

Any student needing extra time for practical practice and/or testing after their originally contracted program completion date, may do so with permission from instructional staff and at a rate of \$40.00 per day. Depending on the length and nature of time required, revisions to the original student contract or a new contract may be required. Students will have to request in writing for additional time. Students exempt from related classes do not have to attend school during that time

An Official Diploma and/or Final Transcript will not be issued until all outstanding monies are paid.

9.3 ADMISSIONS AND ADVANCED STANDING POLICIES

Mature Student Policy and Non High-School Graduate

Any individuals wishing to apply as a mature student must be at least 19 years of age and out of the K-12 School System for at least one year. Mature student applicant must complete a Canadian Adult Achievement Test (CAAT) and obtain a score of high school equivalency (grade 10) or higher on all sub tests.

For mature student applicants under the age of 19 who have been out of the K-12 system for 1 year, parental consent will be required for the student to enter into the program.

A recommendation regarding admission is then based on the interview and/or testing. Students would also be given a probation period of three months in which the Administration would use this time to determine their ability to complete the program. During probationary period students must complete the following (1) 95% attendance, (2) pass mark of 70% in theory and practical, (3) complete all practical skills.

CONDITIONAL ADMISSION

Students that have been dismissed or were unsuccessful in a semester may be considered for conditional re-admission to the program in the following semester if they have passed all pre-requisite courses required for courses in the next semester and have maintained a 95% attendance record or greater, except where excused by administration. Students granted conditional re-admission will be required to maintain 95% attendance or greater, except where excused by administration; meet with administration at the end of each week to review progress; and maintain a passing grade in all evaluations (tests, assignments, etc). Failure to meet these conditions will result in dismissal from the program.

Admission Policies: Provincial High School Graduation Certificate, or equivalent. Non-High School or mature students may be eligible for admission to programs in accordance with the Mature Student Policy. Students must be at least 16 years of age.

Credit Transfer and Advanced Standing

Students with previous knowledge/skills in trade or related areas may request advanced standing. These students will be required to successfully challenge all theory or practical tests where applicable in order to receive credit. Credit will be awarded for apprenticeship courses completed at another recognized post-secondary institution upon validation by the Department of Advanced Education and Skills.

Prior Learning Assessment and Recognition

For Aesthetics students entering an apprenticeship recognition of previous work experience will be assessed by Industrial Training unit of Department of Advanced Education and Skills.

9.4 PROGRAM/COURSE INFORMATION

APPROACH TO LEARNING

The instructional staff at Woodford Training Centre, use various teaching methods for the transferral of information and the development of skills for its students.

As well as the traditional classroom methods, the program uses modified self-directed learning modules. This modified program evolved so that students may successfully meet the challenges and opportunities in the learning process. This type of learning requires planning and commitment on the part of the student. Procrastination is to be avoided in this type of program. Failure to maintain an adequate pace can cause great difficulties in completing the course.

PROGRAM COURSE INFORMATION

Course modules containing course outlines are available to students throughout the duration of the program and are located in the resource centre at the back of the classroom.

COURSE LAYOUT GUIDES

A course outline will be provided for the student in individual subject areas within the first week of class. These guides will help the student meet the challenges of the program. These guidelines suggest time needed to complete various components and objectives. This outline assists the student to keep pace for successful completion. If for any reason you are unable to complete the modules at the suggested time, our instructors are available for assistance.

Peer Tutoring and Study Group

These approaches to learning are encouraged as many students will benefit from being involved with other classmates. Working with others can develop not only social and communication skills, but can help improve a better understanding of the material.

Instructors

The previously described approaches to learning are some of the methods the instructors use in the classroom. The instructors will help you to create your personal plan for successful completion fo the program.

Enrolment Pending after September, January, March/April.

9.5 ACADEMIC POLICIES

STANDARDS:

The program consists of a variety of academic components listed below:

Core subjects refer to the speciality training and knowledge you need for your career. You must achieve a minimum of 70% in core subjects.

Related subjects refer to training and knowledge required to ensure you have the basic skills required for employment. You must achieve a minimum of 70% in related subjects.

Work term refers to a professionally arranged on site period which provides you with an opportunity to gain experience in your field. Work terms are a valuable component of your training. They offer you an opportunity to gain experience, to get to know people in your field and perhaps it may even lead to an employment opportunity. You must successfully finish your work term in order to complete your program. Work terms must be completed during the academic period indicated in your program outline unless other arrangements are approved by senior administration in consultation with your instructor. This is an unpaid work term even though a stipend may be paid by some employers. While on your work term, you may be assessed at any time by an instructor from our school and are expected to treat this OJT Placement as you would your place of employment.

TESTING

Testing procedures, time and allocation of marks will be described by the individual course instructors. A pass mark of 70% is required in all areas. Students not attaining the required marks must meet with Instructor to schedule a retest date. All written exams are equal to 50% of course and 50% practical.

MISSED TEST POLICY

- If you are going to miss a test you must inform your instructor before the test is scheduled to begin. It is the instructor's discretion to determine if the reason you give is valid.
- If you have been given an excused absence from a test, you must write the test within the specified time allotted by the instructor.
- Instructors do not allow rewrites to "boost" marks
- Supplementary tests give you a second chance to pass a course. They are not a right but a privilege. They are granted at the discretion of your instructor and administration. The highest grade obtainable though a supplementary test is 70%. Each supplementary test you write costs \$10.00; payable before you write the exam. These exams are scheduled as determined by the administration of WTC.
- Rereads of any test will cost the student \$10.00 per reread. This reread will be done by another instructor who is not presently teaching the course.

FAILING A COURSE

A required course can only be redone when a semester offers it, and again must be through permission of the Administration.

ASSIGNMENTS

All assignments must be submitted on the date due. 10% of marks will be deducted for late assignments. Students are required to participate in all on-site presentations.

ACADEMIC CODE OF DISCIPLINE

Students are expected to perform academically to the best of their ability and in accordance with campus policy.

- Cheating during any type of testing is strictly prohibited.
- Talking during any type of testing is not permitted.
- Copying assignments, module, or classroom work is disallowed.
- Percentage points for the above will result in 0% on transcript
- failed course

SHOP PROCEDURES/POLICIES

CLIENTS

Clients are the lifeline of your business. *Customer Service* is an intricate part of maintaining this line. Students are required to demonstrate Professional Behavior in the salon at all times. Not only is the school judged by your behavior, but so are you. If you need assistance with your work, excuse yourself and consult with an instructor. Be patient and so will your customer.

Students are required to be prepared and to be organized at all times. Before starting your client, you are responsible for setting up the unit, and gathering all working materials and supplies. Please keep water bottles filled at all times. When you have completed your client, please clean the work unit, gather all working materials, and return all equipment to its proper place. All work completed on a client must be evaluated by an instructor before the client leaves the salon. The salon and classroom **must be cleaned** before students leave for the day.

Refusal to do clients will be subject to dismissal for the day. These hours will have to be made up. Hours can be made up through the following extra-curricular activities: (1) Miss Teen, (2) Shave For The Brave, (3) purchasing time at the end of the Program.

Discussions of clients, fellow students, instructors, school or personal matters are not permitted in the salon.

Remember our clients have friends!! In order to keep this relationship on a professional basis, make our salon a pleasant and comfortable place to be for all.

Cooperation and helping one another is an essential part of an effective team.

RECEPTIONIST

Communication is a very important components of the Hairstylist program. This is practically mastered by assuming the duties of the receptionist. While in this position, the student will grasp the importance of meeting and greeting clients, making conversation, developing professional telephone behavior. *First impressions are lasting. Make them good ones.*

Students will rotate on a daily basis handling appointments, cash, customer service requests, and inventory. The receptionist will remain at the front desk at all times.

Please have all customers sign the register book before any services are performed.

HOUSEKEEPING CHORES

As a guide, a weekly *Duty Sheet* will be posted. These chores will be rotated. Chores are to be completed before leaving. Students not participating in clean-up will not be eligible to complete HT 1110 (50% Theory, 50% Practical).

9.6 ATTENDANCE POLICIES

Employers expect perfect or near perfect attendance. WTC is required to keep accurate records of attendance. Given the practical nature of the programs at WTC, a students' success in the program is impacted greatly by their ability to complete the practical components of the program. Students who consistently maintain less than 95% attendance without valid reason and/or where excused by administration, will be subject to a probationary period of three months in which the administration would use this time to determine their ability to complete the program. During the probationary period students must maintain 95% attendance or greater, except where excused by administration; meet with administration at the end of each week to review progress; maintain a passing grade in all evaluation (tests, assignments, etc); and complete all practical components/skills. Failure to meet these conditions will result in dismissal from the program. As this program is a Red Seal Interprovincial Program, Industrial Training gives students credit for 1130 hrs. of in-school training towards the total of 4000 hrs. for the entire Apprenticeship prior to doing the Red Seal Exam. Excessive time missed can therefore be purchased in order for students to get full credit of their 1130 hours. As this is a hands on skilled development program, attendance is mandatory to ensure the students success in practical abilities for employment and meet all other Academic requirements.

In the event of sickness, students are required to call the school at 834-7000 before 9:00 am each day. Doctor's notes are required after three days. Under extreme circumstances, students who do not meet the attendance criteria may be permitted to purchase extra training time in order to graduate. As extra Practical training may not always be able to be accommodated within the existing training schedule, this extra training time may be purchased at a rate of \$40 per day and completed within 6 months after scheduled end date of the original contracted program.

***Note:** All students must sign in at the beginning of each day and must sign out if leaving earlier than regular school hours.*

PUNCTUALITY

What happens if you're late for class? Instructors differ in the way they handle students who are late. For all instructors, late students are disruptive. Classes begin at 9 am. Students arriving late must fill out a late slip and may not enter the classroom.

Repeated lateness will be addressed and may be reviewed as unexcused and will be recorded as missed time. If after 3 consecutive days missed, student must report to the President of WTC regarding their absenteeism. Please check with Instructors to discuss reason for lateness.

MEDICAL LEAVE

Students requiring to withdraw from a program prior to completion, as a result of medical reasons will be permitted to return to studies following their medical leave. These students will be given priority for re-admission in the next intake period following the medical leave and after consultation with administration. Documentation from medical professionals will be required before leave is approved. Students who exited on medical leave will not be penalized.

9.7 CODE OF CONDUCT/DISCIPLINARY PROCEDURES

PRINCIPLE OF DISCIPLINE

Woodford Training Centre is dedicated to fostering a good environment in which everyone has an equal opportunity to learn and achieve. All students are expected to act in a responsible manner to staff, students, and customers.

Students are also expected to abide by these rules at all times, whether the students are on site or attending a school function in the community.

Principles of discipline are defined in order that regulations, restrictions and disciplinary procedures may be clearly understood by staff and students.

DISMISSAL

Any person or group of persons that disrupt the classroom, salon, or any area of the training Centre will be disciplined with course of action that is befitting the disturbance.

Use of profanities or actions that are disrespectful to staff or student is prohibited. This applies to any school gathering whether professional or social and where the school name is used. The course of action for such circumstances could lead to immediate expulsion.

Borrowing of school property without authorization is not allowed. If you do wish to borrow materials, please check with an instructor who will have you sign the necessary form.

Possible penalties for failure to comply with the code of discipline are as follows:

- rejection of submitted work with no credit given
- probation and/or reprimand
- loss of privileges
- suspension
- expulsion
- legal action may also be taken.

Penalties will be given according to the nature of the offence and its severity.

DISCRIMINATION

Discrimination of any individual or group for any reason such as color, race, gender, sexual orientation, physical or mental disability, nationality or ethnic origin is forbidden. Students who discriminate will be (1) asked to apologize, (2) could be suspended for 3 days or, (3) if discrimination continues, could be asked to leave the program.

CRIMINAL OFFENCES

Any student committing crimes, that is, acts or offences covered under the Criminal Code of Canada, will be turned over to the proper authorities. The student is also subject to any penalties which may be levied under the Principles of Discipline.

9.8 WORK TERM INFORMATION

Work Term refers to a professionally arranged on site period which provides you with an opportunity to gain experience in your field. Work terms are a valuable component of your training. They offer you an opportunity to gain experience, to get to know people in your field and perhaps it may even lead to an employment opportunity. You must successfully finish your work term in order to complete your program. Work terms must be completed during the academic period indicated in your program outline unless other arrangements are approved by senior administration in consultation with your instructor. This is an unpaid work term, you may be paid by some employers. While on your work term, you may be assessed at any time by an instructor from our school and are expected to treat this OFT Placement as you would your place of employment.

The objectives for the Work Term are discussed with students and employers prior to work placement. The student is responsible for supplying his/her employer with evaluation forms to be completed upon the three week work placement.

9.9 COMPLAINT RESOLUTION PROCESS

The complainant may call the Department to register a concern. They are advised that their first course of action in resolving the issue is to address it with the administration of WTC. The response of WTC to the complainant should be in writing to eliminate misunderstanding in interpretation. If the issue remains unresolved to the satisfaction of the complainant, they may then communicate their concerns to the Department, in writing, and attach a copy of the letter of response from Woodford Training Centre, Inc.

Student(s) Name: _____

Date Received: _____ **Received By:** _____

Respondent: _____ **Response Date:** _____

Nature of complaint:

WTC Response:

Copy of form can be obtained from main office.

9.10 POLICY ON ACCOMMODATIONS FOR STUDENT DISABILITIES

SERVICES TO STUDENTS WITH DISABILITIES

WTC will make every effort to accommodate students with physical or learning disabilities. If a student applies to the program, meets all entrance requirements and identifies that they have a disability, WTC will provide supports to the student only if a formal diagnosis by a medical professional of the disability is submitted. It should be noted that any supports provided will be limited to only those identified as a result of the formal diagnosis and which can be implemented without excessive cost to the training institution.

Students who identify with formally diagnosed disabilities will be expected to complete the regular curriculum. Any decisions concerning supports will be made in consideration of the curriculum as long as the curriculum is not modified/changed. (i.e. no course objectives are added, deleted or altered).

WTC has recognized the needs of students with physical disabilities, and, to that end, has made the facility wheelchair accessible. Any additional cost above tuition cost will be the responsibility of the student.

Course Outline Aesthetics Program

Note to Student:

All practical work must be evaluated and signed by an instructor.

Semester One:

Course Name	Theory Mark	Practical Mark	Instructor's Initial & Date
Professional Image			
Sanitation & Disinfection			
Physiology & Histology of the Skin			
Treatment Preparation			
Spa Manicures			
Spa Pedicures			
Basic Facial Treatment			

Notes:

Semester Two:

Course Name	Theory Mark	Practical Mark	Instructor's Initial & Date
Anatomy & Physiology			
Electrotherapy			
Cosmetic Ingredients			
Hair Removal			
Relaxation & Massage Techniques			
Advanced Facial Treatments			
Skin Disorders & Diseases			

Notes:

Semester Three:

Course Name	Theory Mark	Practical Mark	Instructor's Initial & Date
Spa Body Treatments			
Makeup Techniques			
Lash & Brow Tinting			
Skin Analysis			

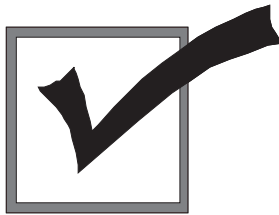
Notes:

Related Course

Course Name	Theory Mark	Practical Mark	Instructor's Initial & Date
Workplace Essentials			
Communications Essentials			
Occupational Health & Safety			
WHMIS			
On-The-Job Training			
Emergency First Aid			

Notes:

Personal Performance Record



Note:

Make sure your instructor signs and rates each task as performed. These charts when filled out are to be returned to the office for your files.

Course Content

Professional Image	15 Hrs
Sanitation & Disinfection	30 Hrs
Physiology & Histology of the Skin	45 Hrs
Spa Pedicures	90 Hrs
Spa Manicures	90 Hrs
Basic Facial Treatment	90 Hrs
Treatment Preparation	15 Hrs
Skin Analysis	15 Hrs
Anatomy & Physiology	45 Hrs
Hair Removal	85 Hrs
Relaxation Massage Techniques	60 Hrs
Cosmetic Ingredients	45 Hrs
Advanced Facial Treatments	90 Hrs
Skin Disorders and Diseases	45 Hrs
Spa Body Treatments	90 Hrs
Makeup Techniques	60 Hrs
Electrotherapy	75 Hrs
Communication Essentials	45 Hrs
Workplace Essentials	45 Hrs
Lash & Brow Tinting	15 Hrs
On the Job Training (3 week)	90 Hrs
WHMIS	6 Hrs
OH & S	6 Hrs
Emergency First Aid	8 Hrs

Treatment Preparation

Description	Date	Instructor's Comments
Basic Facial		
Basic Facial		
Basic Facial		
Basic Facial		
Basic Facial		
Basic Facial		
Basic Facial		
Basic Facial		
Basic Facial		
Basic Facial		

Skin Analysis

Description	Date	Instructor's Comments
Face Mapping		
Face Mapping		
Face Mapping		
Face Mapping		
Face Mapping		

Spa Manicures

Description	Date	Instructor's Comments
Colour		
Colour		
Colour		
Colour		
Colour		
Colour		
Colour		
Colour		
Colour		
Colour		
French		
French		
French		
French		
French		

Spa Pedicures

Description	Date	Instructor's Comments
Colour		
Colour		
Colour		
Colour		
Colour		
Colour		
Colour		
Colour		
Colour		
Colour		
Colour		
French		
French		
French		
French		
French		

Hair Removal

Description	Date	Instructor's Comments
Eyebrows		
Eyebrows		
Eyebrows		
Eyebrows		
Upper Lip		
Upper Lip		
Chin		
Chin		
Face		
Face		
Underarms		
Underarms		
Underarms		
Underarms		
Arms		
Arms		
Back		

Hair Removal

Description	Date	Instructor's Comments
Chest		
Belly		
Belly		
Bikini		
Bikini		
Bikini (high cut)		
Bikini (high cut)		
Brazilian		
Brazilian		
Brazilian		
Brazilian		
Upper Legs		
Upper Legs		
Lower Legs		
Lower Legs		
Lower Legs		
Lower Legs		

Paraffin Treatments

Description	Date	Instructor's Comments
Hand		
Hand		
Hand		
Hand		
Hand		
Foot		
Foot		
Foot		
Foot		
Foot		
Lower Legs		

Make-Up Techniques

Description	Date	Instructor's Comments
Professional		
Professional		
Professional		
Professional		
Professional		
Professional		
Professional		
Professional		
Professional		
Professional		
Professional		
Professional		
Professional		
Professional		
Professional		

Advanced Facial Treatments

Description	Date	Instructor's Comments
Deep-Cleansing		
Deep-Cleansing		
Deep-Cleansing		
Deep-Cleansing		
Deep-Cleansing		
AHA's		
AHA's		
AHA's		
Soothing		
Soothing		
Soothing		
Age-Smart		
Age-Smart		

Electrotherapy

Description	Date	Instructor's Comments
Steamer		
Steamer		
Steamer		
Steamer		
Steamer		
High Frequency (Direct)		
High Frequency (Direct)		
High Frequency (Direct)		
High Frequency (Direct)		
High Frequency (Direct)		
High Frequency (Indirect)		
High Frequency (Indirect)		
Galvanic		
Galvanic		
Brushing Machine		
Brushing Machine		

Spa Body Treatments

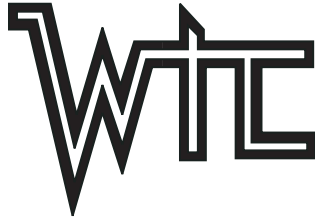
Description	Date	Instructor's Comments
Relaxation Massage		
Relaxation Massage		
Relaxation Massage		
Relaxation Massage		
Relaxation Massage		
Relaxation Massage		
Relaxation Massage		
Hot Stone		
Hot Stone		
Hot Stone		
Hot Stone		
Hot Stone		
Body Wrap		
Body Wrap		
Body Scrub		
Body Scrub		

Task: Gel Polish

Description	Date	Instructor's Comments
Colour Manicure		
Colour Manicure		
Colour Manicure		
Colour Manicure		
Colour Manicure		
French Manicure		
French Manicure		
French Manicure		
Colour Pedicure		
Colour Pedicure		
Colour Pedicure		
Colour Pedicure		
Colour Pedicure		
French Pedicure		
French Pedicure		
French Pedicure		

Task: Gel Polish Removal

Description	Date	Instructor's Comments
Manicure		
Manicure		
Manicure		
Manicure		
Manicure		
Pedicure		
Pedicure		
Pedicure		
Pedicure		
Pedicure		



student Schedule
A Month At A Glance

MONTH:

Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

MONTH:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Important Notice Student Aid Recipients

Item	Implementation	Students Sign & Date
1.	Students Loans have to be repaid.	
2.	Six (6) months after you have ended studies, regardless of whether you have graduated, withdrawn or taken time off, you have to start repaying your student loan.	
3.	If for any reason you find it difficult to repay your loan, contact NSLSC immediately so as to not default on your loan. Contact numbers are listed on the reverse of this sheet.	
4.	Defaulting on your Student Aid Loan can cause you to be ineligible for future borrowing... poor credit rating.	
5.	It is important that you advise the NSLSC of any changes to your address or other contact information.	
6.	The student has been made aware of repayment of Student Loans by Woodford Training Centre management.	
7.	Students applying for 3rd semester loans must do so half way through 2nd semester.	
8.	Budget forms can be found at our Student Aid info centre in back of the classroom.	

STUDENT AID

Canada - Newfoundland and Labrador Student Financial Assistance

CONTACT INFORMATION

STUDENT FINANCIAL SERVICES DIVISION

E-mail	studentaid@gov.nl.ca
Telephone	(709) 729-5849 1-888-657-0800 (toll free)
Fax	(709) 729-2298
Office Location	216 Prince Philip Drive Coughlan College Memorial University, St. John's Campus St. John's, NL A1B 3R5
Business Hours	Monday to Friday 9:00 AM to 4:30 PM
Counter Service	10:00 AM to 4:00 PM
Mailing Address	Student Financial Services Division P.O. Box 8700 St. John's, NL A1B 4J6
Web site	www.gov.nl.ca/studentaid

NATIONAL STUDENT LOANS SERVICE CENTRE

Telephone	1-888-815-4514 800-2-225-2501 outside North America
Fax	1-866-656-5639
Mailing Address	P.O. Box 4030 Mississauga, ON L5A 4M4
Web site	CanLearn.ca

Include your Social Insurance Number on all correspondence and have it available when calling the Student Financial Services Division and the National Student Loans Service Centre.

For instant assessment feedback, faster processing time, access to assessment updates and required forms, check out our website at www.gov.nl.ca/studentaid.

Apply early to avoid delay in receiving assistance.

The information in this Information Guide reflects policies in effect at the time of printing.

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Important Notice Student Aid Recipients

Item	Implementation	Students Sign & Date
1.	Students Loans have to be repaid.	
2.	Six (6) months after you have ended studies, regardless of whether you have graduated, withdrawn or taken time off, you have to start repaying your student loan.	
3.	If for any reason you find it difficult to repay your loan, contact NSLSC immediately so as to not default on your loan. Contact numbers are listed on the reverse of this sheet.	
4.	Defaulting on your Student Aid Loan can cause you to be ineligible for future borrowing... poor credit rating.	
5.	It is important that you advise the NSLSC of any changes to your address or other contact information.	
6.	The student has been made aware of repayment of Student Loans by Woodford Training Centre management.	
7.	Students applying for 3rd semester loans must do so half way through 2nd semester.	
8.	Budget forms can be found at our Student Aid info centre in back of the classroom.	

STUDENT AID

Canada - Newfoundland and Labrador Student Financial Assistance

CONTACT INFORMATION

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Graduation Awards

The following awards are awarded to students upon completion of program:

- 100% Attendance
- Highest Academic Achievement



**Aesthetics &
Hairstylist School**

**WOODFORD
TRAINING CENTRE**

**Mailing Address
P. O. Box 17145
Station Kelligrews
Conception Bay South, NL
A1X 3H1
Tel: (709) 834-7000
Fax: (709) 834-9663
E-mail: info@woodfordtraining.com**

**Campus Location:
Main Highway
Conception Bay South, NL
A1X 3H1**

Website: www.woodfordtraining.com

HOURS:

Mon, Tues., Thurs ~ 8:45 am - 3:30 pm
Wed. ~ 8:45 am - 7:00 pm
Fri. ~ 8:45 am - 12:30 pm

Note: If school is closed due to inclement weather
or for any other reason, notification will be aired on
VOCM around 7:00 a.m.

Intake Dates:

Enrollment for classes are January, March/April and September