

RICHARDS BEAUTY & ESTHETICS COLLEGE



INFORMATION PACKAGE



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Wella's 2007 Young

Protégé Competition:

Fantasy and consumer fashion

1st Place For Canada in Fantasy



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RICHARDS BEAUTY AND ESTHETICS COLLEGE
Make style your career choice!

Here is a message from Debra Forsberg, Principal:

Richards Beauty College was founded in 1965 and I have been the principal here for over 20 years. Through these years of experience, my team of instructors and I have developed training programs that take students from basic to advanced skills. We have been together for many years; some has been with us for as long as I have been principal. We share a common mission statement based on regular advanced upgrading educational seminars, which is mirrored into our ever changing curriculum. We keep in constant contact with the beauty industry to ensure that our training reflects above industry standards, in doing so we have created cutting edge fashion-looks that put us a cut above the rest. Hair and beauty-related competitions are apart of our unique reputation. Our award winning instructors and graduates have all benefited from the motivation, disciplined skills and above all, fun.

Our college hours of operation are Monday to Friday from 8:30 a.m. to 4:00 p.m. with extended hours on Thursdays from 12:00 to 7:30 p.m. to perform beauty services on our valuable clients. This concept gives graduates the superior experience that is required by employers in areas of time management and hands-on experience that is essential for a busy day in a salon.

Richards Beauty College prides itself in off-site participation, working with distinctive groups such as The Most Incredible Bridal Show, Opera Saskatchewan, Lianes Model Agency and Life Skills Training Groups, in terms of doing hair and make-up. This association creates valuable networking skills to help students receive a cliental during and after graduation.

We all like to look our best. As a professional cosmetologist/esthetician, you can help others achieve this goal, and our program prepares you with this learning philosophy and professional development.

Students with good attitudes help create happy graduates with skills adaptable to change and to go future forward.

Thank you for your interest in our exceptional programs. To arrange an appointment for further information, call 306 522-0606.

Sincerest Regards,



Debra Forsberg, *Principal / Owner*
Richards Beauty & Esthetics College

APPLICATION FORM

To apply for one of the programs we offer or to schedule a session to learn more about the programs offered, fill out this form and bring it in to the College or send it to the address on the bottom of this page. If sent through mail, Richards will contact you upon reception of the form. Please be sure to sign at the bottom.

Date: _____

Name: _____

Address: _____

City: _____

Province/State: _____ Postal/Zip Code: _____

Home Phone: _____ Other Phone: _____

Bus. Name: _____ Bus. Phone: _____

Birth Date: _____ S.I.N.: _____

E-mail: _____

Are you: Left Handed or Right Handed?

How did you hear about us? _____

Program(s) of Interest: Cosmetology Advanced Esthetics and Nail Technician Program
 Advanced Esthetics Advanced Artificial Nail Tech. Make-up Artistry

Highest School Grade Completed: _____ Year of Completion: _____

Post Secondary Education: _____

Please register me for my program(s) of choice.* I would like more info on my program(s) of choice.

Able to come in for an interview? Yes No

Approx. enrollment date: _____

* If registering, a non-refundable fee of \$75 is required. Please make cheques payable to **Richards Beauty College**.

Please sign before sending form: _____

Send application forms by mail to Richards Beauty & Esthetics College, 1846 Scarth St. Regina, SK S4P 2G3.

Cosmetology (Ladies' and Men's Hair Styling and Cutting)

Class Schedule

Monday to Friday, 8:30 a.m. to 4:00 p.m.
Thursday, 12:00 to 7:30 p.m.

Attire and Deportment

- You are required to wear professional dress attire.
- Professional cleanliness and neatness is imperative.
- A professional courteous manner is expected.
- Thursdays and Fridays are designated "denim days."

Add-On Classes

There are several optional add-on classes available to accompany the Cosmetology course. Refer to the specific page in this package for more information.

Entry Requirements

- Grade 11 or G.E.D. equivalent.
- Proof of previous education is required upon registration.

Course Outline

The student will be trained in the following areas:

- Advanced hair styling:
 - Wet sets and comb-outs
 - Curling and flat irons
 - Hot rollers
 - Thermal straightening
 - Blow dry
 - Bridal and graduation up-do's
 - Braiding
 - Comb-outs; day, evening and special occasions
 - Perms:
 - Basic and advanced perms
 - Long hair, spiral and piggy-back
 - Chemical texture services
 - Human hair extension system, application, removal, maintenance and product information..
 - You will learn by "doing" under the conscious direction of our professional instructors.
 - New classes begin the first Monday in January, March, May, July, September and November.
 - Competition training available for Young Protégé Competition, Allied Beauty Association New Talent and Skills Saskatchewan Competition.
 - Tuition and kit costs are subject to change without notice.
- Advanced hair cutting:
 - Ladies' and men's
 - Clipper cutting and beard design
 - Advanced European Toni & Guy cutting program
 - Advanced Laddie James cutting program
 - Texture cutting
 - Advanced hair colouring:
 - Theory and chemistry
 - Highlights and lowlights
 - Retouches
 - Bleaching and high lift
 - Deposit colour
 - Tri-colour foiling
 - Streaking
 - Finger waving, shampooing, draping and scalp massage

Course Length

1,500 hours, approximately 10 months

Fees and Kits

- Registration (non-refundable)
- Tuition
- Exam Fees (included in tuition)
- Locker keys
- Cosmetology Kit and Supplies
(for amounts, please contact school)

Financial Assistance

- Richards Beauty and Esthetics College is designated for Canada and Saskatchewan Student Loans. Students may qualify for this form of assistance. Applications are available at the school.
- For information on other forms of funding, contact the principal at 306 522-0606

Advanced Esthetics and Nail Technician Program

Course Length

1,380 hours, approximately 9 months

Class Schedule

Monday to Friday, 8:30 a.m. to 4:00 p.m.
Thursday, 12:00 to 7:30 p.m.

Attire and Deportment

- You are required to wear professional dress attire.
- Professional cleanliness and neatness is imperative.
- A professional courteous manner is expected.
- Thursdays and Fridays are designated “denim days.”

Add-On Classes

There are several optional add-on classes available to accompany the Advanced Esthetics and Nail Technician course. Refer to the specific page in this package for more information.

Entry Requirements

- Grade 11 or G.E.D. equivalent.
- Proof of previous education is required upon registration.

Course Outline

The student will be trained in the following areas:

- Advanced Esthetics:
 - Advanced theory (9-month text book)
 - France Lauré, Arum and CA Botana
 - Manicuring (Hot oil/paraffin wax/spa/hot stone)
 - Pedicuring (Paraffin wax/spa/hot stone)
 - Facials (with/without machines)
 - Facials (Hot stone/essential oils/aromatherapy)
 - Facials with paraffin wax and specialized treatments (i.e. Vitamin C and Collagen)
 - Mature and sensitive skin treatments
 - Back and body treatments (Detoxifying, mud, steam and algae)
- Make-up
 - Day, evening, bridal and fantasy
 - Airbrushing make-up with the latest equipment, supplies and techniques
- Eyelash and eyebrow tinting
- Artificial Nails:
 - Advanced theory
 - INT, Star Nail and Creative Nail
 - Gels (Tips, overlay and sculpting)
 - Acrylic (Air and light cured, and odorless)
 - T-3 Fibergel
 - Nail biter
 - Electric file
 - Ice tips
 - Coloured gels and acrylics
 - Nail fills and repairs
 - Filing techniques
- Manicures (Basic to spa)
- Pedicures (Basic to spa, Diabetic/Pregnant Foot Care)
- Pediques
- Body waxing (hot wax and cold wax)
- Hot stone massage

****Important Note:** Students are asked to please not attend the Nail Technician portion of the program wearing artificial nails, as you will begin by learning on yourself.

- You will learn by “doing” under the conscious direction of our professional instructors.
- New classes begin the first Monday in January, March, May, July, September and November.
- Tuition and kit costs are subject to change without notice.

Fees and Kits

- Registration (non-refundable)
 - Tuition
 - Exam Fees (included in tuition)
 - Locker keys
 - Nail Kit
 - Beauty Make-up Kit
 - Manicure Kit
 - Pedicure Kit
 - Facial Kit
 - Waxing Kit
 - Text Books
- (for amounts, please contact school)

Financial Assistance

- Richards Beauty and Esthetics College is designated for Canada and Saskatchewan Student Loans. Students may qualify for this form of assistance. Applications are available at the school.
 - For information on other forms of funding, contact the principal at 306 522-0606
- Apprenticeship and trade certification commission approved for journey person status for nail technician journey person exam.

Advanced Esthetics Program

Course Length

900 hours, approximately 6 months

Class Schedule

Monday to Friday, 8:30 a.m. to 4:00 p.m.

Thursday, 12:00 to 7:30 p.m.

Attire and Deportment

- You are required to wear professional dress attire.
- Professional cleanliness and neatness is imperative.
- A professional courteous manner is expected.
- Thursdays and Fridays are designated “denim days.”

Add-On Classes

There are several optional add-on classes available to accompany the Advanced Esthetics and Nail Technician course. Refer to the specific page in this package for more information.

Entry Requirements

- Grade 11 or G.E.D. equivalent.
- Proof of previous education is required upon registration.

Course Outline

The student will be trained in the following areas:

- Advanced Esthetics:
 - Advanced theory (6-month text book)
 - France Lauré, Arum and CA Botana
 - Manicuring (Hot oil/paraffin wax/spa/hot stone)
 - Pedicuring (Paraffin wax/spa/hot stone)
(Diabetic / Pregnant Foot Care)
(Essential Oils)
 - Facials (with/without machines)
 - Facials (Hot stone/essential oils/
aromatherapy)
 - Facials with paraffin wax and specialized treatments (i.e. Vitamin C and Collagen)
 - Mature and sensitive skin treatments
 - Back and body treatments (Detoxifying, mud, steam and algae)
 - Make-up
 - Day, evening, bridal and fantasy
 - Airbrushing make-up with the latest equipment, supplies and techniques
 - Body waxing (hot wax and cold wax)
 - Eyelash and eyebrow tinting
 - Hot stone massage
- Apprenticeship and trade certification commission approved for journey person status for nail technician journey person exam.
- You will learn by “doing” under the conscious direction of our professional instructors.
 - New classes begin the first Monday in January, March, May, July, September and November.
 - Tuition and kit costs are subject to change without notice.

Fees and Kits

- Registration (non-refundable)
- Tuition
- Exam Fees (included in tuition)
- Locker keys
- Beauty Make-up Kit
- Manicure Kit
- Pedicure Kit
- Facial Kit
- Waxing Kit
- Text Books
- Total Kit Cost
(for amounts, please contact school)

Financial Assistance

- Richards Beauty and Esthetics College is designated for Canada and Saskatchewan Student Loans. Students may qualify for this form of assistance. Applications are available at the school.
- For information on other forms of funding, contact the principal at 306 522-0606

Advanced Artificial Nail Technician Program (Full-time)

Course Length

150 hours per month for 3 months (450 hours)

Class Schedule

Monday to Friday, 8:30 a.m. to 4:00 p.m.
Thursday, 12:00 to 7:30 p.m.

Attire and Deportment

- You are required to wear professional dress attire.
- Professional cleanliness and neatness is imperative.
- A professional courteous manner is expected.
- Sanitary habits are to be practiced at all times.
- Models are required (sometimes prior arrangements can be made).

Course Outline

The student will be trained in the following areas:

- Artificial Nails:
 - Advanced theory
 - INT, Star Nail and Creative Nail
 - Gels (Tips, overlay and sculpting)
 - Acrylic (Air and light cured, and odorless)
 - T-3 Fibergel
 - Nail biter
 - Electric file
 - Ice tips
 - Coloured gels and acrylics
 - Nail fills and repairs
 - Filing techniques

Fees and Kits

- Registration (non-refundable)
 - Tuition
 - Exam Fees (included in tuition)
 - Locker keys
 - Text books
 - Nail Kit
 - Manicure Kit
 - Pedicure Kit
- (for amounts, please contact school)

Financial Assistance

- Richards Beauty and Esthetics College is designated for Canada and Saskatchewan Student Loans. Students may qualify for this form of assistance. Applications are available at the school.
- For information on other forms of funding, contact the principal at 306 522-0606

- Manicuring¹ (Hot oil/paraffin wax/spa/hot stone)
- Pedicuring¹ (Paraffin wax/spa/hot stone)
- Diabetic / Pregnant Foot Care
- Essential Oils
- Final theory exam
- Final practical exam
- Pedique's

¹The Saskatchewan Apprenticeship and Trade Certification Commission has made Esthetics a trade, therefore pedicures and manicures were added to the Advanced Nail Technology program.

Apprenticeship and trade certification commission approved for journey person status for nail technician journey person exam.

****Important Note:** Students are asked to please not attend the Nail Technician program wearing artificial nails, as you will begin by learning on yourself.

- You will learn by “doing” under the conscious direction of our professional instructors.
- New classes begin the first Monday in January, March, May, July, September and November.
- Tuition and kit costs are subject to change without notice.

Advanced Artificial Nail Technician Program (Part-time)

Course Length

60 hours per month for 3 months (180 hours)

Class Schedule

1st week—Tue., Wed., 10:00 a.m. to 4:00 p.m., Thu.
1:30 to 7:00 p.m.
2nd week—Mon., Fri. 10:00 a.m. to 4:00 p.m.
Weeks are alternated for 3 month.

Attire and Deportment

- You are required to wear professional dress attire.
- Professional cleanliness and neatness is imperative.
- A professional courteous manner is expected.
- Sanitary habits are to be practiced at all times.
- Models are required (sometimes prior arrangements can be made).

Course Outline

The student will be trained in the following areas:

- Artificial Nails:
 - Advanced theory (homework assignments)
 - INT, Star Nail and Creative Nail
 - Gels (Tips, overlay and sculpting)
 - Acrylic (Air and light cured, and odorless)
 - T-3 Fibergel
 - Nail biter
 - Electric file
 - Ice tips
 - Coloured gels and acrylics
 - Nail fills and repairs
 - Filing techniques
- Final theory exam

Fees and Kits

- Registration (non-refundable)
 - Tuition
 - Exam Fees
 - Nail Kit
 - Textbooks
 - Locker keys
- (for amounts, please contact school)

Financial Assistance

- Richards Beauty and Esthetics College is designated for Canada and Saskatchewan Student Loans. Students may qualify for this form of assistance. Applications are available at the school.
- For information on other forms of funding, contact the principal at 306 522-0606

- Final practical exam
- This program **does not** include pedicures and manicures

****Important Note:** Students accepted into this program are asked not to begin the program with artificial nails as students will begin the program by learning on themselves.

You will learn by “doing” under the conscious direction of our professional instructors.

New classes begin the first Monday in January, March, May, July, September and November.

Tuition and kit costs are subject to change without notice.

Make-up Artistry Program

Course Length

180 hours (12 weeks)

Class Schedule

Tue. and Wed., 9:00 a.m. to 4:00 p.m.

Attire and Deportment

- You are required to wear professional dress attire.
- Professional cleanliness and neatness is imperative.
- A professional courteous manner is expected.
- Sanitary habits are to be practiced at all times.
- Models are required (sometimes prior arrangements can be made).

Course Outline

The student will be trained in the following areas:

- Basic and Advanced:
 - Day Make-up
 - Evening Make-up
 - Bridal Make-up
 - Fantasy Make-up
- Specialized (Theatrical) Make-up
 - Period/Century Make-up
 - Character/Theatre Make-up
 - Old Age Make-up
 - Trauma Make-up
 - Black/White Photography Make-up
 - Face/Body Painting
 - Airbrush Make-up
 - Professional Photo-shoot

- You will learn by “doing” under the conscious direction of our professional instructors.
- New classes begin the first Tuesday in January, March, May, July, September and November.
- Tuition and kit costs are subject to change without notice.

Fees and Kits

- Registration (non-refundable)
 - Tuition
 - Exam Fees (included in tuition)
 - Locker keys
 - Beauty Kit
 - Theatrical Kit
- (for amounts, please contact school)

Financial Assistance

- Richards Beauty and Esthetics College is designated for Canada and Saskatchewan Student Loans. Students may qualify for this form of assistance. Applications are available at the school.
- For information on other forms of funding, contact the principal at 306 522-0606

Tentative Schedule

- September: Tuesdays and Wednesdays
- November: Tuesdays and Wednesdays
- January: Tuesdays and Wednesdays
- March: Tuesdays and Wednesdays
- May: Tuesdays and Wednesdays