

School Catalog Tattoo Program

Effective July 2025

Southern Oregon Tattoo Academy

560 NE E Street
Grants Pass, Oregon 97526-2324

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HISTORY

Southern Oregon Tattoo Academy has been educating future Tattoo Artists since 2021. Christopher Tullis founded the academy with a mission to empower people to improve their lives by supporting them in their artistic and entrepreneurial pursuits.

VISION, MISSION & CORE VALUES

It is the vision of Southern Oregon Tattoo Academy (SOTA) to educate students for excellence in tattoo art and business, to care for themselves and others, and to conduct themselves with integrity in a changing industry. We aim to ensure that prospective students understand SOTA's vision, mission, and core values, fostering their commitment to ethical practice and professionalism.

Our mission is to empower future tattoo artists by delivering top-quality education in tattoo techniques and business strategies. We focus on individualized instruction, ethical principles and comprehensive support, guiding our students from enrollment to thriving careers.

"Changing lives through art and entrepreneurship" is at the heart of our approach, achieved by encouraging achievement, modeling respect and honesty, and showing care for our students before, during, and after graduation.

We aim to instill the embodiment of our Core Values:

- **JOY:** Joy is a feeling of excitement and safety. It comes from being in a place where you feel empowered to think big and are supported to achieve bigger things.
- **COMPETENCE:** The ability to do something successfully and efficiently. When you are competent, you can take joy from your work and gratification from passing that competence on to others so they feel joy in their lives.
- **CREATIVITY:** The ability to think beyond what is known and to imagine what else might be.
- **EVOLUTION:** Evolution ensures that competence does not lead to complacency. Students should continually strive to evolve, both personally and professionally. Learning new skills, in their personal and professional lives, is key to enriching their lives and the lives of the people they serve.
- **CARE:** Care means providing what is necessary for the wellbeing of someone or something. Care gives serious attention and consideration to avoid damage. Care is an essential component of our school. We care for our students as individuals with individual learning styles and individual needs.

Additionally, the care we provide must be administered carefully. For our students to learn and grow we must support, but also challenge and critique. It is imperative to recognize that if a student is struggling or failing, there may be something wrong with the way the task is structured or presented with regard to that student's unique learning needs.

PROGRAM INFORMATION

Our comprehensive Tattoo Program will take students through all aspects of the industry with hands-on skills; knowledge necessary to meet Oregon's requirements for licensure; safe practice standards; and the knowledge necessary to operate a successful tattoo business as an Independent Contractor, Independent Tattoo Shop Owner or Journeyman Tattooer.

The educational objective for the Tattoo Program is to encourage students to become lifelong learners; to develop creative and critical thinking skills that can be applied to all their endeavors; to create a life of security and prosperity; to prepare students to successfully pass the State of Oregon Examination for Tattoo; and to enter the occupation as professional Tattoo Artists, equipped with the knowledge, skills, and proficiency to Improve their lives and the lives of others.

Southern Oregon Tattoo Academy's Tattoo Program offers training and education. Self-employment is a common vocational objective of the Tattoo Program. Employment is not guaranteed.

It is the responsibility of SOTA to provide students with a quality education, which will further enable them to build a successful tattoo related business as an Independent Contractor, Independent Tattoo Shop Owner or Journeyman Tattooer.

Curriculum

Orientation	
Introduction to Tattooing	
Risks Associated with Tattooing	
Oregon Laws and Rules	20 Hours
Needles and Needle Bars	20 Hours
Tattoo Technique	10 Hours
Color Theory / Pigments	20 Hours
Design & Art Placement	20 Hours
Equipment / Supplies	20 Hours
Skin	20 Hours
Client Services	20 Hours
Tattoo Machines	20 Hours
Safety and Infection Control	40 Hours
Business Operations	20 Hours
Total Theory Hours:	230 Hours*
Total Practical Hours:	160 Hours
TOTAL COMBINED HOURS:	390 HOURS

Note: A minimum of 2 hours is required to be completed outside of listed class hours.

Each class will be no larger than 4 students. The Student Teacher ratio is 4:1. Students progress together through the 16 week curriculum.

ADMISSIONS

At Southern Oregon Tattoo Academy (SOTA), we are committed to providing an inclusive and professional environment for aspiring tattoo artists. Our admissions process ensures that applicants meet the necessary

criteria and align with our school's mission and values. Below is an outline of the requirements and steps involved in applying for admission.

Admissions Requirements

As a Licensed Trade School in the State of Oregon, SOTA adheres to the Oregon Health Licensing Office (OHLO) guidelines for eligibility. To apply for admission, students must meet the following criteria:

- Be at least 18 years of age.
- Submit proof of a high school diploma, GED, or equivalent education. If education was completed outside the U.S., it must be evaluated for equivalency.
- Submit original government-issued photo identification.
- Demonstrate alignment with the school's mission and core values.

The Admissions Process

1. **Schedule an Initial Meeting:** Prospective students must first schedule a meeting with the School Director, Christopher Tullis. This meeting provides an opportunity to tour the school, discuss the program, and assess alignment with the school's values. SOTA does not require a standardized entrance exam.
2. **Application Submission:** If the applicant is a good fit, they will be invited to submit a completed Application. Applications will only be reviewed if all required documents are submitted, including:
 - Government-issued photo ID.
 - Proof of being at least 18 years of age.
 - Proof of high school diploma or equivalent education.
3. **Letter of Acceptance:** Upon review of the completed application, students who are accepted will receive a formal letter of acceptance, which includes an invitation to enroll. Applicants who are not accepted will be notified via email within 10 business days of their interview. Students who receive a Letter of Declination may reapply no sooner than 365 calendar days from the date of notification.
4. **Enrollment Package Completion:** Accepted students must schedule a second meeting with the School Director, to finalize their enrollment. During this meeting, students will:
 - Complete the enrollment package.
 - Pay the required deposit (in person by cash or check or card)
 - Obtain their official start date.

Application Deadlines

- Applications are accepted on a rolling basis.
- Enrollment and deposit must be completed no later than 30 days before the class start date.
- Spots at the school may be booked up to a year in advance; early application is recommended.

Health and Special Needs

The Tattoo industry requires individuals to stand or sit for extended periods. Anyone with neck, back, hand, wrist, or leg issues, or with severe allergies, should consult a physician prior to enrollment.

Special educational needs must be disclosed in the application. Accommodations will be discussed with the Director during the interview. Failure to disclose existing concerns prior to application may result in denial or withdrawal of admission.

Health Insurance Notice

Due to the short duration of the Tattoo Program, Southern Oregon Tattoo Academy does not offer health insurance. While we are unable to provide health-related resources or referrals, we encourage students to explore coverage options through state or federal health marketplaces to support their personal well-being.

Non-Discrimination Policy

SOTA does not discriminate against any applicant based on sex, race, economic status, sexual orientation, ethnic origin, or religion. All students are treated under the same standards as defined in ORS 659.850. Any person unlawfully discriminated against, as described in ORS 345.240, may file a complaint under ORS 659A.820 with the Commissioner of the Bureau of Labor and Industries.

Staff found to engage in discriminatory behavior are subject to enforcement of the school's policies.

TUITION AND FEE POLICY

According to OAR 715-045-0060 (3)(c), "The total tuition for any specific course must be the same for all persons enrolling at a specific time, except that a group training contract showing lower individual rates may be negotiated," and (d), "Tuition changes in courses shall be effective on specific dates and applicable to all who enroll thereafter," and (e), "All changes and costs incidental to training must be revealed by the school or agent to the prospective student before any enrollment agreement or contract is signed."

Deposit *	\$ 2000.00
<u>Tuition</u>	<u>10,000.00</u>
Total Program Cost	\$12,000.00

* Upon Enrollment, the total Deposit of \$2000 is due. This Deposit holds the enrollee's start date; includes a non-refundable Registration Fee of \$150; and includes the Student Kit Fee. The Student Kit Fee is refundable until the Student Kit is issued. Once in the student's possession, it is non-refundable for safety and sanitation purposes.

Additionally, students will be required to complete a CPR class and Blood Borne Pathogens class at the student's expense.

All tuition must be paid in full prior to the completion of the program.

Student Kit

The Student Kit will contain the necessary educational materials, equipment, ink, and essential items needed to perform the program tasks required (excluding an iPad Pro and Apple Pencil which are available through a

separate agreement). The Student Kit is refundable until issued. Once in a student's possession, *the Student Kit is non-refundable for safety and sanitation purposes.*

Pathway to Payment

It is common for those who qualify to enter into a payment agreement with Southern Oregon Tattoo Academy on the same date that they complete the Enrollment Process.

Regardless of how much the student has paid before the beginning of the term, the following schedule applies to all students as the minimum acceptable payment schedule:

- A total of \$2,000 (Deposit/Registration Fee/Student Kit cost) must be paid no later than thirty days before the start of the student's enrolled term begins. *If payment is not made by this date, the student will be dropped from the class.*
- An additional \$2,500 must be paid no later than the first day of the second week of class, for a total of \$4,500 paid. It is considered late on the third day of the second week of class. *If payment is not made by this date, the student may be dropped from the class.*
- An additional \$2,500 is due by the first day of the 6th week of class, for a total of \$7,000 paid. It is considered late on the third day of the sixth week of class. *If payment is not made by this date, the student may be dropped from the class.*
- An additional \$2,500 is due by the first day of the 10th week of class, for a total of \$9,500 paid. It is considered late on the third day of the tenth week of class. *If payment is not made by this date, the student may be dropped from the class.*
- A final payment of \$2500 is due by the first day of the 14th week of class, for a total of \$12,000 paid. Failure to pay, or a late final payment, will result in a student not being able to take the final exam until the balance is paid in full.

Payments may be paid in person in cash, by check, or by credit or debit card.

Cancellation and Refund Policy

SOTA is obligated to comply with the Cancellation and Refund Policy of the State of Oregon (OAR 715-45-0036). Since SOTA is currently pursuing accreditation with the Accrediting Council for Continuing Education and Training (ACCET), SOTA is required to comply with ACCET's Cancellation and Refund Policy. Therefore, SOTA has implemented its own policy based on both the State of Oregon's policy and the ACCET policy and the parts more lenient to the individual student have been used. Both policies may be found at the end of this catalog.

Cancellation

Notice of Cancellation: A student may cancel their enrollment in the program by providing written or verbal notice to the school before the start of the program. If a student enrolls but never attends class and does not inform the school, they are considered a "No Show" and are deemed to have cancelled their enrollment.

Refund Upon Cancellation: If a student cancels their enrollment before the commencement of classes, all monies paid to the school will be refunded within 40 days of the cancellation notice minus the \$150 Registration Fee. If SOTA discontinues the program for which the student is enrolled, the entire deposit of \$2000 will be refunded.

Financial Obligation: Once a student has attended at least one class, their Deposit will not be refunded and they are financially obligated to the school unless the program is discontinued by the school. If the program is discontinued prior to the start of class, the student will receive a full refund of all monies paid including their deposit.

Refund

Tuition refunds will be calculated as follows:

Withdrawal or Termination before 50% of Program Completion: If a student withdraws or is terminated after the first week of classes, but before completing 50% of the program, they are entitled to a pro-rata refund of the tuition. The pro-rata refund is calculated based on the percentage of the program attended, with the school retaining any legitimate charges owed by the student.

When Student has attended any portion of	Tuition Earned %	Tuition Earned \$	Student Refund Amount
Week 1	12.5 %	\$1,250	All tuition paid (not including deposit)
Week 2	25 %	\$2,500	Tuition paid over \$2500
Week 3	37.5 %	\$3,750	Tuition paid over \$3750
Week 4	50 %	\$5,000	Tuition paid over \$5000
Week 5	65 %	\$6,500	Tuition paid over \$6500
Week 6	75 %	\$7,500	Tuition Paid over \$7500
Week 7	87.5 %	\$8,750	Tuition paid over \$8750
Week 8-16	100 %	\$10,000	No tuition will be refunded

If a student withdraws or is terminated after completing 50% or more of the program, they are not entitled to any refund, and the full tuition of the program is due.

Refunds will be issued within 40 days of the Date of Determination. The Date of Determination is the date the student gives the school written or verbal notice of withdrawal, or the date the school terminates the student, by applying the Attendance, Conduct , or Satisfactory Academic Progress policy.

The portion of the program for which the student will be charged is determined by dividing the total clock hours into the number of clock hours accrued according to the published class schedule as of the last date of attendance.

When a student cancels, withdrawals or is terminated, a Refund Calculation Form shall be completed; a copy given to the student along with their refund; and the original form will be filed in the student's file.

The Student Kit is refundable until issued. Once in the student's possession, it is non-refundable for safety and sanitation purposes.

Definitions:

Cancellation: A student who never attends classes after enrolling and informs the institution as well as a "no-show" student who never attends class after enrolling and does not inform the institution.

Withdrawal: A student who attends at least one class but does not complete the program.

Termination: A type of withdrawal initiated by the institution due to failure to meet one or more institutional policies.

Period of Financial Obligation: The portion of the program for which the student is legally obligated to pay, which may be less than the full program.

Last Date of Attendance (LDA): The final date the student attends class.

Date of Determination (DOD): The date the student notifies the school of his/her withdrawal, or the date the institution terminates or administratively withdraws the student.

Southern Oregon Tattoo Academy's Cancellation and Refund Policies have been determined by the Owner/Director to be more favorable to the student than policies required by the State of Oregon or ACCET. Cancellation and Refund Policies for the State of Oregon and ACCET may be found at the end of this Student Catalog and on our website at www.SouthernOregonTattooAcademy.com

Referral Incentive

Southern Oregon Tattoo Academy values referrals, therefore, we are pleased to offer a Referral Incentive.

A \$200 Referral Incentive will be given for the referral of a new student who enrolls and begins class. This Incentive will be given within 30 days of the referred student beginning class.

In lieu of an incentive payment, enrolled students or incoming students may choose to receive \$200 off tuition for the referral of a new student who enrolls and begins class.

OWNER AND OFFICIALS

Christopher Tullis is the owner and day to day manager of Southern Oregon Tattoo Academy. He has developed the curriculum and is currently the lead educator. SOTA is a Single-member LLC, with an S Corp designation and is licensed by the State of Oregon, Higher Education Coordinating Commission.

Educational Faculty

Christopher Tullis, Owner/Director/Instructor, is a professional artist, art educator and licensed tattoo artist. As an artist, Christopher's work can be enjoyed in public and private collections all over the world. His works include large scale classical oil paintings, marker and pencil drawings, as well as life sized and larger than life sized bronze sculptures.

Faith Ragsdale, Instructor/Trainer, is an accomplished tattooer, licensed by the State of Oregon. As a gifted instructor registered with Oregon's Higher Education Coordinating Commission, Faith brings a unique blend of humility and humanity to the instruction at Southern Oregon Tattoo Academy, where she creates a welcoming environment for all students.

Rachel Nichols, Instructor, is a professional tattoo artist, educator, and tattoo studio owner. As a tattoo artist, Rachel is well known for her unique style and outstanding color work. She brings a level of care and compassion to the tattoo industry that is sorely lacking. As an educator, Rachel couples this care and compassion with deep curiosity to explore and explain complex processes and ideas in an accessible way to every student.

Staff

Collee Wilcox, the Administration and Compliance Specialist, has worked closely with Christopher Tullis since the academy's inception. She is responsible for many aspects of administration and compliance and is a member of the Senior Management Team. This position is currently a remote position.

STANDARDS FOR ACADEMICS AND ATTENDANCE

Students must maintain satisfactory academic and attendance progress while enrolled in training. Each student is evaluated and is given a written progress report monthly. If a student's cumulative grades drop below 75%, or if the student is absent for more than three (3) classes per Section, the student will be put on probation for 30 days. At the end of the probationary period, if the student has not maintained attendance or passing grades of 75% or above, the student will be terminated (except for extenuating circumstances). Progress records are kept by the school until course grades are transcribed. Academic transcripts are maintained in the student file for 25 years.

Grading System

Excellent	90% - 100%	{A}
Good	80% - 89%	{B}
Fair	75% - 79%	{C}
Poor	74% or less	{D-F}

Four quizzes will be administered on the subject matter discussed in Lecture. A minimum of 75% must be achieved on each quiz to successfully pass the subject. Any student that scores less than 75% on any subject will be counseled and tutoring will be provided. Any student scoring less than 75% on three consecutive quizzes will be placed on academic probation.

Students will take a FINAL WRITTEN exam after completing approximately 355 hours.

Students must score 75% or above to pass the exam. Failure to pass the Final Exam will result in the withholding of Certificate of Completion until a passing score has been obtained.

If the student fails to submit a passing score, the examination may be retaken as follows:

- after the first failed attempt, student may schedule to retake the test within seven calendar days.
- after the second failed attempt, the ability to re-take, requirement to retake, or both, will be determined by the Director on a case-by-case basis.

Student Pass Rate and Academic Success

Since the school's founding in 2021, SOTA has maintained an exceptional pass rate for the State of Oregon Tattoo License Examination. This reflects the effectiveness of the curriculum, instructional methods, and the hands-on training provided by the academy. It is important to SOTA that our students are supported and equipped to pass their licensing exam.

Below are the official Completion and Program Performance Measures that are recorded and tracked to be considered in measuring and improving the quality of educational programs offered.

Year	Program Completion Rate	State Licensing Exam Pass Rate
2022	19/20	100%
2023	17/17	100%
2024	24/24	100%

Attendance Policy

Students are required to attend all classes to not miss important subject matter. Any missed time will have to be made up to meet the hours required by the state for licensing. The maximum time allowed for completion of the program is five(5) months.

If a student is ill and unable to attend class, the student must call the office and email Info@SouthernOregonTattooAcademy.com thirty (30) minutes prior to class start. This is a contract of enrollment and there are no excused absences.

After three (3) consecutive days of absence in either Section without prior written approval, the student will be dropped from the program and will be held in breach of the enrollment contract.

Tardies:

Tardiness is unprofessional and it is not acceptable behavior. Students must attend the full class period. Class will start promptly. A Tardy is when a student arrives after the instructor has begun teaching, or more than fifteen(15) minutes after the scheduled start of class, whichever is earlier. Three tardies count as one absence.

If the student exceeds 5 months without completion of the program due to excessive absenteeism, a new enrollment agreement must be established with new terms and costs. Class times are stated in General Information under Hours of Operation.

Make Up Work:

Any missed time must be made up. Since two class terms are run simultaneously students must sit in with the other group to make up missed days. Each student is responsible for the chapter(s) weekly to be discussed and reviewed during Lecture. There are some classes that cannot be made up. Any missed quiz must be made up the day the student returns to prevent receiving an "F" grade for that quiz. Makeup work may be given at the discretion of the School Director if there are extenuating circumstances.

STUDENT CONDUCT POLICY

Students are expected to conduct themselves in a professional, legal and cooperative manner that is not disruptive, harassing, intimidating, dangerous to themselves or others, and that does not hinder the progress of other students at the school. Respect, courtesy, and sensitivity are behavioral practices expected among students, instructors and administrative personnel through the educational program. Appropriate behavior includes regular and punctual attendance. Students are expected to maintain class rooms, equipment, and the studio floors at a level comparable to professional industry standards. Deviation from these standards will result in disciplinary action.

Disciplinary Process

Warnings will be given during Weekly Progress Meetings when a student is in jeopardy of probation, unsatisfactory progress, or termination. Lack of response to warnings will result in probation, suspension and/or termination.

Types of discipline violations:

- **Academic** Student will receive warning(s) when the cumulative GPA is below the minimum 75%.
- **Attendance** Student will receive warning(s) when two classes are missed per section
- **Conduct** Student will receive warning(s) for not complying with school policies and rules.

Types of notification:

- **Verbal** Student is notified verbally of non-compliance with policy
- **Written** Student is notified in writing of non-compliance with policy

Probation:

Student is given written notice during Weekly Progress Meetings identifying the terms of probation and specific area(s) of deficiency. It is the responsibility of the student to discuss the reason and terms of

probation. If necessary, the school and the student will prepare a written agreement documenting a corrective action plan. A copy is given to the student; the original is maintained in the student's file.

Termination:

The student is permanently withdrawn from school. Although the school has established a progressive notification process, the authority is retained to impose immediate probation, suspension or termination when appropriate.

Copyright Infringement

Unauthorized use or distribution of copyrighted materials can lead to both civil and criminal liabilities for students including:

Civil Liabilities:

- Cease and Desist Orders: Copyright holders or their representatives may issue cease and desist orders demanding the immediate cessation of the infringing activity.
- Damages: Copyright holders can seek damages for financial losses suffered due to the infringement. This may include lost revenue from sales of the copyrighted material, among other factors.
- Statutory Damages: In some jurisdictions, copyright law provides for statutory damages, which are predetermined amounts per infringement, regardless of actual damages.
- Injunctions: Courts may issue injunctions ordering the infringing party to stop using or distributing the copyrighted material.
- Legal Costs: In addition to damages, infringers may be required to pay the legal costs incurred by the copyright holder in enforcing their rights.

Criminal Liabilities:

- Prosecution: In severe cases of copyright infringement, criminal charges may be brought against the infringing party. This could result in fines and potentially imprisonment.
- Penalties: Criminal penalties for copyright infringement can vary widely depending on the jurisdiction and the severity of the infringement. Fines can range from moderate to substantial, and imprisonment may be a possibility in extreme cases.
- Seizure and Forfeiture: Law enforcement authorities may seize infringing materials, equipment used for infringement, or any profits gained from the infringing activity.

Academic Consequences:

- Institutional Disciplinary Actions: Students found to have engaged in unauthorized use or distribution of copyrighted materials may face disciplinary actions such as suspension or expulsion.
- Academic Penalties: In addition to disciplinary actions, students may receive academic penalties, such as failing grades or loss of credit for assignments or courses where copyrighted materials were used without authorization.

To avoid facing these liabilities, students should always ensure they have the appropriate permissions or licenses before using or distributing copyrighted materials. This includes properly citing sources and adhering to fair use guidelines when applicable.

GENERAL INFORMATION

Facility

The school is located at: Southern Oregon Tattoo Academy
560 NE E Street
Grants Pass, OR 97526

Room 576: Lecture

Room 560: Practical Application/Tattooing

The facility operates as a school first and foremost. A small private studio is located on the premises as well. Student stations may only be used for private tattoo sessions by licensed tattoo artists during non-school hours with prior permission from the School Director.

The building has adequate water supply and state of the art equipment that is necessary to complete the course.

Hours of Operation

(See Term Calendar for dates specific to your term)

Lecture Section 1 (Week 1-8) Room 576

11 hours per week over 3 days in either Cohort A or Cohort B schedule.

Cohort A			OR	Cohort B		
Sun 10-4 1 hour lunch	Mon 9-12	Tues 9-12		Wed 10-4 1 hour lunch	Thurs 9-12	Fri 9-12

Practical Section 2 - Client Tattooing (Week 9-16) Room 560

20 hours per week spread over 3 days between the hours of 10 am and 6 pm in either Cohort A or B schedule; actual hours and timing varies by availability of tattoo clients.

Cohort A			OR	Cohort B		
Sun 10-6	Mon 10-6	Tues 10-6		Wed 10-6	Thurs 10-6	Fri 10-6

* A minimum of 3 hours of daily learning is required outside of listed class hours.

A class that is longer than 4 hours per day includes a one hour lunch break.

School Holidays

See Term Calendar for specific dates.

New Year's Day	Labor Day
Easter	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	New Year's Eve

Student Services

SOTA is committed to offering personalized, one-on-one student services tailored to meet the unique needs of each student. While the institution may not offer a broad range of formal services typically found in larger institutions, SOTA focuses on providing high-quality, individualized support to enhance students' academic, personal, and professional growth.

Students receive one-on-one academic advising from instructors as well as the school's director, with flexible tutoring sessions available as needed. SOTA offers career guidance, professional development, and studio referrals through industry connections, ensuring that students are prepared for successful careers in the tattoo industry. Personal support is also provided, addressing the holistic needs of students throughout their education.

SOTA tailors its services to accommodate students with diverse backgrounds, abilities, and prior experience. Customized learning plans, flexible tutoring, and adaptive teaching methods ensure that each student can succeed, regardless of their level of experience or learning style. Continuous feedback and assessments are used to track progress and offer personalized support.

As part of orientation, students complete Learning Style, Personality Type, and Enneagram Assessments. These tools encourage self-awareness and help students understand how they learn and communicate best. This insight supports meaningful engagement and aligns with SOTA's core values: Joy, Competence, Creativity, Evolution, and Care.

Recognizing that personal well-being plays an essential role in student success, SOTA provides responsive, compassionate advising for students navigating personal or emotional challenges. The School Director and Instructors are accessible and attentive, offering a supportive environment that prioritizes care and connection.

Graduates also benefit from continued support after program completion. Alumni have access to professional mentorship, referrals, entrepreneurial coaching, and guidance as they enter the industry. This ongoing relationship helps them navigate the early stages of their careers with confidence.

Each student receives a comprehensive, professional-grade tattoo kit that includes a tattoo machine, stencil printer, and all essential supplies. By training with the same tools used in the industry, students are better prepared for the realities of professional tattoo work. The kit is theirs to keep after graduation, eliminating the need for additional purchases and ensuring readiness to begin working immediately.

Credit for Previous Training

SOTA recognizes that some students may have previous relevant education or training that could be applicable to their studies in tattooing. Therefore, it is the school's policy to diligently evaluate each request to ensure that the credits align with the State of Oregon's required coursework and SOTA's academic standards. Below are the criteria and procedures for evaluating and accepting Credit for Previous Training.

Criteria for Transfer of Credit

1. Minimum Acceptable Grades:

- A minimum grade of "C" and/or 100 hours is required for any course considered for transfer. Given the specialized nature of tattooing, courses should closely align with the skills and knowledge specific to tattooing and body art.

2. Types of Courses Considered:

- Credits must come from a tattoo school that is licensed by the Oregon Higher Education Coordinating Commission, and must exactly match SOTA hours and curriculum topics to be considered.

3. Limits on Transfer Credits:

- SOTA limits the number of transferable credits to ensure that students gain the necessary hands-on experience specific to the tattooing profession within the Academy. No more than 25% of the program's required credits will be transferred.

4. Comparability of Program Content:

- Transfer credits must be directly applicable to SOTA's curriculum, particularly in courses related to tattooing techniques, safety, and hygiene. The School Director will assess comparability.

5. Required Documentation:

- Students must provide official transcripts and, if applicable, portfolio work or other relevant documentation for evaluation.

Procedures for Requesting Transfer of Credit

Students seeking to transfer credits must submit a written request along with required documentation to the School's Director. The Director will evaluate the submitted documents and make a determination based on the relevancy and quality of prior learning. Tuition will be adjusted on a pro-rated basis for any transfer credits awarded providing they are coming from another Oregon-licensed tattoo school. Students may appeal the transfer credit decision by submitting a written request within 15 days of the initial decision.

The transferability of credits or clock hours earned at SOTA to other institutions is not guaranteed and will be determined at the discretion of the receiving institution.

Certificate of Completion

A Certificate of Completion shall be awarded to each student who satisfactorily completes the program's requirements.

Career Development and Placement

It is very common for Tattoo Artists to be Self-Employed. Therefore, SOTA's curriculum integrates career development training, focusing on portfolio building, job search strategies, and business management within the tattoo industry. Graduates have the opportunity to leverage industry connections for job opportunities within the industry, as well as assistance and ongoing career support including guidance on starting their own tattoo businesses. This approach ensures students are well-prepared for both the technical and entrepreneurial aspects of tattooing.

SOTA Staff remain available to Alumni after graduation. Alumni can seek advice from SOTA Staff on expanding their business, improving their portfolio, or tackling new challenges in the industry. SOTA remains a resource for graduates, offering continued guidance and support as graduates progress in their careers.

Southern Oregon Tattoo Academy does not guarantee employment, nor does it provide placement services. Self-Employment is a common outcome for those who graduate from Southern Oregon Tattoo Academy.

Emergency Preparedness and Safety Protocols

The safety of our students, staff, and clients is our top priority. This plan outlines procedures for emergencies, including natural disasters, fires, medical emergencies and other threats.

Emergency Contacts:

- **Emergency Services (Police, Fire, Ambulance):** 911
- **Local Hospital:** Asante Rogue Regional Medical Center, 2825 E Barnett Rd, Medford, OR 97504
(541) 789-7000
- **Poison Control:** 1-800-222-1222
- **Emergency Coordinator:** Christopher Tullis (541) 441-4103

Fire:

- **Evacuation:** Activate fire alarm, use nearest exit, call 911, assemble in front parking lot, and account for all individuals.
- **Extinguishers:**
 - Room 560: East wall, visible from the entrance
 - Room 576: Just inside the front door, right wall

Earthquake:

- **During:** Drop, cover under furniture or against an interior wall, hold on until shaking stops.
- **After:**
 - Evacuate if safe, gather in the front parking lot.
 - If it's safe to stay inside, stay clear of windows and debris.
 - Check for injuries. Be prepared for aftershocks.

Medical Emergency:

- **Response:** Call 911, provide first aid if trained, avoid moving the person, notify Emergency Coordinator, and alert emergency contacts if needed.

Violent or Suspicious Behavior/Lockdown:

- **Threat Recognition:** Unusual behavior, aggression, or weapon presence.
- **Immediate Response:** Stay calm, call 911 with details, and initiate lockdown.
- **Lockdown Procedure:**
 - **Announce:** "Lockdown, lockdown, lockdown."
 - **Secure Premises:** Lock doors, turn off lights, close the blinds or cover windows, barricade if needed, and maintain silence.
 - **Hide:** Stay out of sight, and do not open doors until given the all-clear.
- **Communication:**
 - **Internal:** Use text or other discrete methods for updates.
 - **External:** Notify emergency contacts and use social media or website for updates if needed.
- **Law Enforcement:** Follow instructions, remain in lockdown until all-clear is given.
- **Aftermath:**
 - **All-Clear:** Announce once safe, account for everyone, provide medical assistance, document incident, debrief, and offer counseling.
 - **Review:** Evaluate and update procedures, and conduct additional training and drills.

Please note: Southern Oregon Tattoo Academy does not provide health insurance coverage. We encourage students to explore personal health coverage options as needed.

STUDENT POLICIES

Student Grievance Policy

Any student aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should this procedure fail students may contact: Higher Education Coordinating Commission, Private Career Schools, 3225 25th Street SE, Salem, Oregon 97302.

After consultation with appropriate Commission staff and if the complaint alleges a violation of Oregon Revised Statutes 345.010 to 345.470 or standards of the Oregon Administrative Rules 715-045-0001 through 715-045-0210, the Commission will begin the complaint investigation process as defined in OAR 715-045-0023 Appeals and Complaints.

Student Grievance Procedure

Students should attempt to resolve grievance in the following manner:

1. Meet with the Classroom Instructor or School Director as appropriate to discuss the problem.

2. If not resolved, meet with the School Director to discuss the problem. The decision of the Director shall be final, unless the complaint is a violation of state or federal law or administrative law.
3. Once a student has completed Steps 1 and 2 of the Internal Grievance Procedure, the student can submit their written complaint on the "Student Internal Grievance Form" and submit it to the School Director;
 - a. The Student Internal Grievance Form may be submitted via Certified US Mail as time and date recorded. OR
 - b. The Student Internal Grievance Form may be submitted to the Director at which time the school would provide a time-stamp and signed copy to the student.The school will respond to all parties within 20 days of receipt of the Student Internal Grievance Form.
4. If the complaint cannot be resolved after exhausting the school's procedure and the complainant alleges a violation of Oregon Revised Statutes or Oregon Administrative Rules, the student may file a complaint with the Higher Education Coordinating Commission.

SOTA is currently seeking accreditation with ACCET. When issues arise, students should make every attempt to find a fair and reasonable solution through the institutions' internal complaint procedure. ACCET will process complaints that involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency. ACCET's official procedure may be found at www.SouthernOregonTattooAcademy.com/StudentInfo

Re-Enrollment Policy

Re-enrollment is at the sole discretion of the school.

If an enrolled student must drop the class before the end of their enrolled term, re-enrollment will be evaluated on a case-by-case basis and be subject to the considerations listed above.

A student who withdraws or is terminated from the program may apply for re-enrollment by contacting the School Director. The student may be re-enrolled by the Director, provided they meet the admissions and enrollment criteria, and have successfully completed any and all probationary or other agreements with the school.

A student requesting re-enrollment after withdrawal or termination will be subject to a satisfactory progress analysis and determination applicable to their previous period of enrollment. Students failing to meet academic or attendance standards may be enrolled in a probationary status upon re-entry.

A student may be denied re-enrollment for, but not limited to: demonstrated lack of commitment to complete the program as shown during the previous enrollment by poor attendance and/or academic performance; dismissal due to inappropriate conduct; failure to meet financial obligations; or the lack of available space.

Student Records

Complete student files are kept for a minimum period of 5 years regardless of whether the student has completed the course or not. After 5 years from a student's separation from SOTA, all records except the student's transcripts may be shredded. Student transcripts are kept for 25 years from the date of separation.

Students have a right to access their OWN student file. Students can access their records by contacting the school director or instructor in writing at SOTA, PMB 750, 560 NE F Street, Suite A, Grants Pass OR, 97526 Attn: Christopher Tullis. The school will provide access to the student's file within 10 business days of receiving the request. The school will schedule a time that is convenient to both school staff and the student to review his/her file. Oregon Administrative Rule requires the school to respond within a reasonable period of time.

Requests for transcripts may be submitted to the School Director, Christopher Tullis in person, via email or through any other established communication channel. Transcript requests are processed promptly, typically within 3-5 business days from the date of request.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and

- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Contract Inquiry

Any inquiry a student may have regarding this contract may be made in writing to SOTA, PMB 750, 560 NE F Street, Suite A, Grants Pass, OR 97526 or to Higher Education Coordinating Commission, Private Career Schools, 3225 25th Street SE, Salem, OR 97302.

Governing Authorities

Licensing

State of Oregon
Higher Education Coordinating Commission, Private Career Schools
3225 25th Street SE
Salem, Oregon 97302
www.oregon.gov.higher.ed

Accreditation

Accrediting Council for Continuing Education & Training
1722 N Street NW
Washington DC 20036
info@accet.org

OUR COMMITMENT

Southern Oregon Tattoo Academy teaches responsible, respectful, talented artists to execute well-planned and artistically designed tattoos. This program promotes effective communication with clients and regulatory agencies. Our school implements exceptional clean and safe practices that exceed the client's expectations and industry standards. SOTA provides a complete educational program constructed to prepare and enable students to develop portfolios, guide and inform clients, keep proper records, and conduct professional business operations. Training takes place in a professional environment, using state of the art equipment and professional products.

The comprehensive 390-hour curriculum, and the skills developed in this program, includes appropriate content, hours, preparation, and materials to meet the requirements needed to: be eligible to take the Oregon State Examination for Tattoo; obtain licensure; and once licensed, become successfully self-employed in the tattoo industry.

Each Term consists of two Cohorts. Cohort A is held Sunday, Monday and Tuesday. Cohort B is held Wednesday, Thursday and Friday. Each cohort has a capacity of four students. Each Class includes two Sections, Lecture (Theory) and Practical Application (Tattooing), with approximately 12 hours of art and design. This course is designed to be completed in only 16 weeks.

Southern Oregon Tattoo Academy is currently pursuing accreditation with the Accrediting Council for Continuing Education and Training (ACCET). If accepted, Southern Oregon Tattoo Academy will be one of the first Tattoo Schools in the United States to receive accreditation. The high standards that are required in all areas, including curriculum, instruction, and facilities, to become accredited will provide our students with a high level of education. This partnership, if established, will be a testament to Southern Oregon Tattoo Academy's commitment to excellence, professionalism and safety within the tattoo industry.

When students successfully complete their training at Southern Oregon Tattoo Academy they will be prepared to take the Oregon State Examination for Tattooing and subsequently, begin their career as a Licensed Tattoo Artist. Additionally, they will know that they are a step above the rest, and so will their clientele.

For more information regarding Southern Oregon Tattoo Academy, please call us at (541) 450-2804.



Southern Oregon Tattoo Academy

560 NE F Street, PMB 750, Suite A
Grants Pass, OR 97526
(541) 450-2804

FACT PAGE

Program: Tattoo

A. Tuition and Fees

Estimated Annual Costs of Tattoo Program, YEAR: 2025

Deposit (Includes all Equipment)	\$2,000
Equipment	\$10,000
Total Costs of Program	\$12,000

All students will be required to take and pass a CPR Class and Blood Borne Pathogens Class at the student's expense.

The costs above are estimates only. Fees are subject to change without notice. The cost of materials/equipment will vary depending upon source.

B. Accreditation

Southern Oregon Tattoo Academy is not accredited.

C. Transferring Credits to Other Schools

Transfer of credit from one career school to another is always at the discretion of the receiving school and generally depends on comparability of curricula and may depend on comparability of accreditation. Southern Oregon Tattoo Academy will do what it can to help students transfer credits for their work when entering another school. Upon request, Southern Oregon Tattoo Academy will prepare and forward a transcript of the student's record to the transferred school.

OAR 715-045-0033(9)(C) Transfer of credit to other accredited institutions, listing of any transfer articulation agreements with other institutions and in an attached document make available to students the related transfer articulation pre-requisite information.



D. Program Length

Southern Oregon Tattoo Academy program length is sixteen weeks. The average time it takes for Southern Oregon Tattoo Academy students to graduate is sixteen weeks.

E. Graduation Rate

Southern Oregon Tattoo Academy graduation rate for the fall 2024 cohort for first-time, full-time students is 100% (8 of 8 students). Of students that began class in 2024, 100% have graduated (32 of 32 students).

F. Median borrowing amount and median annual loan payments of students

Southern Oregon Tattoo Academy does not participate in Title IV financial aid programs.

G. Loan default rate

Southern Oregon Tattoo Academy does not participate in Title IV financial aid programs, nor does it offer its own financing program.

H. Job placement success defined as % of students employed in field of study

Southern Oregon Tattoo Academy is a career/vocational school. Job placement success in the field of study is not yet available through the HECC website.

The school's completion rate is 100%.

State certification and/or licensing passage rate is 100%.

Placement data for students enrolled in the program for the last 2 years is not yet available through the HECC website.

OAR 715-045-0018 (1)(b).

Schools must furnish each prospective student, and have evidence of receipt acknowledge by student signature at the time of enrollment, with completion and relevant program performance measures, including but not limited to placement data, as required by accrediting agencies, or certification or state licensing examination passage rates, or placement data for students enrolled in the program for the last two years.

I. Median starting salary for graduates

As of May 2025, the U.S. Bureau of Labor Statistics (BLS) does not provide specific wage data for tattoo artists. However, tattoo artists are generally categorized under the broader occupational group **“Artists and Related Workers, All Other”** (SOC Code 27-1019). According to the BLS, the median annual wage for this group in Oregon is approximately **\$49,000**.



The Oregon Employment Department also does not offer detailed wage data specifically for tattoo artists. However, based on available information and industry standards, entry-level tattoo artists in Oregon can expect to earn between **\$30,000 and \$50,000** annually. This range can vary depending on factors such as location, studio reputation, and individual skill level.

It's important to note that many tattoo artists are self-employed and work as independent contractors, which can affect income stability and benefits. Additionally, expenses such as equipment, supplies, and studio fees can impact net earnings.

Signature Page

Please sign and return this page prior to the start of classes. If you have any questions, please contact:

Christopher Tullis
Owner/Director
info@SouthernOregonTattooAcademy.com
(541) 441-4103

I acknowledge that I have received the Southern Oregon Tattoo Academy Fact Page for 2025.

Student Signature:_____ Date_____

Print/Type Name of Student:_____

Southern Oregon Tattoo Academy
Tattoo Program

560 Northeast E Street
Grants Pass, Oregon 97526-2324
(541) 450-2804
www.SouthernOregonTattooAcademy.com

SYLLABUS

School Owner/Director: Christopher Tullis

Instructors: Christopher Tullis, Faith Ragsdale, Rachel Nichols

Email Address: info@southernoregontattooacademy.com

Phone: (541) 450-2804

Program Goal: To provide students with the skills and knowledge necessary to pass the Oregon State Tattoo Board licensing exam and work as a professional tattoo artist

Program Description and Course Objectives: The State of Oregon requires 360 hours of instruction. Instruction is divided into two sections- 8 weeks of lecture and 8 weeks of practical application on live clients. Below is a list of objectives to be covered during the course.

Course Objective:
Standard 1: Identify and apply Oregon tattoo rules and laws.
Identify laws governing tattooing in the state of Oregon. (Identifying)
Reflect on the legality of various body art applications (Evaluating)
Standard 2: Evaluate and utilize tattoo needles and needle bars.
Categorize needles by code (Analysis)
Describe and Execute proper storage and disposal (Applying)
Execute proper usage technique on synthetic skin (Applying)
Execute OAR standard compliant needle handling (Applying)
Standard 3: Prepare and evaluate tattoo pigments.
Assess appropriate pigments for tattoo art applying color theory (Evaluating)

Prepare pigments controlling for hue, value, and saturation (Applying)
Prepare matching color swatches with tattoo pigments (Applying)
Standard 4: Design and apply a tattoo stencils and images
Design a tattoo stencil (Creating) lecture practical
Apply pigmentation to separate tattoo designs (Applying)
Perform tattoo stencil application to client skin (Creating)
Standard 5: Evaluate and maintain the efficacy of equipment and supplies
Assess the appropriate utilization of basic equipment and supplies (Evaluating) lecture
Create a list of equipment used in the studio. (Evaluating) lecture (create list of supplies and suppliers and assess the list.)
Standard 6: Assess and identify the structure and diseases of the skin
Identify diseases of the skin (Analyzing)
Identify reactions of the skin (Analyzing)
Standard 7: Operate tattoo machines.
Evaluate the appropriate use of the two major types of tattoo machines (Evaluating)
Evaluate the differences and appropriate uses of a coil liner and shader (Evaluating)
Assemble a tattoo machine (Applying)
Reassemble a tattoo machine (Applying)
Standard 8: Provide client care utilizing professional standards (lecture)
Identify appropriate procedures for client intake and aftercare. (Identifying)
Evaluate and consult with client. (Evaluating)
Execute pre-service counseling. (Applying)
Execute post-service counseling. (Applying)
Execute inform and consent procedures. (Applying)
Role Play full client care of tattoo application .(Creating)
Standard 9: Utilize strict safety and sanitation protocols.

Identify appropriate safety and sanitation protocols for tattooing.
Execute basic station set up and break down. (Applying)
Identify appropriate use of ointments, soaps, and solutions. (Applying)
Perform cleanliness protocols for cleaning equipment and supplies. (Creating)
Assess visually the condition of a client's skin. (Evaluating)
Evaluate skin for appropriate art application techniques. (Evaluating)
Assess client for procedure and aftercare. (Evaluating)
Standard 10: Utilize ethical and professional business standards and practices.
Identify rules governing self-employment. (Applying)
Create a financial roadmap. (Creating)
Research market pattern. (Examining)
Identify appropriate use of social media. (Identifying)
Evaluate appropriate marketing channels. (Evaluating)

COURSE SCHEDULE

Class days, times, and location:

(See Class Calendar for dates specific to your term)

Lecture Section 1 (Week 1-8) Room 576

11 hours per week over 3 days on either Cohort A or Cohort B schedule.

Cohort A			OR	Cohort B		
Sun 10-4 1 hour lunch	Mon 9-12	Tues 9-12		Wed 10-4 1 hour lunch	Thurs 9-12	Fri 9-12

Practical Section 2 - Client Tattooing (Week 9-16) Room 560

20 hours per week spread over 3 days between the hours of 10 am and 6 pm on either Cohort A or B schedule; actual hours and timing varies by availability of tattoo clients.

Cohort A			OR	Cohort B		
Sun 10-6	Mon 10-6	Tues 10-6		Wed 10-6	Thurs 10-6	Fri 10-6

Distance Learning:

An additional 9 hours a week of distance learning is required during the lecture session in order to fulfill Oregon State Laws and to ensure you have the knowledge needed to pass the licensing exam. Distance learning includes viewing online learning videos that will walk you through completing tattoo work on practice skins. Additionally, it will also include self-study activities like creating flash cards, reading chapter material, and completing study guides. Instructors will meet with students weekly to complete progress reports to ensure that the self-directed learning goals are being met and may, at their discretion, make suggestions to help keep each student on track. At the end of the term, you will submit distance learning attestations for each chapter indicating you have fulfilled this required component of the class. You can find these in your textbook. Below is a summary of the amount of distance hours required for each topic.

Topic	Distance Learning
Oregon Tattoo Rules and Laws	14
Needles/needle bars	18
Discretionary (tattoo techniques)	1
Color theory/pigments	9
Design/art placement	9
Equipment and supplies	15
Skin diseases	14
Client services	14
Tattoo machines	14
Safety and Infection Control	20
Business operations	9
Oregon State Study Guide	variable

Lecture Course Content Sequence

Day 1

Day 2

Day 3

Week 1	Orientation	Oregon Rules and Laws	Oregon Rules and Laws
Week 2	Tattoo needles/techniques	Tattoo techniques	Tattoo techniques
Week 3	Color theory	Color theory	Color theory
Week 4	Design and art placement	Design and art placement	Design and art placement
Week 5	Equipment and supplies	Skin diseases	Skin diseases
Week 6	Client services	Tattoo machines	Tattoo machines
Week 7	Safety and Infection Control	Safety and Infection Control	Safety and Infection Control
Week 8	Business Operations	Business Operations	Business Operations

Assessments and Grade Weighting

Students will have several different types of assessments:

1. Weekly progress reports—As the name implies, these are completed by your Instructor weekly during both lecture and practical sections and reviewed with you. They track your progress in learning the knowledge and content in our program. These are not part of your final grade, but provide you with regular feedback to help you improve.
2. Chapter tests—Given weekly during the lecture section, these cover the lecture material which will be on the state licensing exam.
3. Midterm—This multiple choice exam is given at the end of lecture and covers material which will be on the state licensing exam.
4. Practical final evaluation—This assessment is given at the end of the client tattooing practical section and measures your abilities in topics such as client intake, set-up and breakdown of your station among other things.
5. Final exam- This multiple choice exam is given at the end of the client tattooing practical and covers material which will be on the state licensing exam.
6. Completion of 50 tattoos—This is a pass-fail completion grade which ensures you meet the state requirement that you complete 50 tattoos prior to licensing.

Below is a breakdown of how each assessment counts toward your final grade. To pass, a student must have a final average of 75% on the traditional US grading scale.

Assessment	Percentage
Lecture grade (consisting of average score of	25%

all 7 weekly exams during lecture session and the midterm exam score)	
Final practical evaluation (graded out of 100)	25%
Completion of 50 tattoos (graded pass/fail)	25%
Final exam (graded out of 100)	25%
Total:	100%

Text Books & Materials

(All listed materials and textbooks will be provided by SOTA)

Text Books

The Fundamentals of Tattooing by Christopher Tullis

Tattoo Machine Setup Tuning and Maintenance by Joey Desormeaux

Materials

Tattoo Machine and Battery

Tattoo Inks

Tattoo Needles

Synthetic Skins

Ink Caps

Squirt Bottles

Gloves

Petroleum Jelly

Baby Powder

Stencil Solution

Dip Cups

Ink Mixer

Stencil Printer

Stencil Paper

Attendance

Attendance is vital to your success in this program. Plan your schedule so that you can be present for scheduled class sessions and manage your time so that you can complete your assignments and assessments on or before the date they are due.

If you do miss a class session you are required to make up the time in order to comply with the clock hours requirement for the state of Oregon. If you are in Cohort A, you can make up a class during Cohort B of the same week. If you are in Cohort B and miss class, you can make up the hours during the Cohort A session of the following week, however, you may miss the original content. As such, you are responsible for making sure that you learn the associated material on your own.

Contact your instructor in person, via email, or via voicemail message, explaining how you intend to make up any missed work, tests, or evaluations. **Completed work missed due to an absence is due within one week after your return.**

If you know in advance you will miss a class session, notify your instructor prior to the absence. Plan ahead to submit assignments or complete assessments that will be due during your absence prior to your absence. (Refer to the learning plans and the program schedule.)

Holidays*

New Year's Eve

New Year's Day

Easter

Memorial Day

Independence Day Labor Day

Thanksgiving Day

Christmas Day

* Refer to the Class Calendar for specific dates

Additional Student Policies

Academic Honesty

Academic honesty is important to the learning organization's purpose of helping learners to develop critical, independent thinking skills and habits. Cheating and other forms of academic dishonesty run counter to this purpose and violate ethical and intellectual principles; they are therefore subject to penalties. For purposes of this course, we will define academic dishonesty as:

Plagiarism:

Presentation of work that originates from another unacknowledged source as one's own. Presenting someone else's ideas, argument, or information verbatim (or close to verbatim) without acknowledgement of the source in the assessments, papers, or discussions, constitutes plagiarism.

Cheating:

a) Giving, receiving, or using, or attempting to give, obtain, or use, unauthorized information or assistance during an assessment or an examination.

- b) Obtaining or conveying, or attempting to obtain or convey, unauthorized information about an assessment or examination question.
- c) Giving or receiving assistance on an essay or assignment that goes beyond that specifically allowed by the instructor (this includes buying and selling, or attempting to buy or sell essays and/or research assistance relating to course assignments).
- d) Impersonating someone else or causing or allowing oneself to be impersonated in an examination, or knowingly availing oneself of the results of impersonation.

ADA Statement

We wish to fully include persons with disabilities in this course. Please let us know if you need any special accommodations in the curriculum, instruction, or assessments of this program to enable you to fully participate. We will maintain the confidentiality of the information you share with us.

Southern Oregon Tattoo Academy

560 Northeast E Street
Grants Pass, Oregon 97526-2324
(541) 450-2804
wwwSouthernOregonTattooAcademy.com

PROGRAM OUTLINE

Name: Tattoo Program

Course Length: 390 hours

Prerequisites: None

Sequencing: Section 1: Lecture (230 hours)
Section 2: Practical/Tattooing (160 hours)

COURSE TITLE: TATTOO PROGRAM

Program Goal:

To provide students with the skills and knowledge necessary to pass the Oregon State Tattoo Board licensing exam and work as a professional tattoo artist

Course Competencies:

Standard 1: Identify and apply Oregon Rules and Laws. (lecture final/chapter test)

Identify laws governing tattooing in the state of Oregon. (Identifying)
Reflect on the legality of various body art applications (Evaluating)

Standard 2: Evaluate and utilize tattoo needles and needle bars.

Categorize needles by code (Analysis)
Describe and Execute proper storage and disposal (Applying)
Execute proper usage technique on synthetic skin (Applying)
Execute OAR standard compliant needle handling (Applying)

Standard 3: Prepare and evaluate tattoo pigments

Assess appropriate pigments for tattoo art applying color theory (Evaluating)
Prepare pigments controlling for hue, value, and saturation (Applying) I
Prepare matching color swatches with tattoo pigments (Applying)

Standard 4: Design and apply a tattoo stencils and images

Design a tattoo stencil (Creating) lecture
Apply pigmentation to separate tattoo designs (Applying)
Perform tattoo stencil application to client skin (Creating)

Standard 5: Evaluate and maintain the efficacy of equipment and supplies

Assess the appropriate utilization of basic equipment and supplies (Evaluating)
Create a list of equipment used in the studio. (Creating)

Standard 6: Assess and identify the structure and diseases of the skin

Identify diseases of the skin (Analyzing) lecture
Identify reactions of the skin (Analyzing) lecture

Standard 7: Operate tattoo machines

Evaluate the appropriate use of the two major types of tattoo machines (Evaluating)
Evaluate the differences and appropriate uses of a coil liner and shader (Evaluating)
Assemble a tattoo machine (Applying)
Reassemble a tattoo machine (Applying)

Standard 8: Provide client care utilizing professional standards (lecture)

Identify appropriate procedures for client intake and aftercare. (Identifying)
Evaluate and consult with client. (Evaluating)
Execute pre-service counseling. (Applying)
Execute post-service counseling. (Applying)
Execute informed and consent procedures. (Applying)
Role Play full client care of tattoo application. (Creating)

Standard 9: Utilize strict safety and sanitation protocols

Execute basic operatory set up and tear down. (Applying)
Identify appropriate use of ointments, soaps, and solutions. (Applying)
Perform cleanliness protocols for cleaning equipment and supplies (Creating)
Assess visually the condition of a client's skin (Evaluating)
Evaluate skin for appropriate art application techniques (Evaluating)
Assess client for procedure and aftercare (Evaluating)

Standard 10: Utilize ethical and professional business standards and practices

Identify rules governing self-employment (Applying)
Create a financial roadmap. (Creating)
Research market patterns (Evaluating)
Identify appropriate use of social media. (Identifying)
Evaluating appropriate marketing channels. (Evaluating)

TOPIC	ASSESSMENT	
	Section 1: Lecture	Section 2: Practical
Standard 1: Identify and apply Oregon tattoo rules and laws.		

Identify laws governing tattooing in the state of Oregon. (Identifying)	Chapter test, Multiple-choice midterm	Multiple choice final exam
Reflect on the legality of various body art applications (Evaluating)	Chapter test, Multiple -choice midterm	Multiple choice final exam
Standard 2: Evaluate and utilize tattoo needles and needle bars.		
Categorize needles by code (Analysis)	Chapter test, Multiple -choice midterm	Multiple choice final exam
Describe and Execute proper storage and disposal (Applying)	Chapter test, Multiple -choice midterm	Practical final evaluation; Weekly progress reports
Execute proper usage technique on synthetic skin (Applying)	Weekly progress reports	
Execute OAR standard compliant needle handling (Applying)		Practical final evaluation; Weekly progress reports
Standard 3: Prepare and evaluate tattoo pigments		
Assess appropriate pigments for tattoo art applying color theory (Evaluating)	Chapter test, Multiple -choice midterm	Weekly progress report Multiple choice final exam
Prepare pigments controlling for hue, value, and saturation (Applying)	Weekly progress report	Weekly progress report Practical final evaluation
Prepare matching color swatches with tattoo pigments (Applying)	Weekly progress report	
Standard 4: Design and apply a tattoo stencils and images		
Design a tattoo stencil (Creating) lecture practical	Weekly progress report	Weekly progress report
Apply pigmentation to separate tattoo designs (Applying)		Weekly progress report Practical final evaluation
Perform tattoo stencil application to client skin (Creating)	Weekly progress report	Weekly progress report Practical final evaluation
Standard 5: Evaluate and maintain the efficacy of equipment and supplies		

Assess the appropriate utilization of basic equipment and supplies (Evaluating) lecture	Chapter test, Multiple -choice midterm	Multiple choice final exam
Create a list of equipment used in the studio. (Evaluating) lecture (create list of supplies and suppliers and assess the list.)	Weekly progress report	
Standard 6: Assess and identify the structure and diseases of the skin		
Identify diseases of the skin (Analyzing)	Chapter test, Multiple -choice midterm	Multiple choice final exam
Identify reactions of the skin (Analyzing)	Chapter test, Multiple -choice midterm	Multiple choice final exam
Standard 7: Operate tattoo machines.		
Evaluate the appropriate use of the two major types of tattoo machines (Evaluating)	Chapter test, Multiple -choice midterm	Multiple choice final exam
Evaluate the differences and appropriate uses of a coil liner and shader (Evaluating)	Chapter test, Multiple -choice midterm	Multiple choice final exam
Assemble a tattoo machine (Applying)	Weekly progress report	Weekly progress report
Reassemble a tattoo machine (Applying)	Weekly progress report	Weekly progress report
Standard 8: Provide client care utilizing professional standards (lecture)		
Identify appropriate procedures for client intake and aftercare. (Identifying)	Chapter test, Multiple -choice midterm	Multiple choice final exam
Evaluate and consult with client. (Evaluating)		Weekly progress report Practical final evaluation
Execute pre-service counseling. (Applying)		Weekly progress report Practical final evaluation
Execute post-service counseling. (Applying)		Weekly progress report Practical final evaluation

Execute inform and consent procedures. (Applying)		Weekly progress report Practical final evaluation
Role Play full client care of tattoo application. (Creating)		Weekly progress report
Standard 9: Utilize strict safety and sanitation protocols.		
Identify appropriate safety and sanitation protocols for tattooing.	Chapter test, Multiple -choice midterm	Multiple choice final exam
Execute basic operatory set up and tear down. (Applying)		Weekly progress report Practical final evaluation
Identify appropriate use of ointments, soaps, and solutions. (Applying)		Weekly progress report Practical final evaluation
Perform cleanliness protocols for cleaning equipment and supplies. (Creating)		Weekly progress report Practical final evaluation
Assess visually the condition of a client's skin. (Evaluating)		Weekly progress report Practical final evaluation
Evaluate skin for appropriate art application techniques. (Evaluating)		Weekly progress report Practical final evaluation
Assess client for procedure and aftercare. (Evaluating)		Weekly progress report Practical final evaluation
Standard 10: Utilize ethical and professional business standards and practices.		
Identify rules governing self-employment. (Applying)	Chapter test, Multiple -choice midterm	Multiple choice final exam
Create a financial roadmap. (Creating)	Weekly progress report	
Research market pattern. (Examining)	Weekly progress report	
Identify appropriate use of social media. (Identifying)	Weekly progress report	
Evaluate appropriate marketing channels. (Evaluating)	Weekly progress report	

Program Hours by Topic

Topic	State Required Hours	Lecture Hours	Practical Hours	Distance Learning	SOTA Total Hours
Oregon Rules and Laws • Tattooing	20	6		14	20
Needles/Needle Bars	20	2		18	20
Discretionary • Tattoo techniques	10	9		1	10
Color Theory/Pigments	10	11		9	20
Design/Art Placement	10	11		9	20
Equipment & Supplies	20	5		15	20
Skin Diseases	20	6		14	20
Client Services	20	6		14	20
Tattoo Machines	20	6		14	20
Safety and Infection Control	40	20		20	40
Business Operations	20	11		9	20
Combined Practical	150		160		160
Total Hours	360	93	160	137	390

SOUTHERN OREGON TATTOO ACADEMY

Class Calendar

2025 Term 3

July - October 2025

Cohort 1

Lecture

Sundays	10:00 am – 4:00 pm	July 6 – August 24
Mondays	9:00 am – 12:00 pm	July 7 – August 25
Tuesdays	9:00 am – 12:00 pm	July 8 – August 26

Tattooing

Sundays - Tuesdays 10:00 am – 6:00 pm August 31 – October 21

Cohort 2

Lecture

Wednesdays	10:00 am – 4:00 pm	July 9 – August 27
Thursdays	9:00 am – 12:00 pm	July 10 – August 28
Fridays	9:00 am – 12:00 pm	July 11 – August 29

Tattooing

Wednesdays – Fridays 10:00 am – 6:00 pm September 3 – October 24

Additional Requirements

All students are required to complete a minimum of 3 hours of self-directed learning daily outside of class hours.

Important Dates to Remember	Cohort 1 Sun-Tues	Cohort 2 Wed-Fri
Labor Day Observed	September 1	~~~
End of Term	October 21	October 24

STATE OF OREGON CANCELLATION AND REFUND POLICIES (OAR 715-045-0036)

Cancellation: A student may cancel enrollment by giving written notice to the school. Unless the school has discontinued the program of instruction, the student is financially obligated to the school. If cancellation occurs within five business days of the date of enrollment, and before the commencement of classes, all monies specific to the enrollment agreement shall be refunded;

If cancellation occurs after five business days of the date of enrollment, and before the commencement of classes, the school may retain only the published registration fee. Such fee shall not exceed 15 percent of the tuition cost, or \$150, whichever is less;

Withdrawal Procedure: Tuition refunds will be determined as follows: If withdrawal or termination occurs after the commencement of classes and before completion of 50 percent of the contracted instruction program, the student shall be charged according to the published class schedule. The student shall be entitled to a pro-rata refund of the tuition when the amount paid exceeds the charges owed to the school. In addition to the pro-rated tuition, the school may retain the registration fee, book and supply fees, and other legitimate charges owed by the student;

If withdrawal or termination occurs after completion of 50 percent or more of the program, the student shall be obligated for the tuition charged for the entire program and shall not be entitled to any refund;

Proportion of Total Program Taught by Withdrawal Date	Pro-rated Tuition Refund
Up to 50%	Students will be entitled to a full refund of all monies paid greater than the percentage of class attended
51% or more	No Refund

For additional information on refunds please see the Financial Aid, Discounts, Refunds, and Other Money Matters FAQ at <http://www.ode.state.or.us/teachlearn/specialty/pcs/faqfinancialaid.pdf>.

Advanced Deposits*: Per OAR 715-045-0008, Advanced Deposits, "Prior to the beginning of classes, no private career school shall require from an enrollee an advance deposit in excess of twenty (20) percent of the total tuition and fees. This limitation shall not apply to federal and state financial aid payments received by the school.

Schools that offer short-term programs designed to be completed in one (1) term or four (4) months, whichever is less, can require payment of all tuition and fees on the first day instruction begins.

For programs designed to be four (4) months or longer, a school cannot require more than one (1) term or four (4) months of advanced payment of tuition at a time. When fifty (50) percent of the program has been offered, the school can require payment of all tuition."

CANCELLATION AND REFUND POLICIES FOR RESIDENT EDUCATION

Cancellation and Refund Policy: Resident Instruction (OAR 715-045-0036)

- (1) A student may cancel enrollment by giving written notice to the school. Unless the school has discontinued the program of instruction, the student is financially obligated to the school according to the following:
 - (a) If cancellation occurs within five business days of the date of enrollment, and before the commencement of classes, all monies specific to the enrollment agreement shall be refunded;
 - (b) If cancellation occurs after five business days of the date of enrollment, and before the commencement of classes, the school may retain only the published registration fee. Such fee shall not exceed 15 percent of the tuition cost, or \$150, whichever is less;
 - (c) If withdrawal or termination occurs after the commencement of classes and before completion of 50 percent of the contracted instruction program, the student shall be charged according to the published class schedule. The student shall be entitled to a pro rata refund of the tuition when the amount paid exceeds the charges owed to the school. In addition to the prorated tuition, the school may retain the registration fee, book and supply fees, and other legitimate charges owed by the student;
 - (d) If withdrawal or termination occurs after completion of 50 percent or more of the program, the student shall be obligated for the tuition charged for the entire program and shall not be entitled to any refund;
 - (e) The enrollment agreement shall be signed and dated by both the student and the authorized school official. For cancellation of the enrollment agreement referenced in Subsections (1)(a) and (b), the "date of enrollment" will be the date that the enrollment agreement is signed by both the student and the school official, whichever is later.
- (2) Published Class Schedule (for the purpose of calculating tuition charges) means the period of time between the commencement of classes and the student's last date of attendance as offered by the school and scheduled by the student.
- (3) The term "Pro rata Refund" means a refund of tuition that has been paid for a portion of the program beyond the last recorded date of attendance.
- (4) When a program is measured in clock hours, the portion of the program for which the student will be charged is determined by dividing the total clock hours into the number of clock hours accrued according to the published class schedule as of the last date of attendance.
- (5) When a program is measured in credit hours, the portion of the program for which the student will be charged is determined by dividing the total number of weeks into the number of weeks accrued according to the published class schedule as of the last date of attendance.
- (6) For other measurements of time such as days or weeks, the portion of the enrollment period for which the student will be charged is determined by dividing the total number of days or weeks into the number of days or weeks, accrued according to the published class schedule as of the last date of attendance.
- (7) The term "tuition cost" means the charges for instruction including any lab fees. "Tuition cost" does not include application fees, registration fees, or other identified program fees and costs. The school shall adopt and publish policies regarding the return of resalable books and supplies and/or the prorating of user fees, other than lab fees.
- (8) The school shall not charge a withdrawal fee of more than \$25.
- (9) The school may adopt and apply refund calculations more favorable to the student than those described under this policy.
- (10) When a cancellation, withdrawal, termination, or completion occurs, a calculation of all allowable charges under this rule shall be made. If such calculations evidence that the school received total payments greater than its allowable charges:
 - (a) Within 40 days after notification of such cancellation, withdrawal, termination, or completion, a written statement showing allowable charges and total payments received shall be delivered

to the student by the school, together with a refund equal in amount to monies paid to the school in excess of those allowable charges;

- (b) In the event payments to a student account are derived from federal and/or state tuition assistance program(s), including student loan programs, regulations governing refund notification and awarding within respective program(s) shall prevail in lieu of Section (10)(a) of this rule, but only with respect to the covered portions thereof; and
 - (c) In the event payments to a student account are derived from a sponsoring public agency, private agency, or any source other than the student, the statement of charges and payments received together with an appropriate refund described under section (10)(a) of this rule may be delivered instead to such party(ies) in interest, but only with respect to the covered portions thereof.
- (11) In case of disabling illness or accident, death in the immediate family, or other circumstances beyond the control of the student that causes the student to leave school, the school shall arrange a prorated tuition settlement that is reasonable and fair to both parties.
 - (12) A school shall be considered in default of the enrollment agreement when a course or program is discontinued or canceled or the school closes prior to completion of contracted services. When a school is in default, student tuition may be refunded by the school on a pro rata basis. The pro rata refund shall be allowed only if the Commission determines that the school has made provision for students enrolled at the time of default to complete a comparable program at another institution. The provision for program completion shall be at no additional cost to the student in excess of the original contract with the defaulting school. If the school does not make such provision, a refund of all tuition and fees shall be made by the school to the students.

CANCELLATION AND REFUND POLICY

Cancellation and refund policies comply with applicable federal and state laws and regulations and ACCET policies. Written policies covering cancellation and refund policies pertaining to cancellations, withdrawals, and terminations are clearly stated to prospective students before enrollment, consistently followed, and publicly available.

ACCET accredited institutions seek to promote good will through the use of explicitly stated fair and equitable cancellation and refund practices pertaining to cancellations, withdrawals, and terminations that take into consideration:

- The legitimate reasons why an applicant or student may not be able to either start or complete the training; and
- The reasonable expenses incurred by the institution.

General Requirements:

1. An institution must have a fair and equitable, clearly defined, and uniformly administered cancellation and refund policy for cancellations, withdrawals, and terminations.
2. The requirements established in this policy are the minimum acceptable standards for making refunds. Many institutions incorporate more generous policies and procedures, which the Commission encourages.
3. If the institution is required to be licensed by the state and the state mandates a cancellation and refund policy, the institution must demonstrate compliance with that policy as well as with any unique requirements of ACCET's policy. The institution must compare the state's policy with ACCET's in each instance of cancellation or withdrawal and follow the policy that is more lenient towards the student.¹ The written refund policies of the state and ACCET must be provided to students in the enrollment agreement, along with notification that a comparison will be made and the policy that is most beneficial to the student will be used.
4. An institution must provide (in English) a prospective student with enrollment agreements required for vocational programs and/or enrollment documents required for other types of programs/courses which include the cancellation and refund policy, along with all program costs, including tuition, fees, and any other costs. The student must verify and attest

¹ If the institution can demonstrate through a systematic written analysis, including side-by-side comparisons, that either the state policy or ACCET's policy is always more lenient towards the student, the institution must follow the more lenient policy, but is not required to calculate refunds based on both policies for each student who cancels, withdraws, or is terminated. The institution may implement its own policy based on the refund policies of the state and ACCET, if permissible by the state, which always provides the student with at minimum the most beneficial refund under the two policies. In this situation, the institution must demonstrate through a systematic written analysis, including side-by-side comparisons, that its policy provides students with a refund that is at least as beneficial as the refund provided under both the policy of the state and ACCET. Institutions that wish to do this should contact the ACCET office for guidance regarding this analysis.

in writing that he or she understands the content. The institution's enrollment documents (including enrollment agreements and catalogs, as applicable) are to be provided in a language students understand. If these enrollment documents are not translated into a student's native language, the student must sign an attestation that s/he was provided the enrollment documents and given ample opportunity to review and understand the terms and conditions of enrollment, including the institution's refund policy, prior to signing the enrollment documents.

5. An institution must not require written notification of cancellation or withdrawal, unless required by federal or state laws or regulations. In addition, an institution must not require notification of cancellation or withdrawal in person as a condition for making refunds, nor charge any penalty for failure to notify the institution in writing. An institution must not impose additional requirements for refund processing.
6. An institution must not obligate a student for more than twelve (12) months at a time. Refund computations must apply to the stated charges attributable to the given period of financial obligation.
7. An institution must treat students fairly and equitably relative to tuition, other charges, and refunds. In no event shall a student be treated differently with respect to charges and refunds based on the source of funding or the timing of disbursements or payments. Except as noted below, students must not be treated differently based solely on their visa status.
8. An institution must complete and document refund calculations for each student who cancels, withdraws, or is withdrawn from training. This documentation must be sufficient to demonstrate that refunds are timely and accurate, including but not limited to documentation regarding:
 - a) Start date
 - b) Last date of attendance (LDA)
 - c) Date of determination (DOD)
 - d) Charges to the student
 - e) Total amount paid
 - f) Weeks earned and resulting percentage of program completed
 - g) Calculation of refund

Refund Due Dates:

1. If an applicant never attends class (no-show) or cancels the contract prior to the class start date, all refunds due must be made within forty-five (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.
2. For an enrolled student, the refund due must be calculated using the last date of attendance (LDA) and be paid within forty-five (45) calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates the student, by applying the institution's attendance, conduct, or Satisfactory Academic Progress policy. If a student provides advanced notice of withdrawal such that the 45-day window for

refund processing ends before the last date of attendance, the refund must be paid within forty-five (45) calendar days from the last date of attendance.

Charges Other Than Tuition:

1. All extra costs, such as books, supplies, equipment, laboratory fees, rentals and any similar charges not included in the tuition price, must be clearly stated in the enrollment agreement. Non-refundable charges must be explicitly itemized in the catalog and the enrollment agreement. Charges that are non-refundable must be limited to those materials that are distributed and attributable to the portion of the program attended by the student.
2. If applicable, a student is bound by the terms as defined in any student housing agreement.

Cancellations:

1. Rejection of Applicant: If an applicant is rejected for enrollment by an institution, or if a prospective international student has his/her visa application rejected, a full refund of all monies paid must be made to the applicant, less a maximum application/registration fee of \$200 if such charges are clearly itemized in the enrollment agreement as non-refundable.
2. Program Cancellation: If an institution cancels a program subsequent to a student's enrollment, the institution must refund all monies paid by the student.
3. Cancellation Prior to the Start of Class or No Show: If an applicant accepted by the institution cancels prior to the start of scheduled classes or never attends class (no-show), the institution must refund all monies paid, less a maximum application/registration fee of \$200, if such charges are clearly itemized in the enrollment agreement as being non-refundable, and any actual housing costs incurred by the institution. The only exception is for an international student who is recruited outside of the United States or its territories, receives an I-20 from the institution, enters the country, and subsequently cancels prior to the start of class or is a no-show. In this event, an institution may only retain a maximum total of \$500 for any non-refundable charges clearly identified and itemized in the enrollment agreement, including any application/registration fee, courier fees, and travel cancellation insurance.
4. Cancellation After the Start of Class (Optional Student Trial Period): An institution may consider a withdrawal as a cancellation or no show (for example, within the first week of the program) provided this process is fully delineated in writing as part of the refund policy and provided to all students at or before enrollment. A student who is considered a cancellation or no show under such a policy must have all charges refunded and all payments returned to the individual or the applicable funding source less the maximum allowable application/registration fee of \$200, if such charges are clearly itemized in the enrollment agreement as being non-refundable.

Cancellations processed in accordance with this trial period section are not treated as a start by ACCET and, therefore, do not negatively impact the institution's completion rate.

Withdrawal or Termination After the Start of Class and after the Cancellation Period:

1. Avocational program less than 300 clock hours (or the credit hour equivalent):

For short-term avocational programs such as workshops, seminars, and similar programs, an institution must establish a refund policy in accordance with all guidelines outlined above in this document in order to promote good will through a fair and equitable policy.

2. All Vocational Programs and avocational programs 300 clock hours or greater:

For all other programs, an institution must establish, at a minimum, the following refund policy:

- a. Refund amounts must be based on a student's last date of attendance (LDA). When determining the number of weeks completed by the student, the institution may consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.
- b. During the first week of classes, tuition charges withheld must not exceed 10 percent (10%) of the stated tuition up to a maximum of \$1,000.
- c. After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained must not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed, up to a maximum of \$1,000. (See example.) Institutions that do not retain any unearned tuition may assess an administrative fee associated with withdrawal or termination not to exceed \$100.
- d. After fifty percent (50%) of the period of financial obligation is completed by the student, the institution may retain the full tuition for that period.
- e. While ACCET requires that tuition be listed on the enrollment agreement, some states require that an institution list the tuition for an entire program on an enrollment agreement even when the institution only financially obligates the student for a portion of the entire program. When calculating a refund, the percentage of tuition retained by the institution must be based on the portion of the program the student was attending through his or her last date of attendance when the student dropped, not the tuition charged for the entire program listed on the enrollment agreement.

Refund Computation Example (Avocational Programs More than 300 Clock Hours and All Vocational Programs)

- The student enrolled in a 48-week program, starting on January 4th and scheduled to complete on December 10th.
- There are two periods of financial obligation, of 24 weeks each.
- The total tuition is \$15,000. Tuition for each period is \$7,500.
- The last date of attendance (LDA) for the student is February 24th.
- The date of determination is March 8th.

<u>Number of weeks student attended</u>	<u>8 weeks</u>	=	33.3%
Number of weeks financially obligated	24 weeks		
Pro rata portion completed based on 8 weeks		=	33.3%
33.3% of \$7,500 tuition		=	\$2,500 (earned tuition)
10% of unearned tuition (\$7,500-\$2,500 = \$5,000 unearned)		=	\$ 500
Owed to institution		=	\$3,000
Student payment		=	\$7,500
Refunded to student by April 22 nd		=	\$4,500

Vocational Programs:

In addition to the requirements outlined above, an institution which offers vocational programs must also comply with the following:

1. The cancellation and refund policy and all program costs including tuition, fees, and any other costs must be delineated in the institution's catalog. Any non-refundable fees and charges must be clearly itemized as such.
2. An institution which participates in the Title IV programs must establish a Return of Title IV Funds policy which is in compliance with federal regulations and must also comply with federal regulations, as applicable, in the areas of attendance, leave of absence, etc. Federal regulations may differ from ACCET policy, and if stricter, take precedence.

Definitions:

Cancellation: A student who never attends classes at the institution after enrolling and informs the institution, except as noted in the section entitled "Cancellation After the Start of Class (Optional Student Trial Period)."

No Show: A student who never attends class at the institution after enrolling and does not inform the institution. Note that the ACCET policy treats no shows identical to cancellations.

Withdrawal: A student who attends at least one class at the institution, but does not complete his/her program.

Termination: A type of withdrawal initiated by the institution due to failure to meet one or more institutional policies.

Period of Financial Obligation: The portion of the program for which the student is legally obligated to pay, which may be less than the full program and may not, under any circumstances, exceed a period of 12 months.

Last Date of Attendance (LDA): The final date the student attends class.

Date of Determination (DOD): The date the student notifies the school of his or her withdrawal, or the date the institution terminates or administratively withdraws the student.