

**School Catalog  
Tattoo Program**

Effective February 2026

***Southern Oregon  
Tattoo Academy***

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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. This is accomplished 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:** A feeling of excitement and safety that comes from being in a place where you feel empowered to think big and are supported to achieve even bigger things.
- **COMPETENCE:** The ability to do something successfully and efficiently. When we are competent, we are able to take joy from our work and gratification from passing that competence on to others so they may feel joy in their lives.
- **CREATIVITY:** The ability to think beyond what is known and imagine what else might be. Creative thinking is a key component in making a positive difference in our lives and the world around us.
- **EVOLUTION:** To ensure that competence does not lead to complacency, we must continually strive to evolve both personally and professionally. Learning new skills in our personal and professional lives is key to enriching our lives and the lives of people we serve.
- **CARE:** Providing what is necessary for the wellbeing of someone or something. Care gives serious attention and consideration to avoid damage.

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 takes 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. It is the responsibility of SOTA to provide students with a quality education. Self-employment is a common vocational objective of the Tattoo Program. Employment is not guaranteed.

### **Tattoo Program Structure**

The Tattoo Program is designed to be completed in 16 weeks and includes both lecture and hands-on tattooing. Each term is divided into two sections:

- **Section 1: Lecture (Theory)**
- **Section 2: Practical Application (Tattooing)**

Students are assigned to one of two small cohorts:

- **Cohort A:** Sunday, Monday, Tuesday
- **Cohort B:** Wednesday, Thursday, Friday

Each cohort is limited to a maximum of four students, ensuring a 4:1 student-teacher ratio. Students remain with their cohort throughout the entire program.

### **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	10 Hours
Design & Art Placement	10 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
<b>Total Theory Hours:</b>	<b>210 Hours*</b>
<b>Total Practical Hours:</b>	<b>150 Hours</b>
<b>TOTAL COMBINED HOURS:</b>	<b>360 HOURS</b>

*\* Note: A minimum of 3 hours per day is required to be completed outside of listed class hours. Students apply what they learn on synthetic skins, complete light research, and are evaluated through instructor review and discussion.*

## ADMISSIONS

At Southern Oregon Tattoo Academy, 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. Oregon.gov/oha. 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.
- Present an 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 presented, 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 must be completed and deposit paid 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.

### ADA Statement and Accommodation Disclosure Policy

Southern Oregon Tattoo Academy is committed to providing equal access and opportunity for individuals with disabilities. Applicants with special educational needs or disabilities must disclose them during the admissions process so that appropriate accommodations can be discussed with the Director during the interview.

Requests for accommodations must be submitted prior to the start of class to ensure adequate time for review and implementation. Failure to disclose known needs or to make timely requests may result in denial or withdrawal of admission if required accommodations cannot be reasonably provided after enrollment begins.

SOTA will work with qualified individuals to determine reasonable accommodations in curriculum, instruction, or assessment to support full participation in the program. All information shared regarding a disability or accommodation request will remain confidential.

### TUITION AND FEES

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
Tuition	<u>16,000.00</u>
<b>Total Program Cost</b>	<b>\$18,000.00</b>

\* Upon enrollment, a total Deposit of \$2,000 is due. This Deposit secures the student's start date and includes a non-refundable Registration Fee of \$150. The remaining \$1,850 of the Deposit is refundable prior to the student's receipt of the Student Kit. Once the Student Kit has been issued to the student, the remaining refundable portion of the Deposit becomes non-refundable.

Students will be required to complete a CPR class and Blood Borne Pathogens class at the student's expense. The cost is approximately \$15 per class. Costs are subject to change.

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

## Student Kit

A Student Kit is provided containing 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). Once in a student's possession, *the Student Kit is non-returnable for safety and sanitation purposes*. Upon issuance of the Student Kit, the remaining refundable portion of the Deposit is no longer refundable.

## Technology Requirement

Students are required to have an iPad and Apple Pencil for use throughout the Tattoo Program. Students may bring their own, provided they are in good working condition; students may purchase an iPad and Apple Pencil directly from Southern Oregon Tattoo Academy for \$500; or students may rent an iPad and Apple Pencil from the school for \$500. The rental fee will be refunded in full at the end of the program if both items are returned in like-new condition. See the School Director for further details.

The most recent version of Procreate, a powerful digital art app for iPad, will be used throughout the program. There is a one-time cost of \$12.99. Costs are subject to change.

Failure to have access to the required technology may prevent participation in portions of the curriculum.

## 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 (Registration Fee and Deposit) 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 \$4,000 must be paid no later than the first day of the second week of class, for a total of \$6,000 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 \$4,000 is due by the first day of the 6th week of class, for a total of \$10,000 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 \$4,000 is due by the first day of the 10th week of class, for a total of \$14,000 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 \$4,000 is due by the first day of the 14th week of class, for a total of \$18,000 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, by credit card or by 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 also 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. 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.

<b>When Student has attended any portion of</b>	<b>Tuition Earned %</b>	<b>Tuition Earned \$</b>	<b>Student Refund Amount</b>
<b>Week 1</b>	12.5 %	\$2,000	All tuition paid (not including deposit)
<b>Week 2</b>	25 %	\$4,000	Tuition paid over \$4000
<b>Week 3</b>	37.5 %	\$6,000	Tuition paid over \$6,000
<b>Week 4</b>	50 %	\$8,000	Tuition paid over \$8,000

<b>Week 5</b>	65 %	\$10,000	Tuition paid over \$10,000
<b>Week 6</b>	75 %	\$12,000	Tuition Paid over \$12,000
<b>Week 7</b>	87.5 %	\$14,000	Tuition paid over \$14,000
<b>Week 8-16</b>	100 %	\$16,000	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's enrollment, by applying Attendance, Conduct, or Satisfactory Academic Progress policies.

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](http://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 School Director 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, Tattoo Instructor and Lead Training 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, Lecture Instructor, Tattoo Instructor and Lecture Training Instructor, 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, Lecture 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**

Collece Wilcox, the School Administrator 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 Progress (SAP) in both qualitative (academic performance) and quantitative (attendance/pace of completion) standards throughout enrollment in the program.

- **Attendance:** Students must maintain a minimum of 80% attendance throughout the program. See Attendance Policy below for more information.
- **Academic Progress:** Students must maintain a cumulative average of 75% or higher at each quarterly evaluation point.

If a student's cumulative grades drop below 75% at any quarterly evaluation point the student will be placed on academic warning for the following four-week evaluation period. If the student does not meet this standard by the end of the warning period, they will be dismissed from the program.

However, the student has the right to submit a written appeal to the School Director within five (5) calendar days of notification of dismissal, following the Student Grievance Policy. Appeals must include documentation of mitigating circumstances (such as illness, family emergency) and a plan for improvement. If the appeal is approved, the student will be allowed to continue the program under specified conditions.

Students who fail to meet SOTA's Satisfactory Academic Progress policy will be dismissed.

To receive a Certificate of Completion, at the end of the term students must:

- have a cumulative grade of 75% or higher, including 75% or higher on the Course Midterm, Tattoo Practical Midterm, Final Exam-Practical and Final Exam-Written
- have completed all 360 training hours
- be in good financial standing

Progress records are kept in the Student File for three years. Academic transcripts are maintained for 25 years.

### **Weekly Progress Reports**

Instructors meet with each student weekly, and the instructor completes a Weekly Progress Report.

- These reports track the student's understanding, skills development, and professionalism.
- They provide feedback only and are not part of the final grade.

### **Grading System**

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

A minimum cumulative score of 75% must be achieved to pass.

### **Assessments and Grade Weighting**

Students will complete the following graded requirements. To pass the program, the final grade average must be 75% or higher.

Requirement	Description	Weight
<b>Lecture Grade</b>	Average score of all Chapter Assessments during lecture session and the Course Midterm	25%
<b>Practical Tattoo Exams</b>	Average score of Tattoo Practical Midterm (week 12) and Final Exam-Practical (course end).	25%
<b>Completion of 50 Tattoos</b>	Completion of 50 tattoos (graded pass/fail)	25% (Pass/Fail)
<b>Final Written Exam</b>	Final Exam-Written (graded out of 100)	25%
<b>Total:</b>		<b>100%</b>

### Assessment Rules and Retakes

- **Chapter Assessments:** Chapter assessments will be administered during lecture. During tattooing, the instructor will assess the student’s progress in Week 12. Students scoring below 75% will receive counseling and support.
- **Course Midterm, Tattoo Practical Exams (2) and Written Final Exam:** All must be passed with a score of 75% or higher.
- **Final Exam Retake Policy:**
  - First failed attempt: Students may retake within seven (7) calendar days.
  - Second failed attempt: Retake eligibility and requirements will be determined by the Director on a case-by-case basis.
- **Certificate of Completion:** Certificates of Completion are issued once a student has successfully passed all graded requirements and has completed the 50 tattoo minimum.

### Student Pass Rate and Academic Success

Since the school’s founding in 2021, SOTA graduates have maintained an exceptional pass rate of 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 Rates 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	95%
2023	17/17	100%

2024	24/24	100%
2025	39/40	97%

### **Attendance Policy**

Students must maintain a minimum of 80% attendance throughout the program. Students are required to attend all classes to not miss important subject matter. Any missed time must 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 text their instructor no later than 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 without prior written approval, the student will be dropped from the program and will be held in breach of the enrollment contract.

### **Tardies/Early Departures:**

Tardiness is unprofessional and it is not acceptable behavior. Students must attend the full class period. Class will start promptly, and end promptly, unless prior arrangements are made. 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. An Early Departure is when a student leaves more than 15 minutes before class ends, or prior to the completion of instruction.

Three tardies/early departures 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.

### **Make Up Work**

Students must complete 100% of all scheduled class hours. All missed class time must be made up and students are responsible for all content that was missed.

A missed assessment/test must be made up the day the student returns to prevent receiving an "F" grade for that assessment/test. Makeup work may be scheduled differently at the discretion of the School Director if there are extenuating circumstances.

To make up for missed content, students may attend the same missed class in the opposite cohort since two cohorts are taught side by side (Sun-Tues and Wed-Fri). If a class with needed content has already been taught during the noted term, the student will need to make up the content by attending that lecture class during their Practical/Tattooing Section. Students are responsible to establish a plan with their Instructor during their next Weekly Progress Meeting. Each student is responsible for the chapter(s) weekly to be discussed and reviewed during Lecture.

## 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 classrooms, 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 attendance falls below 80%.
- **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:

The 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 with their instructor. If necessary, the instructor 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. Probation is generally 30 days, unless other arrangements are agreed upon by the student and Instructor or Director.

### 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 probation or termination.
- 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

Our school includes a lecture classroom (Room 576), a tattoo procedure room with four professional stations (Room 560), a client intake room, a library, and a school office with light tables and printers available for student use. Both main classrooms also have kitchenettes for student convenience. The building has ample parking.

Class sizes are limited to four students per cohort, ensuring plenty of individual attention. The facility is designed first and foremost as a school, though a small private studio is also located on the premises. Student

stations may only be used for private tattoo sessions by licensed tattoo artists outside of school hours and with prior approval from the School Director (see Student Services section for more details).

The academy is equipped with audiovisual resources, an adequate water supply, and state-of-the-art tools to support both classroom learning and hands-on training.

### Hours of Operation

#### Section 1: Lecture - Room 576

<b>Weeks 1-7:</b> 11 hours per week over 3 days on either Cohort A or Cohort B schedule.  <b>Week 8:</b> 15 hours over 3 days.	<b>Cohort A</b>			OR	<b>Cohort B</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

#### Section 2: Practical/Client Tattooing - Room 560

<b>Weeks 9-15:</b> 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 vary by availability of tattoo clients.  <b>Week16:</b> Week 16 requires only 10 hours.	<b>Cohort A</b>			OR	<b>Cohort B</b>		
	Sun 10-6	Mon 10-6	Tues 10-6		Wed 10-6	Thurs 10-6	Fri 10-6

### Independent Applied Instruction

A total of 112 hours of Independent Applied Instruction is required outside of listed class hours. Students apply what they learn on synthetic skins, complete light research, and are evaluated through instructor review and discussion. See the Course Schedule for further details.

### School Holidays (See School Calendar for specific dates)

- Easter
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (Thurs, Fri, Sat)
- Winter Break (2 weeks: late Dec. to early Jan.)

## Student Services

Southern Oregon Tattoo Academy provides a full range of student services and is committed to supporting learning, personal well-being, and professional success.

- **Personalized Instruction:** Our 1:4 teacher-to-student ratio ensures individualized attention. Instructors and the School Director maintain an open-door policy and meet weekly with each student to review progress and provide feedback.
- **Holistic Advising:** Students benefit from customized learning plans informed by assessments of learning style, personality type, and Enneagram. Advising recognizes that student well-being is essential to academic success. Peer support is encouraged through a group text that includes each student's instructor.
- **Career Preparation:** Career development includes entrepreneurial training, business setup and management, and client communication skills. Students participate in mock client interviews to prepare for real-world consultations.
- **Professional Growth:** Ongoing mentorship, professional workshops, and industry connections support student success during training and after graduation. Alumni may continue to receive guidance on entrepreneurship, business expansion, professional development, and referrals to studios.
- **Alumni Services:** Graduates may access the school tattoo shop on Saturdays for professional practice (alumni provide their own machine, ink, and needles; \$20 per day; pre-sign-up required). During these sessions, the School Director is available for ongoing mentorship, practical tattooing instruction, and professional development, helping graduates refine their skills and grow with confidence.
- **Facilities & Resources:** Each student receives a professional tattoo kit with industry-standard essential supplies on the first day of class. The kit is theirs to keep and is intended to support both classroom learning and continued professional use after graduation. Additional resources include Wi-Fi, a school library, study rooms, light tables, a stencil printer, and break rooms with kitchenettes and cubbies. Students also receive training in digital design software such as Procreate.

**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.

## Certificate of Completion

A Certificate of Completion shall be awarded to each student who satisfactorily completes all of 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 that emphasizes business management, professional ethics, and practical skills for operating within the tattoo industry. Students gain insight into the realities of running their own business, working with clients, and maintaining professional standards.

Graduates are encouraged to build on these foundations as they develop their own career paths. SOTA Staff remain available to Alumni after graduation, providing guidance on expanding their business or navigating new challenges in the industry. SOTA strives to remain a supportive resource as graduates continue to grow in their professional journey.

While Southern Oregon Tattoo Academy does not guarantee employment or offer formal placement services, the training and support provided are designed to equip graduates with the confidence and skills needed to succeed as independent professionals.

## 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, turn phones on silent, 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 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.

### **School Closure**

In case of school closure due to weather or school emergency, information will be communicated via text to all students and staff.

Students are responsible to maintain updated contact information. Updated information should be provided to the School Director, or the student's instructor.

### **Instructional Continuity Plan During Emergencies**

**Short term:** In the event of a snow, ice or other weather event, classes are cancelled for the day(s). Makeup days are rescheduled during the term for the missed classes.

**Long term:** In the event of a catastrophic event such an earthquake, flood, or fire which damages the facility, classes are postponed until the damage is repaired, and it is safe to return to the building.

If classes must be postponed for more than three weeks, alternative sites for instruction are available. Viable locations include Classrooms at the Josephine Community Library Grants Pass Branch or unused classrooms at Rogue Community College.

Students may be instructed to complete theory or synthetic-skin practice during the interruption. All required make-up hours are scheduled once normal operations resume.

## STUDENT POLICIES

### 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.

### Diverse Perspective Policy

At Southern Oregon Tattoo Academy, we are committed to fostering a safe, respectful, and inclusive learning environment. We recognize that individuals come from diverse backgrounds and may hold differing beliefs and perspectives on a wide range of topics, including religion, politics, dietary choices, and social issues.

While we value the richness that diversity brings, and encourage respectful conversations, students and staff should refrain from pressuring, promoting, or soliciting others to adopt personal ideologies or belief systems—whether on school grounds or in relation to school activities. This includes verbal, written, or digital communications directed at fellow students or staff with the intent to persuade or influence their views.

SOTA is a space for professional training and growth, and as such, all members of the SOTA community should focus on their educational journey and respect the personal boundaries of others.

### Student Grievance Policy

Any student aggrieved by action of the school should attempt to resolve these problems with appropriate school officials in the following manner:

1. Meet with their Instructor as appropriate to discuss the problem.
2. If not resolved, meet with the School Director, Christopher Tullis, 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 may submit a written complaint to the School Director;
  - a. The written complaint may be submitted via Certified US Mail as time and date recorded to:  
Southern Oregon Tattoo Academy  
Christopher Tullis, School Director  
PMB 750, Suite A  
560 NE F Street  
Grants Pass, OR 97526

OR

- b. The written complaint may alternatively be submitted to the School Director, Christopher Tulis, at which time the school would provide a signed and dated 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 contact and file a complaint with the 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.

Copies of any student complaints filed in writing by the student, written documentation of any steps taken by the school to resolve those complaints, and the school's final decision on the matter in writing, dated, and with student initial of receipt or other record that the student received the final written decision are filed in the student Master File.

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](http://www.SouthernOregonTattooAcademy.com/StudentInfo)

### **Transfer of Credit Policy**

SOTA recognizes that students may have prior relevant training that could apply toward their tattoo studies. Requests for transfer credit will be carefully evaluated to ensure alignment with the State of Oregon's required coursework and SOTA's academic standards.

#### **Criteria for Transfer of Credit**

- **Minimum Acceptable Grades:** A minimum grade of "C" and/or at least 100 hours is required for any course considered for transfer.
- **Eligible Courses:** Courses must come from an accredited tattoo school; be licensed by the Oregon Higher Education Coordinating Commission; and must match SOTA hours and curriculum topics.
- **Maximum Transfer:** No more than 25% of the program's required clock hours may be transferred.
- **Comparability of Program Content:** Coursework must directly apply to SOTA's curriculum, especially tattooing techniques, safety, and hygiene. The School Director will make the final determination.
- **Required Documentation:** Students must provide official transcripts and, if applicable, portfolio work or other relevant documentation for review

### **Procedures for Requesting Transfer of Credit**

1. Students must submit a written request for transfer credit to the School Director along with all required documentation.
2. The Director will review and determine whether the coursework is comparable and meets SOTA's standards.
3. If transfer credit is granted, tuition will be prorated based on the number of approved transfer hours.
4. If transfer credit is not granted, students may appeal the decision in writing within 15 days of notification.

### **Important Note**

The transferability of credits or clock hours earned at SOTA to another institution is not guaranteed. Acceptance of transfer credit is at the discretion of the receiving institution.

SOTA Transcripts and Course Objectives are available to students upon request.

### **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.

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 Policy**

Complete student files are kept for a minimum period of 3 years regardless of whether the student has completed the course or not. After 3 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 (FERPA)**

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 Southern Oregon Tattoo Academy, Attn: Christopher Tullis, PMB 750, Suite A, 560 NE F Street, 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

\* 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 to become accredited, including curriculum, instruction, and facilities, 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. Accreditation is anticipated in 2026.

## 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 360-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.

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

# ***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.

<b>TOPIC</b>
<b>Standard 1: Identify and apply Oregon tattoo rules and laws.</b>
Identify laws governing tattooing in the state of Oregon.
Identify scope of practice as identified by Oregon Administrative Rules (OAR.)
<b>Standard 2: Evaluate and utilize tattoo needles and needle bars.</b>
Identify the structure of a tattoo needle and function of its components.
Describe most commonly used tattoo needle groupings and the pros and cons of each.
Categorize needles by code.
Describe and execute proper storage and disposal.
Execute OAR standard compliant needle handling.
<b>Standard 3: Demonstrate proficiency in basic tattoo techniques.</b>

Demonstrate basic line work technique.
Demonstrate black pack technique.
Demonstrate whip shade technique.
Demonstrate brush shade technique.
Demonstrate stipple shade technique.
Execute proper usage technique on synthetic skin.
<b>Standard 4: Prepare and evaluate tattoo pigments.</b>
Identify basic tenets of color theory and blending.
Explain vocabulary associated with color blending (pigment, hue, value, saturation.)
Demonstrate basic color blending.
Prepare pigments controlling for hue, value, and saturation
Prepare color swatches with tattoo pigments using color blending techniques.
<b>Standard 5: Design and apply tattoo stencils and images.</b>
Explain vocabulary and principles associated with tattoo design.
Apply design principles to create a tattoo stencil.
<b>Standard 7: Evaluate and maintain the efficacy of equipment and supplies.</b>
Identify and assess different options for of basic tattoo equipment and supplies (Evaluating)
Create a list of equipment used in a tattoo studio.
<b>Standard 8: Assess and identify the structure and diseases of the skin and how these affect tattooing.</b>
Identify the structure and layers of the skin.
Identify the diseases and reactions of the skin.
Classify skin type and identify skin tone.
Describe how stretch marks, fatty tissue, scars, and certain parts of the body react to tattooing.
<b>Standard 9: Describe structure and maintenance of coil tattoo machines.</b>

Describe the structure of a coil tattoo machine including the function of its parts.
Describe the basic operating principles of coil tattoo machines.
<b>Standard 10: Provide client care utilizing professional standards</b>
Explain the importance of a Brand Promise.
Identify appropriate procedures for client intake and aftercare. (Identifying)
Evaluate and consult with client.
Execute pre-service counseling.
Execute post-service counseling.
Execute inform and consent procedures.
Role Play full client care of tattoo application.
<b>Standard 11: Utilize strict safety and sanitation protocols.</b>
Identify risks associated with tattooing.
Identify appropriate safety and sanitation protocols for tattooing including Standard/Universal Precautions
Execute basic operatory set up and tear down.
Identify the types of disinfectants and their uses.
Perform cleanliness protocols for cleaning equipment and supplies.
Role play and perform tattoo stencil application to client skin .
<b>Standard 12: Utilize ethical and professional business standards and practices.</b>
Identify rules governing self-employment.
Identify appropriate use of social media.
Evaluate appropriate marketing channels.

## **COURSE SCHEDULE**

See School Calendar for dates specific to your term.

### **Class Days, Times, and Location**

Successful completion of Section 1, Section 2 and Independent Applied Learning are required for graduation. A student will complete all 16 weeks with their Cohort, attending either Sunday to Tuesday, or Wednesday to Friday.

#### **Section 1: Lecture - Room 576**

<b>Weeks 1-8:</b> - 11 hours per week (except for week 8) over 3 days on either Cohort A or Cohort B schedule. - Week 8 requires 4 additional hours of in-class.	<b>Cohort A</b>			OR	<b>Cohort B</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

#### **Section 2: Practical/Client Tattooing - Room 560**

<b>Weeks 9-16:</b> - 20 hours per week (except for week 16) 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. - Week 16 requires only 10 hours of practical.	<b>Cohort A</b>			OR	<b>Cohort B</b>		
	Sun 10-6	Mon 10-6	Tues 10-6		Wed 10-6	Thurs 10-6	Fri 10-6

### **Independent Applied Learning**

An additional 9 hours a week of independent applied 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. Independent applied learning includes viewing online learning videos that will walk you through completing tattoo work on practice skins. Additionally, it will also include small research projects and some self study of additional material. Coursework in first aid, CPR, and bloodborne pathogens is required for safety and infection control as well. 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 applied learning attestations for each chapter indicating you have fulfilled this required component of the class. You can find these in your textbook. The table below shows the amount of applied learning hours required for each topic.

Topic	Independent Applied Learning (hours)
Oregon Tattoo Rules and Laws	11
Needles/needle bars	17
Discretionary (tattoo techniques)	1
Color theory/pigments	—
Design/art placement	—
Equipment and supplies	14
Skin diseases	14
Client services	17
Tattoo machines	12
Safety and Infection Control	16.25
Business operations	8

### Lecture Course Content Sequence

	<i>Day 1</i>	<i>Day 2</i>	<i>Day 3</i>
<b>Week 1</b>	Orientation, Basic safety (1), Oregon Rules and Laws (3)	Oregon Rules and Laws (3)	Oregon Rules and Laws(3)
<b>Week 2</b>	Tattoo needles (3) techniques(2)	Tattoo techniques(3)	Tattoo techniques(3)
<b>Week 3</b>	Color theory(4), Tattoo techniques (1)	Color theory(3)	Color theory (3)
<b>Week 4</b>	Design and art placement (5)	Design and art placement (3)	Design and art placement(2) Equipment and Supplies (1)
<b>Week 5</b>	Equipment and supplies (5)	Skin diseases (3)	Skin diseases (3)
<b>Week 6</b>	Tattoo machines (5)	Tattoo machines (3)	Client Services (3)
<b>Week 7</b>	Safety and Infection Control(5)	Safety and Infection Control (3)	Safety and Infection Control (3)
<b>Week 8</b>	Business Operations (5) Safety and Infection (2)	Business Operations (3) Safety and Infection (2)	Business Operations (3)

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## 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. These count towards your final grade. Students scoring below 75% will receive counseling and support.
3. Course Midterm—This multiple-choice exam is given at the end of lecture session and covers material which will be on the state licensing exam. This counts towards your final grade, and must be passed with a score of 75% or higher.
4. Tattoo Practical Midterm - This written assessment is completed by the Tattoo Instructor during week 12 to provide students with valuable feedback. This must be passed with a score of 75% or higher. This score is averaged with your Final Exam-Practical and counts towards your final grade.
5. Final Exam-Practical—This assessment is given at the end of the course and measures your abilities in topics such as client intake, set-up and breakdown of your station, and a skills assessment, among other things. This must be passed with a score of 75% or higher. This score is averaged with your week 12 Tattoo Practical Midterm and counts towards your final grade.
6. Final Exam-Written- This multiple-choice exam is given at the end of the course and covers material which will be on the state licensing exam. This must be passed with a score of 75% or higher and counts towards your final grade.
7. 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. This counts towards your final grade.

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.

Requirement	Description	Weight
<b>Lecture Grade</b>	Lecture grade (consisting of average score of all Chapter Assessments during lecture session and the Course Midterm)	25%
<b>Practical Tattoo Exams</b>	Tattoo Practical Exams (2) Average score of the Tattoo Practical Midterm (week 12) and the Tattoo Practical Final (course end).	25%

<b>Completion of 50 Tattoos</b>	State-required pass/fail requirement to complete a minimum of 50 tattoos prior to licensing.	25% (Pass/Fail)
<b>Final Written Exam</b>	Final Exam - Written (graded out of 100)	25%
<b>Total:</b>		<b>100%</b>

<b>Grading Scale:</b>	<b>Excellent</b>	90% - 100%	A
	<b>Good</b>	80% - 89%	B
	<b>Fair</b>	75% - 79%	C
	<b>Poor</b>	74% or Less	D-F

*A minimum cumulative score of 75% must be achieved to pass.*

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### ***Text Books & Materials***

*(Textbooks and Student Kit Materials are provided by SOTA))*

#### **Text Books**

The Fundamentals of Tattooing by Christopher Tullis

Tattoo Machine Setup Tuning and Maintenance by Joey Desormeaux

#### **Materials - Student Kit**

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

#### **Technology Requirement: iPad and Apple Pencil**

Students are required to have an iPad and Apple Pencil for use throughout the Tattoo Program. Students

may bring their own, provided they are in good working condition; students may purchase an iPad and Apple Pencil directly from Southern Oregon Tattoo Academy for \$500; or students may rent an iPad and Apple Pencil from the school for \$500. The rental fee will be refunded in full at the end of the program if both items are returned in like-new condition. See the School Director for more information.

Procreate will be used extensively during the term. Procreate is available through the apple store for \$12.99. Prices are subject to change.

Failure to have access to the required technology may prevent participation in portions of the curriculum.

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### ***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.)

### ***School Holidays***

Easter

Memorial Day

Independence Day

Labor Day

Thanksgiving (Thurs, Fri, Sat)

Winter Break (2 weeks: Late December to early January)

Refer to the School Calendar for specific dates

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## ***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 questions.
- 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 during the admissions process if you need any special accommodations in the curriculum, instruction, or assessments of this program to enable you to fully participate. Accommodations must be requested prior to the start of class; late requests for known situations may impact your ability to remain enrolled. 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  
www.SouthernOregonTattooAcademy.com

## **PROGRAM OUTLINE**

**Course Title:** Tattoo Program

**Course Length:** 360 hours

**Prerequisites:** None

**Sequencing:** Section 1: Lecture (210 hours)  
Section 2: Practical/Tattooing (150 hours)

**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

TOPIC	ASSESSMENT	
	Section 1: Lecture	Section 2: Practical
<b>Standard 1: Identify and apply Oregon tattoo rules and laws.</b>		
Identify laws governing tattooing in the state of Oregon. (Identifying)	Chapter 2 Assessment, Multiple choice Midterm Weekly Progress Report 1	Multiple choice Final Exam
Identify scope of practice as identified by Oregon Administrative Rules (OAR.)	Chapter 2 Assessment, Multiple choice Midterm Weekly Progress Report 1	Multiple choice Final Exam
<b>Standard 2: Evaluate and utilize tattoo needles and needle bars.</b>		
Identify the structure of a tattoo needle and function of its components.	Chapter 3 Assessment, Multiple choice Midterm	Multiple choice Final Exam
Describe most commonly used tattoo needle groupings and the pros and cons of each.	Chapter 3 Assessment Multiple choice Midterm Weekly Progress Report 2	
Categorize needles by code.	Multiple choice Midterm	Multiple choice Final Exam

	Weekly Progress Report 2	
Describe and Execute proper storage and disposal		Practical Midterm Evaluation; Practical Final Exam; Weekly Progress Reports
Execute OAR standard compliant needle handling.		Practical Midterm Evaluation; Practical Final Exam; Weekly Progress Reports
<b>Standard 3: Demonstrate proficiency in basic tattoo techniques.</b>		
Demonstrate basic line work technique.	Weekly Progress Report 2	Weekly Progress Reports 9-16 ; Practical Final Exam
Demonstrate black pack technique.	Weekly Progress Report 2	Practical Final Exam
Demonstrate whip shade technique.	Weekly Progress Report 2	Practical Final Exam
Demonstrate brush shade technique.	Weekly Progress Report 2	Practical Final Exam
Demonstrate stipple shade technique.	Weekly Progress Report 2	Practical Final Exam
Execute proper usage technique on synthetic skin.	Weekly Progress Report 2	
<b>Standard 4: Prepare and evaluate tattoo pigments.</b>		
Identify basic tenets of color theory and blending.	Chapter 5 Assessment Multiple choice Midterm	Multiple choice Final Exam
Explain vocabulary associated with color blending (pigment, hue, value, saturation.)	Chapter 5 Assessment Multiple choice Midterm	Multiple choice Final Exam
Demonstrate basic color blending.	Weekly Progress Report 3	Weekly Progress Report Practical Final Exam
Prepare pigments controlling for hue, value, and saturation	Weekly Progress Report 3	Weekly Progress Report Practical Final Exam
Prepare color swatches with tattoo pigments using color blending techniques.	Weekly Progress Report 3	Weekly Progress Report Practical Final Exam

<b>Standard 5: Design and apply tattoo stencils and images.</b>		
Explain vocabulary and principles associated with tattoo design.	Weekly Progress Report 4	
Apply design principles to create a tattoo stencil.	Weekly Progress Report 4	Weekly Progress Report; Practical Midterm Evaluation; Practical Final Exam
<b>Standard 7: Evaluate and maintain the efficacy of equipment and supplies.</b>		
Identify and assess different options for of basic tattoo equipment and supplies	Chapter 7 Assessment, Multiple choice Midterm Weekly Progress Report 5	Multiple choice Final Exam
Create a list of equipment used in a tattoo studio.	Weekly Progress Report 5	
<b>Standard 8: Assess and identify the structure and diseases of the skin and how these affect tattooing.</b>		
Identify the structure and layers of the skin.	Chapter 8 Assessment, Multiple choice Midterm Weekly Progress Report 5	Multiple choice Final Exam
Identify the diseases and reactions of the skin.	Chapter 8 Assessment, Multiple choice Midterm Weekly Progress Report 5	Multiple choice Final Exam
Classify skin type and identify skin tone.	Weekly Progress Report 5	
Describe how stretch marks, fatty tissue, scars, and certain parts of the body react to tattooing.	Weekly Progress Report 5	
<b>Standard 9: Describe structure and maintenance of coil tattoo machines.</b>		
Describe the structure of a coil tattoo machine including the function of its parts.	Chapter 9 Assessment Multiple choice Midterm	
Describe the basic operating principles of coil tattoo machines.	Chapter 9 Assessment, Multiple choice Midterm	Multiple choice Final Exam

<b>Standard 10: Provide client care utilizing professional standards</b>		
Explain the importance of a Brand Promise.	Multiple choice Midterm Weekly Progress Report 6	
Identify appropriate procedures for client intake and aftercare. (Identifying)	Chapter 10 Assessment , Multiple choice Midterm Weekly Progress Report 6	Multiple choice Final Exam
Evaluate and consult with client.		Weekly Progress Report; Practical Midterm Evaluation; Practical Final Exam
Execute pre-service counseling.		Weekly Progress Report; Practical Midterm Evaluation; Practical Final Exam
Execute post-service counseling.		Weekly Progress Report; Practical Midterm Evaluation; Practical Final Exam
Execute inform and consent procedures.		Weekly Progress Report; Practical Midterm Evaluation; Practical Final Exam
Role play full client care of tattoo application.	Weekly Progress Report 6	Weekly Progress Report; Practical Midterm Evaluation
<b>Standard 11: Utilize strict safety and sanitation protocols.</b>		
Identify risks associated with tattooing.	Weekly Progress Report 1; Chapter 1 Assessment	
Identify appropriate safety and sanitation protocols for tattooing including Standard/Universal Precautions	Chapter 11 Assessment, Multiple choice Midterm Weekly Progress Report 7	Multiple choice Final Exam
Execute basic operatory set up and tear down.	Weekly Progress Report 7	Weekly Progress Report; Practical Midterm Evaluation; Practical Final Exam

Identify the types of disinfectants and their uses.	Chapter 11 Assessment	
Perform cleanliness protocols for cleaning equipment and supplies.	Weekly Progress Report 7	Weekly Progress Report; Practical Midterm Evaluation; Practical Final Exam
Role play and perform tattoo stencil application to client skin		Weekly Progress Report; Practical Midterm Evaluation; Practical Final Exam
<b>Standard 12: Utilize ethical and professional business standards and practices.</b>		
Identify rules governing self-employment.	Chapter 12 Assessment, Multiple choice Midterm Weekly Progress Report 8	Multiple choice Final Exam
Identify appropriate use of social media.	Weekly Progress Report 8	
Evaluate appropriate marketing channels.	Weekly Progress Report 8	

### Program Hours by Topic

Topic	State Required Hours	Lecture Hours	Practical Hours	Independent Applied Instruction	SOTA Total Hours
Oregon Rules and Laws • Tattooing	20	9		11	20
Needles/Needle Bars	20	3		17	20
Discretionary • Tattoo techniques	10	9		1	10
Color Theory/Pigments	10	10		0	10
Design/Art Placement	10	10		0	10
Equipment & Supplies	20	6		14	20

Skin Diseases	20	6		14	20
Client Services	20	3		17	20
Tattoo Machines	20	8		12	20
Safety and Infection Control	40	23.75		16.25	40
Business Operations	20	12		8	20
Combined Practical	150		150		150
<b>Total Hours</b>	<b>360</b>	<b>98.75</b>	<b>150</b>	<b>111.25</b>	<b>360</b>

# Southern Oregon Tattoo Academy

## School Calendar 2026 - 2027

### SUNDAY COHORT

### WEDNESDAY COHORT

		<u>START</u>	<u>END</u>	<u>START</u>	<u>END</u>
<b>2026</b>	<b>Term 1 2026</b>	3/1/2026	6/16/2026	2/25/2026	6/12/2026
	<b>Term 2 2026</b>	5/10/2026	8/25/2026	5/13/2026	8/28/2026
	<b>Term 3 2026</b>	7/19/2026	11/3/2026	7/29/2026	11/13/2026
	<b>Term 4 2026</b>	10/4/2026	2/2/2027	10/7/2026	2/12/2027
<b>2027</b>	<b>Term 1 2027</b>	1/3/2027	4/20/2027	1/6/2027	4/23/2027
	<b>Term 2 2027</b>	3/14/2027	6/29/2027	3/24/2027	7/9/2027
	<b>Term 3 2027</b>	5/30/2027	9/14/2027	6/2/2027	9/17/2027
	<b>Term 4 2027</b>	8/15/2027	11/30/2027	8/11/2027	12/3/2027
	<b>Term 5 2027</b>	10/24/2027	2/22/2028	10/27/2027	3/3/2028

#### **Cohort A**

#### **Cohort B**

	Weeks 1-8	Weeks 9-16
	Lecture	Tattooing
Sunday	10am-4pm	10am-6pm
Monday	9am-noon	10am-6pm
Tuesday	9am-noon	10am-6pm

	Weeks 1-8	Weeks 9-16
	Lecture	Tattooing
Wednesday	10am-4pm	10am-6pm
Thursday	9am-noon	10am-6pm
Friday	9am-noon	10am-6pm

#### **Holidays**

	<b>2026</b>
Easter	4/5/2026
Memorial Day	5/25/2026
Independence Day	7/4/2026
Labor Day	9/7/2026
Thanksgiving	11/25-27/2026
Winter Break	12/20/26-1/2/2027

#### **2027**

2/28/2027
5/31/2027
7/4/2027
9/5/2027
11/24-26/2027
12/19/27-1/1/2028



## **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 2026:

Deposit (includes non-refundable \$150 fee)	\$2,000
Tuition	<u>\$16,000</u>
<b>Total Costs of Program</b>	<b>\$18,000</b>

All tattoo supplies and equipment students will need to complete the program are included in the cost of the program except for the following:

- All students will be required to take and pass a CPR Class and Blood Borne Pathogens Class at the student's expense. Approximate cost \$65
- Students will need an iPad and Apple Pencil in working condition. These are available for purchase or rent from SOTA if needed.
- Procreate: the most recent version will be used throughout the program. Approximate cost \$13

*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 2025 of first-time, full-program students is 97% (39 of 40 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 97%.

State certification and/or licensing passage rate is 94%.

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 the most recent published data, the U.S. Bureau of Labor Statistics (BLS) does not provide wage data specifically for tattoo artists. Tattoo artists are generally categorized under the broader occupational group "Artists and Related Workers, All Other" (SOC Code 27-1019). The Oregon Employment Department also does not provide wage data specific to tattoo artists as a distinct occupation.

For Oregon, the BLS reports a mean (average) annual wage of approximately \$70,160 for this occupational group (May 2023 data, most recent detailed state release).

Based on available industry data and market conditions, entry-level tattoo artists in Oregon typically earn between \$30,000 and \$50,000 annually, depending on factors such as geographic location, studio arrangement, clientele development, and individual skill level. Earnings often increase as artists build experience and establish a client base.

It is important to note that many tattoo artists are self-employed or work as independent contractors. Income may vary significantly based on commission structures, booth rental agreements, tips, and business expenses. Costs such as equipment, supplies, licensing, insurance, and studio fees may 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.

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Print Name of Student: \_\_\_\_\_

# Southern Oregon Tattoo Academy

## Satisfactory Academic Progress (SAP) Policy

02/2026

### Evaluation of Progress

- Students are provided Satisfactory Academic Progress (SAP) evaluations every **four weeks** during the 16-week term.
  - Evaluations include both **qualitative** (academic grades) and **quantitative** (attendance/pace of completion) measures.
- 

### Quantitative Standard (Attendance)

- Students must maintain a **minimum of 80% attendance** throughout the program.
  - Instructors track attendance using a time tracking system.
  - Attendance is calculated based on the hours scheduled versus the hours attended.
  - Falling below 80% attendance will trigger an Academic Warning.
- 

### Qualitative Standard (Grades)

- Students must maintain a **minimum average of 75%** in all coursework, including both lecture and practical components.
  - Final grades are determined as follows:
    - Chapter Exams and Course Midterm Exam (lecture cumulative) – 25%
    - Completion of 50 Tattoos (Pass/Fail) – 25%
    - Practical Mid-Session and Practical Final Exam (practical cumulative) – 25%
    - Final Written Exam – 25%
  - Falling below 75% cumulative average at any evaluation point will trigger an Academic Warning.
  - The Final Written Exam, the Final Practical Exam, and the Practical Week 12 Evaluation must be passed with a score of 75% or higher.
  - Incomplete grades must be resolved by the established deadline; any incomplete work not made up by that time will be recorded as a zero.
- 

### Academic Warning, Probation, and Dismissal

- **Academic Warning:**

If a student fails to meet either the attendance or grade requirement, they will be placed on **Academic Warning for the following four-week evaluation period.**
  - **Appeal:**

If the student does not meet SAP standards by the end of the Warning period, they will be dismissed. However, the student has the right to submit a written appeal to the School Director within five (5) calendar days of notification, following the Student Grievance Policy.

    - Appeals must include documentation of mitigating circumstances (such as illness, family emergency, etc.) and a plan for improvement.
    - If the appeal is approved, the student may be allowed to continue in the program under specified conditions.
  - **Dismissal:**

Students who fail to meet SAP standards after the Warning period, or whose appeal is denied, will be dismissed from the program.
- 

### Maximum Time Frame

- All program requirements must be completed within five (5) months of the student's start date.
- Students who exceed this time frame will be dismissed.

# Southern Oregon Tattoo Academy

## Satisfactory Academic Progress (SAP) Policy

02/2026

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### Reinstatement of Progress

- A student who regains the required standards of progress (**80% attendance and 75% grade average**) **will return** to satisfactory standing.
- Students dismissed for failure to maintain SAP **may reapply** for admission in a future term; readmission is subject to review and approval by the School Director.

## 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.<sup>1</sup> 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

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<sup>1</sup> 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 4<sup>th</sup> and scheduled to complete on December 10<sup>th</sup>.
- 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 24<sup>th</sup>.
- The date of determination is March 8<sup>th</sup>.

<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 <sup>nd</sup>		= \$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.