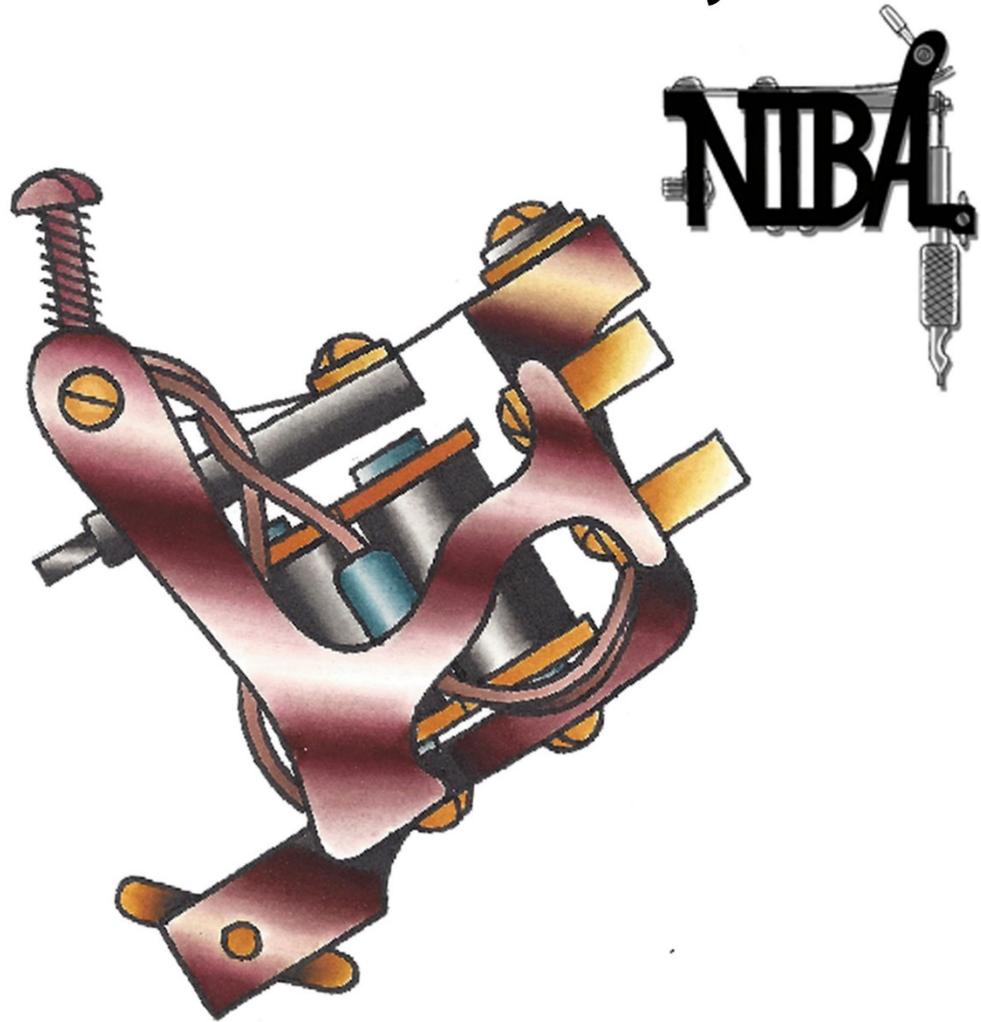


# Northwest Institute of Body Art



## Basic Tattoo Artist Program 2021 Brochure

Effective January 1,2021 - December 31,2021

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Northwest Institute of Body Art  
Basic Tattoo Artist Program

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Northwest Institute of Body Art  
Basic Tattoo Artist Program



**Welcome to NIBA.** We pride ourselves in providing superior training in Basic Tattoo Artist certification. Our school is based on a mission to "enhance the Tattoo industry by creating artists who use skin as their canvas combining skill, art, and vision in a connected experience for their clients."

Our 695 hour program is designed to prepare you for creating a fulfilling career as a tattoo artist. Graduates of NIBA are well prepared to begin their careers as a tattoo artist and have been very successful in the industry.

Our program is based on true artistry. Every course taught has the underlying base of pure art. Without the respect for true art, one cannot be successful in this industry. Art is a connection between the soul and a painting. We provide you the tools to build that connection for you and your clients. Throughout the program we teach you safety, equipment, color theory, design, skin anatomy/conditions, business operations, client services, and law.

We are excited that you have taken the first step in researching Tattoo Artist programs. We are confident that you would not be disappointed in the education you would receive here. I Joseph Newsom, owner and instructor have had the honor of guiding many students through the process and challenges of becoming some of the best tattoo artists out there today.

# Northwest Institute of Body Art

## Basic Tattoo Artist Program

### CAMPUS DESCRIPTION & FACILITIES

Our facility offers a classroom which is an actual work setting for hands-on classes. This room is designed to offer the experience of working as a tattoo artist. The hours of theory and practical study are completed in the same setting. Learning to perform tattoo in an aseptic environment while keeping the artistic challenges and study all within the same confined area. The Classroom is furnished with massage table and tattoo chairs, all lighting equipment and desk. A rollaway cart and cabinet for storage and an assortment of tools, chemicals and disposable devices for personal protection. The student will have some personal equipment choices to make, at which time will be purchased using the supply fund from the tuition. The facility offers a very large reference library of books and videos. This school operates in a tattoo facility where we employ several artist at any one time. This offers a wide range of resource to learn how a Tattoo Studio operates. There is a clean room, resource and computer room, supply room, break room with small fridge and a microwave.

### PROGRAM

We offer a 695 hour Basic tattoo program, with the emphasis on the development of solid tattoo skill. Building a solid foundation in traditional tattooing, we have an open door entry enrollment practice and an individualization program schedule, the program start and end the dates will vary with each student. We typically only have 1 to 3 students per program. Our program is designed to fit the individual student to accommodate a schedule so they can continue to work outside of the program. The program length will be determined on an individual basis and stated on the enrollment agreement. The program hours are typically set between 10:00 am and 7:00 pm, Monday through Friday. The program could be completed in 4 months, it depends on each student's individual schedule and the access to clients for practical work. However, students are given a maximum of 18 months to complete all the requirements. Our School is closed all holidays; the school may be closed posted dates due to staff attending demonstrations or conventions. Students will be notified of closures and dates will be posted on the events calendar.

### TUITION AND FEES FOR STUDENTS

#### School fees

#### Variable Additional Cost

Tuition	\$10,000	Additional equipment (See Below)	\$1,500-3,500
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## Northwest Institute of Body Art Basic Tattoo Artist Program

Supplies	\$3145
Application Fee (non-refundable)	\$50
Registration Fee	\$150
Student Liability Insurance	\$320

There will additional equipment needed for personalizing the process of tattoo. These will be on a individual basis. There will also be options to upgrade equipment from entry level that will be at the cost of the student. The student will need to purchase a massage table/tattoo chair and lockable cabinet toolbox with countertop to enter the work force.

### COURSE DESCRIPTIONS

#### Introduction to Tattooing-34 hours

- **Tattoo Culture-**
  - This lesson plan provides knowledge on the history of tattooing, current social acceptance in the workplace and how ethics play into the responsibility of the tattoo artist. Without understanding the history and current state of the tattoo industry, an artist does not have a solid grounding for which to build their practice on. This lesson will provide that base knowledge and help develop your moral compass.

#### Laws and Rules- 30 hours

- **Know the Rules and Regulations**
  - This learning plan provides knowledge on administrative rules, regulations, and revised standards to assure a safe and legal practice in the state of Oregon. This learning plan prepares the student to know the requirements of obtaining a tattoo license and how to prepare for the Tattoo examination. By learning the standards and prohibitions of Oregon Tattoo practice, the student will have a comprehensive understanding of how to work as a responsible, cooperative and productive Tattoo artist.

#### Business Operations- 46 hours

- **Being your own Boss**
  - This learning plan provides knowledge on the requirements of being your own boss. It provides the basics on taxes, recordkeeping, business registration, insurance, employees, Oregon business rules, how to promote your business, industry networking and working abroad.

#### Client Services-60 hours

- **Preparing the Client**
  - This lesson plan prepares you to successfully communicate with the client for the preparation to achieve a safe, educated, tattoo experience. It provides the necessary pre-procedure documentation, client preparation education, basic first aid, and post procedure aftercare to achieve a positive experience for all involved.

#### Skin-Skin as your canvas- 38 hours

- **the body's largest organ**
  - This lesson plan provides knowledge of skin composition/layers, common skin conditions, healing, reactions and allergies, and when to refer a client to obtain a medical waiver. This

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## Basic Tattoo Artist Program

lesson emphasizes the importance of the health of the client skin in association to the quality of the tattoo.

### **Design Art/Placement- 40 hours**

- **The importance of the design and how it is placed**
  - This lesson plan provides knowledge of the importance of the tattoo design and how it is placed on the body. You will learn how to choose the best design shapes for certain body parts and providing a tattoo that is most aesthetically pleasing.

### **Basic Color Theory/Pigments- 40 hours**

- **Using color to your advantage**
  - This lesson plan provides knowledge on color theory and how it applies to tattoo pigments and the sequence of application. By having a basic knowledge of what colors can be blended and what should never be blended, you will be able to provide your client with vivid, colorful, pleasing to look at artwork.

### **Safety/Sanitation/Sterilization**

- **How disease is spread- 60 hours**
  - This lesson plan provides knowledge on how disease is spread and what you need to do to protect yourself and client.
- **Facility Operation- 48 hours**
  - This lesson plan provides knowledge on proper facility cleaning/sterilizing and set up. It will guide you in hardwiring a standard procedure for daily shop cleaning requirements
- **Client- 20 hours**
  - This lesson plan provide knowledge on proper Client preparation for the tattoo procedure. It will guide you in hardwiring a standard procedure for preparing the client, client skin, materials used during the procedure, completion of tattoo process and bandaging of a fresh tattoo.

### **Equipment/supplies- 30 hours**

- **Equipment and supplies tattooing safely and effectively**
  - This lesson plan provides knowledge of proper equipment and supplies necessary to provide a safe environment for your client and yourself. It will describe in detail the ways of marking skin, setting up of equipment, ergonomics, containers, protective gear, ointments/soaps/solutions, antiseptics/disinfectants, linens/towels, and thermofax. This lesson will incorporate your previous learning's on regulatory requirements for equipment, and safety supplies.

### **Tattoo Machines- 42 hours**

- **Understanding Machines-Building and tuning**
  - This lesson plan provides a basic knowledge on the tattoo machines. The student will build, tune and trouble shoot a tattoo machine. The tattoo machine has many layers of complexity and must be finely tuned in order to achieve the best lines/shading possible

### **Needles and Needle Bars- 28 hours**

- **Understanding needles**
  - This lesson plan provides a basic knowledge of tattoo needles. In this lesson you will be receive details on application, what to check for, how to store and dispose of and sterilize needles. You will gain a basic understanding of different groups and configurations for needle. Each needle is designed for a specific job when used in the skin.

### **Business Operations- 29 hours**

## Northwest Institute of Body Art Basic Tattoo Artist Program

- **Promoting your business**

- This lesson plan provides basic knowledge on promoting yourself as an artist and building your business. It will guide you to creating your portfolio, business cards, advertising, social networking, professional organizations and how to work abroad.

### **Hands-on practicum- 150 hours**

- **Putting it all together in hands-on practice**

- This lesson plan is the practicum portion of your schooling. It will take all the important information (regulatory, history, equipment etc.) you have just learned and put it in a real life scenario. It will teach you the actual "how-to" of tattooing

## **ADMISSION & ENROLLMENT PROCESS**

### **Admissions**

Applicants must be at least 18 years of age and have graduated high school or hold a Graduate Equivalency Diploma (GED) by the time of enrollment. Applicants must be citizens or legal residents of the United States or its territories. NIBA does not accept international students and does not qualify as an institution for such students. Application for each program is open and there is no application deadline prior to each program start date, although applicants are encouraged to begin their process several months in advance of the time they wish to attend. Applicants are not guaranteed acceptance into the program.

Applications are considered complete when we have received:

- 1) Application form, including essay and examples of art projects
- 2) Two letters of recommendation/reference – one professional and one personal
- 3) \$50.00 non-refundable application fee

Once all materials have been received and an application is complete, an appointment will be scheduled for an admissions interview and the administration. The admissions interview is used to evaluate sufficient interpersonal skills to be a successful Tattoo Artist, help determine the most appropriate program schedule, and to identify any potential barriers to student success. Candidates will be considered for admission after receipt of all admissions materials and a successful admissions interview. Generally, applicants will be notified 5-10 business days after the interview with a letter of acceptance that has response instructions and a catalog. If the interview is conducted by phone, the aforementioned documents will be mailed to applicant within 5-10 business days. At this time the school and successful candidates will arrange a time to meet to sign documents. When these documents have been signed and tuition deposit received, a student is officially enrolled at Skin City Tattoo and Body Piercing LLC Basic Tattoo Artist program.

If applicants are denied admission to NIBA for any reason they may reapply after a 30 day period, there is no limit to how many times a applicant may apply.

Admission to the program is by granted by the Director. NIBA does not discriminate on the basis of age, race, color, religion, ethnicity, sexual orientation, gender, or disability.

### **Prior Training and Transfer of Credit**

## Northwest Institute of Body Art Basic Tattoo Artist Program

Previous training and /or education will not be accepted at this time in our school.

### **Enrollment**

Once a student is admitted, enrollment is on a first-come, first-served basis. Guaranteed by submitting a signed Enrollment Agreement along with a \$150 Registration Fee, Tuition deposit of 10% of total tuition, \$2000 textbooks/supplies fee and following documents:

- 1) Proof of HBV Vaccine or Signed Declination
- 2) Official transcripts:
  - a) High school, or
  - b) GED and transcript of high school/college courses taken

Enrollment will continue until classes are full or the second week of a course has taken place, whichever comes first. Students who are accepted for enrollment after a course or program is filled will be placed on a waiting list for the desired session and will be given preferential listing for subsequent sessions. The Directors will consider late enrollment on an individual basis. Late enrollments will be allowed only if it can be determined that the student can make up work in a timely fashion.

### **Payment Options**

NIBA offers several payment options, including monthly payments. A minimum of 10% of tuition, plus books/supplies, is required prior to start the program. We accept Visa, MasterCard, American Express and Discover. Upon completion of the Theory portion and prior to the practicum portion of the course, the remaining tuition and a \$320 Liability insurance policy is due in full or a student will not be able to continue until payment has been made. Complete payment options are outlined in the enrollment agreement that students receive once they have been accepted to the program. It is the student's responsibility to follow up on potential funding sources. Some examples might be community scholarships, the Job Council, the Unemployment Department, and Vocational Rehabilitation.

### **Scholarship**

We offer no in house scholarships at this time

### **STUDENT POLICIES AND PROCEDURES**

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## Basic Tattoo Artist Program

### **Academic Standards and Grading**

You will demonstrate your competencies by a variety of methods. There will be testing, written assignments, drawing assignments, demonstration/simulation direct observation using an objective scoring guide and discussions. The courses are broken up into three areas on a progress report.

- Δ Clinical Assessment
- Δ Ethics
- Δ Professional Development

The requirements for a passing grade are clearly identified in each course's lesson plan. There are no remedial courses in the curriculum. Students who withdraw from a course receive a "W" on their transcripts, along with their grade/status at the time of withdrawal. If a student fails a class, takes it again, and passes, both grades will appear on the student's transcripts.

### **Progress**

Students will receive three progress reports that will include all coursework taken to that point. These reports shall be given at the 20%, 40% and 75% marks in the student's program. The progress report will include, but it is not limited to, information regarding the student's academic performance, attendance, conduct, progress towards completing course and program requirements, and, if applicable, a performance improvement plan. After reviewing the progress report, the student and the instructor will both sign it. The student will keep the original and a copy will be placed in the student's file. With a request to the office, and 48 hour notice, students may receive this information at any time during the course of the program.

If a student's progress report shows that the student is not making satisfactory progress in any of the reported areas, the student will be placed on probation until the next regularly scheduled progress report is issued. Educational funding sources that require passing grades will be notified if the student has not achieved satisfactory academic progress. The academic director will work with the student and the student's instructors to develop a performance improvement plan. The purpose of the performance improvement plan is to identify for the student those actions he or she must take in order to bring his or her performance up to the minimum level necessary to achieve satisfactory progress either by the end of the student's probationary period or before graduation. The plan will be signed by both the student and the academic director.

At the end of the probationary period, the academic director will review the student's most recent progress report, the student's performance improvement plan, and consult with the student's instructors. Students who have complied with the conditions of their respective performance improvement plans and show that their progress is now satisfactory will exit from probationary status and resume regular status.

A student's failure to achieve satisfactory progress or comply with his or her progress improvement plan by the end of the student's probationary period may be grounds for termination of the student's enrollment. If the academic director, after reviewing the student's most recent progress report and consulting with the student's instructors, determines that the student has made a good faith effort towards complying with his or her performance improvement plan, is showing improvement in his or her performance, and can achieve

## Northwest Institute of Body Art Basic Tattoo Artist Program

satisfactory performance prior to graduation, the student's probationary period may be extended to either the next reporting period or until the student has completed 85% of his or her program, whichever occurs first. However, if the academic director determines that the student has not made a good faith effort to comply with his or her performance improvement plan, is not showing improvement in his or her performance, or cannot achieve satisfactory progress prior to graduation, the student's enrollment will be terminated.

### **Attendance**

Students are required to attend in accordance with the scheduled/contracted hours as identified on the student enrollment agreement. Students are expected to attend from the date of enrollment to graduation in accordance with the program requirements and enrollment agreement.

### **Absence/Tardiness**

Tardiness is discourteous and unprofessional behavior. Students must call the school prior to the start of class if they will be arriving late. When possible, absence or late arrival must be preapproved by the school director. Failure to maintain satisfactory attendance may result in disciplinary action.

### **Leave of Absence (LOA) Policy**

A request for leave of absence must be submitted in writing. The request will state the reason for the leave and length of time being requested. The school may grant approval at its discretion when circumstances for the leave are not related to illness, accident, or death in the family. A student on leave is considered by the school as enrolled. No charges or fees are assessed during an authorized leave of absence. Students not returning to school at the end of the LOA will be withdrawn/dropped from the school.

### **Make Up Work**

Students are required to make up missing assignments. The time frame for completion of the missing assignment will be determined by the instructor. A No Pass grade will be given to each missing assignment

### **Oregon Licensing Requirements**

The Oregon Board of Body Modification requires the following coursework in order for candidates to sit for the exams:

- 245 hours of Theory, including Anatomy, Pathology, equipment and supplies, safety and sanitation.
- 150 hours of Practical, including technique, ethics, communication, professional development, and supervised clinical experience.

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### **Certification**

The graduate is awarded a Certificate in Tattoo upon completion of the 395 hour Basic Tattoo Program. The requirements for the certification for courses include: fulfilling attendance, class requirements, and receiving passing grades in all courses, recommendation from all instructors, and meeting all financial obligations. Students who do not graduate may still receive copies of their transcripts, which record courses taken, number of hours in each course, and grades.

### **Student Conduct Policy**

We expect students to be responsible, self-motivated, respectful of other students, faculty and the physical facility, and emotionally capable of being therapeutically present with another person. Students are expected to maintain professional boundaries and behavior throughout the program or course. The classroom and public clinics are places of learning, healing, and respect. Professional behavior and ethical standards should be practiced at all times. Students must respect the privacy and modesty of classmates, use proper draping techniques, and actively refrain from any behavior that could be construed as harassing.

Possession of weapons, illegal drugs or alcohol is not allowed on school property. An instructor or administrator may at any time ask a student to leave the classroom if the student's behavior is disruptive or unsafe.

The following is a list of actions that violate our code of conduct and may result in disciplinary action or immediate dismissal of the program:

- Δ Attending class or clinic under the influence of drugs or alcohol
- Δ Sleeping in class
- Δ Practicing any techniques outside the scope of practice
- Δ Tattooing outside the school facilities
- Δ Failing to maintain professional boundaries with students, staff, or clinic clients
- Δ Disruptive actions that may affect the learning environment
- Δ Sexual harassment or sexually oriented behavior determined unacceptable by faculty or administration
- Δ Breach of confidentiality
- Δ Unprofessional appearance and/or lack of personal hygiene
- Δ Violation of any NIBA or Skin City Tattoo and Body Piercing LLC policy

If an instructor has a concern about a student's conduct that is not resolved by dialogue with the student, a meeting will take place that includes the student, instructor, and an administrator. Should the student feel aggrieved at the process/outcome of the meeting, another meeting may be requested that additionally includes a staff member of the student's choice. Warning, probation, or dismissal from the program may result from lack of proper conduct.

### **Discipline: Verbal Warning**

Students who violate any of the aforementioned actions may first be given one verbal warning by an instructor or administrator. A written "incident report" will be provided documenting the specifics of each violation. The student must sign an acknowledgement that they have received a verbal warning for the behavior(s). Signing such acknowledgement does not indicate agreement with the content of the warning. Depending on the severity of the violation, a student may receive up to three verbal warnings for behavior

## Northwest Institute of Body Art Basic Tattoo Artist Program

before probation is triggered; each warning will specify the specific changes in student behavior required. Student must acknowledge in writing each verbal warning.

### **Discipline: Written Warning**

Written warning will be given on the basis of severe violations (actions potentially injurious to other students, sexual misconduct, etc.) or subsequent violations of actions for which the student has received verbal warning. The student must sign an acknowledgement that they have received a written warning for the behavior(s). Signing such acknowledgement does not indicate agreement with the content of the warning. A maximum of three written warnings will be given before a student is placed on probation.

### **Discipline: Probation**

Probation may be invoked when a student has received verbal and/or written warning and the student's behavior continues to be clearly disruptive to the educational environment or the student has put another person at risk of physical or emotional injury. Terms of probation may vary, but will be specifically clarified in a document the student must sign. Probation will exceed the remaining program length. If a student breaks the terms of probation, s/he will be terminated. A second probation is grounds for suspension and possible dismissal.

### **Discipline: Academic Probation**

A student may be placed on academic probation when her/his performance falls below a passing grade (70%) in graded courses. Clear guidelines for improving academic performance and a timeline for meeting them will be established in conjunction with the student. Probationary terms may include additional required academic tutoring. Any cost associated with tutoring is the student's responsibility. All other standards of performance/behavior still apply during the probationary period. A student who meets all terms of academic probation will be deemed in good standing at the end of the probationary term.

### **Discipline: Suspension**

Any instructor may temporarily suspend a student from class whose conduct is highly disruptive, physically or emotionally dangerous to other students or staff, or is in any other way unacceptable to the academic setting. Suspension is usually, but not necessarily, preceded by probation. The Directors will, within two business days, review cases of students who have been suspended for potential dismissal. If the student is not dismissed, she or he is responsible for any instruction and/or assignments missed during the suspension. Neither suspension nor probation will be shown on a student's transcript, and adequate resolution of either action will not impair a student's ability to maintain satisfactory academic progress.

### **Discipline: Dismissal**

Any student may be dismissed for violation of the policies and procedures as set forth in this catalog or other publication, for failure to abide by financial commitments, or for unsatisfactory academic progress. The Directors, after consultation with all parties involved, make the final decision regarding dismissal. Students who are dismissed are not guaranteed re-admittance. Notification of dismissal will be sent by certified mail or given in person to the student. Refunds for dismissed students are made according to the school's refund policy.

## **Student Grievance Policy/Appeals Process**

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NIBA always encourages open and direct communication. If a student has a complaint or disagreement regarding any course or instructor, she/he should go directly to the instructor outside of class time to discuss the situation. If this does not result in resolution, the student should address the issue in writing to the Director of Education. If the complaint is regarding this individual, the student may submit the complaint to the Director of Admissions. The administrator will set up a three-way meeting with the student and instructor within 96 hours of the written complaint with the intent to facilitate dialogue and resolution. The Director presiding at this meeting will make a decision in writing to the student within 72 hours. If a student disagrees with grades, reported absences, or outstanding assignments, they may submit copies of all tests, assignments, and/or documentation to be reconsidered. Administration will respond to any such submissions within one school week. Students aggrieved by an action of the school should always first attempt to resolve these problems with appropriate school officials. Should this procedure fail, students may contact the Higher Education Coordinating Commission, Private Career Schools, 255 Capitol St. NE, Salem Oregon 97301. After consultation with appropriate Commission staff and if the complaint alleges a violation of Oregon Administrative Rules 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.

### **Readmission Policy**

Students who voluntarily withdraw from the program while meeting all academic and performance measures may re-enroll within 18 months. Students who have been involuntarily dismissed for not meeting financial obligations may re-enroll within 18 months, provided all outstanding financial obligations have been met. Former students who were terminated for behavioral reasons or for failure to maintain satisfactory progress will be determined by the director. The academic director will review a readmitted student's records and work with the student to develop a program completion agreement. As with a progress report, failure to comply with a program completion agreement could result in termination of a readmitted student's enrollment. Readmitted students who are subsequently terminated are not eligible for readmission. The school reserves the right to not readmit any student. Changes in tuition and fees may apply to any student who re-enrolls or is readmitted.

### **Discrimination Policy**

Skin City Tattoo and Body Piercing LLC will not discriminate against any student on the basis of gender, race, color, religion, sex, sexual orientation, national origin, marital status, age or disability. Students are encouraged to first use the student grievance policy to resolve any perceived discriminatory action by other students, faculty or staff. 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. Any faculty member or administrator found to have engaged in discriminatory behavior will be subject to discipline as outlined in the shop policy handbook.

### **Policy regarding releasing information**

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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.

Students may request in writing to review their files. An appointment will be scheduled within 2 days

- 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.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

### **Withdrawal and Refund Policies**

Students may cancel their enrollment in writing. Refunds of tuition paid are made according to the following schedule. Cancellation is effective following the last class attended, or by postmark if written notice of cancellation is received prior to course onset. If no written notice is received, student will be considered

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dismissed from school as of two weeks (14 days) following the last class attended. Refunds are mailed within 30 days of written notice. Refunds for textbooks are only made for books not yet purchased for the student. The student is entitled to receive any textbooks that have been purchased on his/her behalf.

- Δ If enrollment is canceled within 5 business days: 100% refund
- Δ If enrollment is canceled after 5 business days, but prior to onset of program: 100% refund, not including \$150 Registration Fee
- Δ If enrollment is canceled after program has begun: If less than 50% of program has been offered, refund is prorated determined by percentage of program offered, not including \$25 Registration Fee; if 50% or more of program has been offered, there is no refund and the student is responsible for the entire tuition amount as agreed upon in the enrollment contract
- Δ There is no return of books, supplies, or other materials. No refunds

### **Housing**

NIBA does not offer any housing. We suggest Classified ads the local newspaper which can be accessed via the internet <http://www.oregonlive.com/tigard/> or Portland craigslist.

### **Job Placement**

NIBA provides the following placement assistance:

- Help with development of their portfolio
- Practice job interview technique
- When appropriate, letters of recommendation

### **Oregon Tattoo and Licensing Board**

Oregon Health Licensing Agency (OHLA) is located at, 1430 Tandom Ave NE, Suite 180, Salem, Oregon 97301-1287. They can also be reached at 503-378-8667 or [ohla.info@state.or.us](mailto:ohla.info@state.or.us) . The Board administers the examinations that a candidate must pass to become a licensed Tattoo Artist. All exams are administered throughout the year.

### **Oregon Higher Education Coordinating Commission**

NIBA is a licensed private career school. Its license was issued by the Private Career Schools, Higher Education Coordinating Commission, 255 Capitol St. NE, Salem, OR 97301. Tel: (503) 947-5751. Fax: (503) 378-8396.

### **Northwest Institute of Body Art Ownership, Licensing, Certification, and Approval Information**

NIBA is a private career school owned by Joseph Newsom (Licensed Tattoo Artist) and board member Miriam Newsom. Ken Fisher is an approved instructor. NIBA is licensed by Higher Education Coordinating Committee, Private Career Schools Department. The Oregon Board of Body Modification certifies that NIBA meets pre-licensing educational requirements for Oregon.

Northwest Institute of Body Art  
Basic Tattoo Artist Program