WRAPTURE BEAUTY ACADEMY

Professional Education for the Beauty & Aesthetic Industry

WBA Certificate Course Handbook

Policies, Procedures & Student Responsibilities

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wrapturebeautyacademy.com · info@wrapturebeautyacademy.com

IMPORTANT REGULATORY NOTICE

Please read this notice carefully before enrolling. It affects whether you can use this training professionally in your province.

Esthetics is a compulsory-certified trade in Manitoba, and cosmetology, including esthetics, nail care, and hair removal, requires a licence and membership with the Cosmetology Association in Nova Scotia. In Manitoba, a person may not legally perform esthetics services for fee, gain, or reward unless they are a registered apprentice or hold a valid Certificate of Qualification. Other provinces and territories regulate esthetics differently: some require registration or membership with a provincial body, and others have no requirement. Laser, IPL, and other advanced treatments may be subject to separate provincial or public-health rules.

Courses offered through Wrapture Beauty Academy's online learning platform are certificate courses and programs, including professional development, continuing education, and hybrid programs with hands-on training. They are not accredited apprenticeship programs. Completion of one of these certificate courses, and receipt of a Certificate of Completion, does not:

- qualify you for licensing or certification in any province or territory;
- grant you apprenticeship credit with Apprenticeship Manitoba or any other provincial apprenticeship authority or regulator;
- authorize you to practise esthetics, or any regulated treatment, in any jurisdiction where it is regulated;
- guarantee employment, licensing, or the right to operate a business.

Looking for an accredited program? Wrapture Beauty Academy also offers in-person Esthetician, Nail Technician, and Skin Care Technician diploma programs in Winnipeg. These programs are registered under The Private Vocational Institutions Act (Manitoba) and provide the technical training recognized by Apprenticeship Manitoba. Details are on the Diploma Programs page.

You are responsible for confirming the licensing and scope-of-practice requirements in your province or territory before offering any services to the public. Full details are provided in Section 2 of this handbook.

By enrolling, you confirm that you have read and understood this notice.

ABOUT THIS HANDBOOK

How to Use This Document

This Certificate Course Handbook is the complete reference for policies, procedures, and expectations at Wrapture Beauty Academy. It is housed on our website and linked from your Moodle learning dashboard.

Before you begin your course, you will be asked in Moodle to review and agree to a short set of policy acknowledgements. Those acknowledgements are summaries of the detailed policies contained in this handbook. The full versions below are the binding reference.

We strongly recommend reading the Important Regulatory Notice on the previous page and Section 2 in full before starting your course, particularly if you reside in a province where esthetics or the services you plan to offer are regulated.

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SECTION 1

Welcome to Wrapture Beauty Academy

Welcome to Wrapture Beauty Academy. We are pleased to support you in advancing your knowledge and skills within the beauty and aesthetic industry. Our programs are designed to provide professional education that combines practical knowledge, industry standards, and responsible practice.

The beauty industry is constantly evolving, and ongoing education is essential for professionals who wish to remain current, confident, and competitive. The courses offered through Wrapture Beauty Academy are intended to support both new and experienced professionals seeking to expand their skills and deepen their understanding of modern aesthetic treatments.

Our Educational Values

Our goal is to provide high-quality education that emphasizes:

- Professional standards
- Safety and sanitation practices
- Ethical treatment practices
- Respect for clients and colleagues
- Continuous learning and professional growth

Our Approach to Learning

Wrapture Beauty Academy offers flexible learning opportunities designed to support students across Canada. Online theory is self-paced: students may work through it at any speed, as long as it is complete by the course end date. For hybrid courses, theory must be complete at least 14 days before the first hands-on date.

Students are expected to actively engage with course materials, complete assessments independently, and apply the knowledge gained through training in a responsible and ethical manner.

What Our Courses Are and Are Not

Wrapture Beauty Academy's online and hybrid courses are certificate courses. Some are professional development and continuing education courses for individuals who already hold the appropriate licensing, certification, or training. Others are hybrid certificate programs that combine online theory with in-person hands-on training and a practical examination. Where the Academy offers a certificate course delivered entirely in person, this handbook applies to it, with the refund rule for in-person courses in Section 4. Each course description states its prerequisites and format.

Our online courses are not:

- accredited apprenticeship programs under Apprenticeship Manitoba or any other provincial apprenticeship authority;
- approved training programs that satisfy compulsory trade-certification requirements in Manitoba or any other province;
- a substitute for the licensing, apprenticeship, or examination requirements of any provincial regulator.

Wrapture Beauty Academy's certificate courses are currently exempt from registration under The Private Vocational Institutions Act (Manitoba). If a course becomes a registered program, its Student Enrolment Contract and the Act will govern fees, refunds, and withdrawal for that course and take precedence over this handbook.

Current courses are listed on the Online Courses, Hybrid Courses and In-Person Courses pages. The course description in effect on a student's enrolment date applies to that enrolment.

Students who require an accredited or apprenticeship-eligible program should see our diploma programs or contact the Academy before enrolling.

SECTION 2

Provincial Regulatory Status and Student Responsibilities

Regulation of the esthetics trade varies significantly across Canada. In Manitoba, esthetics is a compulsory-certified trade and cannot be practised legally without a Certificate of Qualification or apprenticeship registration. In Nova Scotia, cosmetology, including esthetics, requires a licence and membership with the Cosmetology Association under the Cosmetology Act. In other provinces, including Saskatchewan, certification is voluntary. This section outlines the regulatory status in these three provinces and summarizes your responsibilities as a student.

Why This Matters

A Wrapture Beauty Academy Certificate of Completion confirms that you have completed an educational course. It does not grant you the legal right to practise esthetics for fee or reward in a province where the trade is regulated. Practising without the required provincial certification in a compulsory-certification province may result in enforcement action, including stop-work orders, administrative penalties, and fines.

Manitoba

Esthetician is a compulsory-certified designated trade in Manitoba, together with its two sub-trades of Nail Technician and Skin Care Technician. Individuals performing esthetics services for the public in Manitoba must be either a registered apprentice with Apprenticeship Manitoba or hold a Certificate of Qualification issued by the province. A business licence is also required for owners and operators of esthetics businesses.

Completion of a Wrapture Beauty Academy online course does not satisfy Apprenticeship Manitoba's technical training requirements, does not count toward apprenticeship hours, and does not qualify a student to challenge the provincial certification examination.

For current requirements, students should consult:

- Apprenticeship Manitoba (gov.mb.ca/apprenticeship)
- Esthetician Trade Profile (gov.mb.ca/apprenticeship/explore-trades/trade-profiles/esthetician.html)

Nova Scotia

In Nova Scotia, cosmetology, including esthetics, nail technology, makeup, waxing, and related services, is regulated under the Cosmetology Act. Membership and certification through the Cosmetology Association of Nova Scotia is compulsory for individuals who wish to perform cosmetology services for fee, gain, or reward, and certification must be renewed on an annual basis.

Separately, the Nova Scotia Apprenticeship Agency administers designated trades under the Apprenticeship and Trades Qualifications Act. Students intending to work in Nova Scotia are responsible for understanding both regulatory frameworks and complying with whichever apply to the services they wish to offer.

For current requirements, students should consult:

- Cosmetology Association of Nova Scotia (nscosmetology.ca)

- Nova Scotia Apprenticeship Agency (nsapprenticeship.ca)

Saskatchewan

In Saskatchewan, Esthetician is a designated trade, but certification is voluntary. Estheticians may earn a Journeyperson certificate through the Saskatchewan Apprenticeship and Trade Certification Commission, but it is not required to practise. Students intending to work professionally in Saskatchewan are responsible for confirming current requirements, including municipal and public-health rules, before offering services to the public.

For current requirements, students should consult:

- Saskatchewan Apprenticeship and Trade Certification Commission (saskapprenticeship.ca)

Other Provinces and Territories

In provinces and territories where esthetics is not a compulsory trade, certification may still be voluntary, recommended, or required for specific services (for example, advanced treatments, laser services, or services using prescription or restricted products). Municipal business licensing and public-health requirements apply in most jurisdictions regardless of trade status.

Students are responsible for independently verifying the requirements that apply to them in their province, territory, and municipality before offering services to the public.

Your Responsibilities as a Student

By enrolling in a Wrapture Beauty Academy course, you acknowledge and agree that:

- you are responsible for confirming the licensing, certification, and scope-of-practice requirements that apply to you in your province, territory, and municipality;
- you will not represent a Wrapture Beauty Academy Certificate of Completion as a provincial licence, trade certification, or apprenticeship credit;
- you will not offer services to the public that fall outside your current licensing, training, insurance, and scope of practice;
- you understand that regulatory requirements may change, and it is your responsibility to remain current with the rules that apply in your jurisdiction.

Limitation of Academy Responsibility

Wrapture Beauty Academy provides educational content in good faith. The Academy does not provide legal, regulatory, or licensing advice, and is not responsible for the consequences of a student practising outside of their jurisdiction's regulatory requirements. Information about provincial regulators is provided as a convenience and may change without notice. The regulator is always the authoritative source for current requirements.

SECTION 3

Admissions and Eligibility

Wrapture Beauty Academy offers professional education for individuals seeking to expand their knowledge and skills within the beauty and aesthetic industry. Students enrolling in courses are expected to approach their education with professionalism and a commitment to responsible practice.

Who Our Courses Are For

Wrapture Beauty Academy courses are appropriate for:

- Licensed or certified estheticians seeking continuing education
- Registered apprentices supplementing their training with additional professional development
- Beauty professionals working in salons, spas, or medical aesthetic settings
- Other professionals seeking to expand their knowledge of aesthetic treatments
- Individuals seeking certificate training in a specific treatment, such as laser, where the course description does not require prior licensing

Some courses may recommend or require prior experience, licensing, or training. Course descriptions will outline any suggested prerequisites. Students are responsible for ensuring they meet the prerequisites for the course they select.

Students from Regulated Provinces

Students residing in Manitoba or Nova Scotia, where esthetics services are regulated, are strongly encouraged to review Section 2 of this handbook before enrolling. Enrolment in a Wrapture Beauty Academy course does not alter the licensing or apprenticeship requirements that apply in these provinces, and students are responsible for confirming how the course fits within their own professional pathway before purchasing.

Minimum Age Requirement

Students must be at least 18 years of age to enrol. The Academy may accept a student aged 16 or 17 with the written consent of a parent or guardian, who also signs the student's health screening and consent form for any hands-on training.

Professional Responsibility and Scope of Practice

Training provided by Wrapture Beauty Academy is intended for educational purposes. Before performing any treatments professionally, students must ensure they are appropriately trained, licensed, insured, and authorized to provide those services within their jurisdiction.

Enrolment Acceptance

Enrolment in a course is confirmed once the Academy has received full payment, or the first payment under an approved payment plan, and the student has been granted access to the online learning platform. Students are responsible for providing accurate registration information and maintaining access to a valid email address for communication regarding their course.

SECTION 4

Tuition, Payments, and Refund Policy

Tuition and Course Fees

Tuition fees are listed on the course registration page at the time of enrolment. Course pricing may vary depending on the program or course selected. Students are responsible for reviewing the course description, requirements, regulatory notices, and pricing information before completing their purchase. All course fees must be paid in full at the time of enrolment unless the student is on an approved payment plan.

Pre-Purchase Acknowledgements

Before enrolling, students must accept the Wrapture Beauty Academy Certificate Course Terms and Conditions. By accepting, students confirm that they have reviewed this handbook and the Regulatory Notice, and that they understand course fees are non-refundable once Moodle access has been granted, except as set out in this section. Acceptance is recorded with the date and the version accepted.

Payment

Enrolment is confirmed as set out in Section 3. Students who pay in full online are enrolled in their course automatically once payment is complete. Students on an approved payment plan are enrolled by the Academy after the first payment. Students are responsible for ensuring that their contact information and email address are accurate in order to receive course access instructions.

Payment Plans

Students may pay through an approved Academy payment plan. The plan sets out each payment amount and due date, and students are responsible for making each payment on time.

If a payment is missed, the Academy will contact the student in writing. The notice will state the amount outstanding and the date by which the account must be brought current, which will be no less than five business days from the date of the notice. A student who cannot meet that date should contact the Director before it passes to discuss amending their plan.

If the account is not brought current by that date, the student's Moodle access is paused, and the student may not attend hands-on training or the practical examination until the account is current. Access resumes once the account is brought current. The course end date is not extended for time lost while access is paused.

The Academy may charge an administrative fee for returned or declined payments. A Certificate of Completion is not issued until the account is paid in full.

An account that remains unpaid 30 days after the course end date may be referred to a collection agency.

Third-Party Financing

Students who pay through a third-party financing provider, such as Affirm or Medicard, enter into a separate agreement with that provider. Payments owed under that agreement are owed to the provider, not to the Academy.

Refund Policy

The policies in this section apply to courses exempt from registration under The Private Vocational Institutions Act (Manitoba). See Section 1.

Online course materials are delivered through Moodle, and students are granted access upon enrolment. All course purchases are final once Moodle access has been granted. This includes the hands-on training, practical examination, and any product kit that form part of a hybrid course. A student on a payment plan remains responsible for the full course fee once Moodle access has been granted.

In-person courses. For a course delivered entirely in person, a student who cancels in writing at least 14 days before the first training day, and before any course materials such as books or product kits have been released, receives a full refund. Fees are non-refundable once course materials have been released or within 14 days of the first training day, whichever comes first. Eligible refunds are issued within 10 business days of the written request, to the original method of payment. If the Academy cancels a course or session, the student may choose a full refund of fees paid for it or a transfer to the next available date.

Students are strongly encouraged to review the Regulatory Notice, Section 2 of this handbook, course description, and any prerequisites before purchasing. If you are unsure whether a course is appropriate for your licensing pathway or professional goals, please contact the Academy before enrolling.

Exceptional Circumstances

In rare situations where a student experiences technical difficulties accessing the course that the Academy is unable to resolve, a refund may be considered at the Academy's discretion. Technical issues related to a student's personal device, internet connection, or software compatibility do not qualify for a refund.

Product Kits

Where a course includes a product kit, the kit is part of the course fee and is not sold or refunded separately. Kits are either handed out at the first hands-on session or shipped to the address the student provides at enrolment. Shipping is included in the course fee. Opened or used products cannot be returned. A student who does not attend hands-on training keeps their entitlement to the kit until the course end date. Students must report a missing or damaged kit within 7 days of the expected delivery date.

Course Access Period

Each course has a set end date. Students must complete all lessons, assessments, and certification requirements by the course end date. After the end date, students keep access to their online course for six months for review only. Work is not submitted or assessed, and certification requirements cannot be completed, during the review period. Wrapture Beauty Academy may extend a course end date at its discretion.

Extensions. A student may request an extension of the course end date by emailing info@wrapturebeautyacademy.com before the end date passes. Extensions are considered for illness, injury, bereavement, an approved accommodation, or other circumstances outside the student's

control, and supporting documentation may be requested. A request made after the end date is considered only where the student could not reasonably have asked sooner. The Director decides each request and replies in writing within 5 business days. An extension moves the course end date; Moodle access is extended only where the Director approves it.

Course Transfers

Enrolment in an online course is intended for the registered student only and may not be transferred to another individual. Course access and login credentials may not be shared with others.

SECTION 5

Student Responsibilities and Professional Conduct

Students are expected to approach their education with professionalism, respect, and a commitment to ethical practice. The Academy strives to create a positive and supportive learning environment for all students.

Professional Conduct

Students are expected to conduct themselves in a professional and respectful manner when participating in courses, communicating with educators, and engaging with other students. Unprofessional behaviour, harassment, discrimination, or disrespectful communication will not be tolerated. Students must comply with all policies, course guidelines, and instructions provided by Wrapture Beauty Academy.

Wrapture Beauty Academy's Sexual Violence and Harassment Prevention Policy applies to all students, including in online communication, course forums and messages, and during hands-on training, practical assessments, and model sessions. The policy explains what sexual harassment and sexual violence are, how to report a concern, and the supports available. It is published on the Academy's Policies page.

How certificate course students receive the policy. Students in online, hybrid, and in-person certificate courses receive the policy before their course begins and must acknowledge it in Moodle before they can access course content. The policy is also summarized in this section and in Section 11. The orientation session and in-class discussions described in the policy are part of the diploma programs.

Academic Integrity

Students must complete all assignments and assessments independently and honestly. Plagiarism, cheating, sharing course materials, or submitting work completed by another person as their own is prohibited. See Section 10 for rules on course materials.

Work found to be plagiarized, completed by another person, or produced in breach of the AI rules below receives a grade of zero for that attempt. The Lead Educator or Director decides whether the student is permitted one alternate assessment of equal value. Where it is permitted, the educator sets the alternate assessment and the Lead Educator or Director approves it, and the recorded grade is the grade achieved on that attempt, to a maximum of 70%. Further violations may result in course failure or removal from the course without refund.

Responsible Use of Artificial Intelligence (AI)

Students may use AI tools only as permitted by the course or educator, and remain responsible for the accuracy and originality of all work they submit. Acceptable uses include brainstorming, preliminary research, improving grammar or clarity, and creating study materials.

Students must not:

- submit AI-generated content as their own work;
- use AI during quizzes, examinations, or knowledge checks unless expressly permitted;
- rely on AI in place of demonstrating their own knowledge.

Students may be required to disclose the use and extent of AI on request.

Responsible Use of Training Materials

All course materials are for the personal educational use of the enrolled student only. Students may not:

- Copy or reproduce training manuals, except materials marked as downloadable for personal reference
- Record or distribute course videos
- Share login credentials or course access
- Distribute course content to individuals who are not enrolled in the course

All training materials remain the intellectual property of Wrapture Beauty Academy. Unauthorized use, reproduction, or distribution may result in removal from the course without refund. See Section 10.

Safe and Ethical Practice

Students are responsible for practising safely and ethically when applying the knowledge gained through training. Students must only perform treatments that fall within their training, licensing, and scope of practice, and must follow all applicable health, safety, and regulatory requirements in their jurisdiction. In provinces where esthetics is a compulsory-certified trade, students must hold the required provincial credentials before performing services for the public. Students are responsible for obtaining informed consent from anyone they treat and for carrying their own professional liability insurance before offering services to the public.

Practical Training and Model Responsibility

Where a course involves practising techniques as part of training, students are responsible for ensuring that any practical work is performed safely, ethically, and within the scope of their training. Students must obtain informed consent from any individual on whom they practise. Wrapture Beauty Academy is not responsible for treatments performed by students outside of the Academy environment. See Hands-On Training and Practical Examination in Section 6.

Policy Compliance

Students must comply with all policies set out in this handbook and with the policies it references, including the Certificate Course Terms and Conditions and the policies published on the Academy's Policies page.

Removal from Course

Wrapture Beauty Academy reserves the right to suspend or remove a student from a course if they:

- Violate academy policies
- Misuse or distribute course materials
- Engage in harassment or inappropriate conduct
- Attempt to gain certification dishonestly
- Misrepresent a Wrapture Beauty Academy certificate as a provincial licence or trade certification

In such cases, course access may be revoked without refund.

SECTION 6

Course Completion and Certification

Students are expected to complete all required lessons, assessments, and course activities in order to successfully complete the program. Course completion requirements may vary depending on the specific course.

Course Requirements

To successfully complete a course, students must complete all required components, which may include:

- Viewing course lessons and instructional videos
- Completing quizzes or knowledge assessments
- Submitting assignments or practical work where required
- Achieving 70% or higher on every quiz, assignment, and practical evaluation
- Attending all hands-on training and passing the practical examination, for hybrid courses

Students have up to 3 attempts to achieve 70% or higher on each quiz, assignment, and practical evaluation. The Lead Educator or the Director may approve a further attempt. A student who has not passed after the attempts allowed does not complete the course and may appeal under Section 11.

Educator Review

Some courses require submitted assignments, case studies, or practical work to be reviewed by an educator before certification is granted. Students may be asked to revise or resubmit assignments if additional clarification or improvement is required.

Hands-On Training and Practical Examination

Hybrid courses include in-person training and a practical examination on scheduled dates. Dates, times, location, and model requirements are sent to students by email before the training begins. For in-person courses, the online theory deadlines below do not apply. All other rules in this section apply.

Before the training. Students must submit all online theory work at least 21 days before their first hands-on date and successfully complete all theory requirements at least 14 days before that date. Submitting work by the deadline does not mean the requirement is complete; students should allow time for grading and any corrections. A student who misses either deadline may not attend their scheduled hands-on training. The Academy releases the student's seat and assigns the next session with availability, and the rescheduling fees below apply. Placement in a particular session is not guaranteed, and the wait may be several months. The replacement date becomes the student's new mandatory hands-on date and the deadline to complete the course. Moodle access and the six-month review period are not extended and continue to run from the original course end date. Students may request temporary access to review theory before the replacement session.

Attendance. Students must attend every scheduled training day and arrive on time. A student who needs to reschedule must email info@wrapturebeautyacademy.com at least 48 hours before the session. Requests with less than 48 hours' notice, and missed sessions without notice, are subject to the rescheduling fees below. The Academy assigns the next session with availability; placement in a particular session is not guaranteed.

Rescheduling fees. Rescheduling with less than 48 hours' notice, or missing a session or examination without notice, results in a rescheduling fee. Fees vary by course and are set out in the course introduction section of the student's Moodle course. All fees must be paid before the new date.

Dress and preparation. Students wear scrubs or professional clothing, closed-toe indoor shoes, and hair tied back. Students bring their own lunch.

Practising on classmates. Students practise techniques on one another during training and must prepare as instructed, for example by shaving treatment areas in advance. Before receiving any treatment, each student completes a health screening and consent form. A student with a contraindication does not receive that treatment and practises as the operator only. A student may decline to receive a treatment for any reason by telling the educator before the session. Health information on the form is used only to decide whether treatment is safe and is handled under Section 8.

Examination models. Students provide and prescreen their own model for the practical examination. Models must be at least 18 years of age and must meet the criteria set for the course, such as skin type. Before the examination, each model completes the same health screening and consent form used in training. A model with a contraindication does not receive the treatment. If a student's model does not attend, does not meet the criteria, or cannot be treated, the examination is rescheduled and rescheduling fees apply. Students must have the model's written consent before photographing or recording them.

Practical examination. Students must achieve 70% or higher on the practical examination to receive a Certificate of Completion. A student who does not pass is permitted one retake, included in the course fee. The Academy schedules the retake, and the student must provide a model who meets the course criteria. Each further retake carries a fee, paid before it is scheduled. The Academy may require a student who has not passed after a retake to re-enrol in the hands-on portion of the course before a further attempt. Retake and re-enrolment fees vary by course and are set out in the course introduction section of the student's Moodle course.

Certificate of Completion

Students who successfully complete all required course components will receive a Certificate of Completion. Certificates are issued electronically and may be downloaded or printed by the student.

What a Certificate of Completion Means

A Certificate of Completion confirms that the student has successfully completed the educational requirements of a specific Wrapture Beauty Academy course. For hybrid courses, it also confirms that the student passed the practical examination.

A Certificate of Completion from Wrapture Beauty Academy is not:

- a provincial licence, certificate of qualification, or trade certification;
- an apprenticeship credit or accredited technical training credit;
- authorization to practise esthetics in any jurisdiction where the trade is regulated;
- a guarantee of employment, business opportunity, or insurance coverage.

Regulatory and Licensing Considerations

Students are responsible for confirming the regulatory requirements within their jurisdiction before offering services to the public. See Section 2 of this handbook for details on provincial regulatory status and students' responsibilities.

Representation of Credentials

Students must not represent a Wrapture Beauty Academy Certificate of Completion as a provincial licence, trade certification, or apprenticeship credit. When listing Wrapture Beauty Academy training on professional profiles, websites, or marketing materials, students should describe it accurately as a Wrapture Beauty Academy certificate course.

SECTION 7

Technology Requirements and Online Learning

Wrapture Beauty Academy delivers its courses through the Moodle online learning platform. Students are responsible for ensuring they have the appropriate technology to access and complete their course.

Access to the Learning Platform

Students create their own account at www.waptureonlineacademy.com. Students who pay in full are enrolled in their course automatically once payment is complete. Students on an approved payment plan, or who enrol through the Academy, are enrolled by the Academy after the first payment and receive an email when their course is available. Courses may be accessed using:

- A desktop computer
- A laptop
- A tablet
- A mobile phone

For the best learning experience, a desktop or laptop computer is recommended, particularly when completing quizzes, assignments, or uploading files.

Internet Requirements

Students must have a reliable internet connection. Wrapture Beauty Academy is not responsible for interruptions caused by a student's internet service provider or connectivity issues.

Technical Compatibility

Students are responsible for ensuring their device and browser are compatible with the Moodle platform. Using an updated browser and operating system will help ensure the best performance.

Technical Support

If students experience technical issues accessing the course platform, they should contact Wrapture Beauty Academy for assistance. The Academy will make reasonable efforts to help resolve platform-related issues. Technical problems related to a student's personal device, software, or internet connection are the responsibility of the student.

The Academy gives notice of planned Moodle maintenance and known outages by email or in Moodle, with the expected duration where possible.

Live and Recorded Sessions
Some courses may include live online sessions. Live sessions may be recorded and made available to enrolled students in Moodle until the end of the review period. Students who prefer not to appear in a recording may turn off their camera and use the chat function. Recordings are course materials and are covered by Section 10.

Account Security

Students are responsible for maintaining the security of their login credentials. Accounts are intended for individual use only and may not be shared. Unauthorized sharing of course access may result in suspension or termination.

SECTION 8

Privacy and Data Protection

Wrapture Beauty Academy is committed to protecting the privacy and personal information of students. Personal information is used only for legitimate educational and administrative purposes and is handled in accordance with Canadian privacy principles.

Information We Collect

When students enrol in a course, Wrapture Beauty Academy may collect:

- Full name
- Email address
- Phone number
- Mailing address
- Province of residence
- Payment information processed through our secure payment provider

Additional information related to course participation may also be collected, such as course progress, quiz results, assignment submissions, and recordings of live sessions in which a student appears. For courses with hands-on training, students and examination models complete a health screening and consent form before receiving any treatment during hands-on training or the practical examination. The form records health information relevant to treatment safety, such as contraindications, medications, and skin conditions. Records of policy acknowledgements and checkout acknowledgements are retained for the purpose of administering enrolment.

How Information Is Used

- To process course registrations and payments
- To provide access to the online learning platform
- To communicate important course information
- To track course progress and certification completion
- To improve educational services

Personal information will not be sold or shared with third parties for marketing purposes. Promotional emails are sent only to students who opt in.

Payment Processing

Payments for courses are processed through secure third-party payment platforms. Wrapture Beauty Academy does not store complete credit card information on its servers. Students are encouraged to review the privacy policies of the payment processor used during checkout.

Protection of Personal Information

Wrapture Beauty Academy takes reasonable steps to protect personal information from unauthorized access, loss, misuse, or disclosure. Access to student information is limited to authorized personnel who require it to administer courses and provide student support.

Health screening forms are seen only by the educator delivering the training and the Director. They are kept separately from Moodle and are not used for any purpose other than deciding whether a treatment is safe.

Communication with Students

Students may receive communications related to their course, including:

- Enrolment confirmations
- Platform access information
- Course updates or instructions
- Certification notifications

Records Retention

The Academy keeps records of enrolment, course completion, and Certificates of Completion until the end of the seventh calendar year after the course ends, so that certificates can be verified. Health screening and consent forms are kept until the end of the second calendar year after the course ends, then securely destroyed. Course activity in Moodle, such as quiz attempts and assignment submissions, is deleted or anonymized after the review period ends, unless it is needed for a complaint, appeal, or legal requirement.

Questions and Access Requests

The Director is responsible for the Academy's handling of personal information. Students may ask to see or correct the personal information the Academy holds about them, or raise a privacy concern, by emailing info@wrapturebeautyacademy.com. The Academy responds within 30 days. See also the Academy's Privacy Policy.

Student Responsibility

Students are responsible for maintaining the security of their login credentials and ensuring their account information remains accurate and up to date. Students should notify the Academy if they believe their account has been accessed without authorization.

SECTION 9

Accessibility and Accommodation

Wrapture Beauty Academy is committed to providing an accessible and inclusive learning environment. We welcome students of all backgrounds and abilities and aim to ensure that our courses can be accessed and completed by every enrolled student.

Requesting Accommodation

Students who require an accommodation to participate in or complete their course are encouraged to contact the Academy as early as possible by completing the General Accommodation Request Form or emailing info@wrapturebeautyacademy.com. The Director reviews each request and replies in writing. Students describe what they need and how it affects their learning. A diagnosis or medical note is not required. Accommodations may include, for example, adjustments to assessment format, extended time to complete coursework, or course materials in an alternate format, such as larger text or a version compatible with screen-reading software.

Accommodation changes how a student is supported or assessed. It does not change what a student must achieve: the 70% passing standard and the practical examination requirements apply to every student.

All accommodation requests are reviewed on an individual basis. Information shared in connection with an accommodation request is treated confidentially and used only to support the student's participation in the course.

Our Commitment

While the nature of some practical or technical training may limit the types of accommodation that can be provided, Wrapture Beauty Academy will work with students in good faith to identify reasonable solutions that support their learning.

This section summarizes the Academy’s approach for certificate courses. The Academy’s full Accessibility Policy also applies.

SECTION 10

Intellectual Property

All course materials provided through Wrapture Beauty Academy, including written content, video lessons, presentations, graphics, manuals, assessments, templates, and any other instructional content, are the intellectual property of Wrapture Beauty Academy or are used under licence.

Permitted Use

Enrolled students are granted a personal, non-transferable right to access course materials for their own learning until the course end date and during the review period that follows. Students may take personal notes and save materials that are clearly marked as downloadable. Saved downloads are for the student's own reference and may be kept after Moodle access ends, but they may never be shared, sold, posted, or used to teach others.

Prohibited Use

Students may not:

- Copy, reproduce, or redistribute course content in any format
- Record, screen-capture, or re-upload course videos
- Share course materials with individuals who are not enrolled
- Use course materials to create competing educational content
- Use course content for commercial purposes without written permission from the Academy

Enforcement

Unauthorized use, reproduction, or distribution of course materials may result in removal from the course without refund and may be pursued through applicable legal remedies under Canadian copyright law.

SECTION 11

Complaints and Dispute Resolution

Wrapture Beauty Academy is committed to resolving student concerns fairly, respectfully, and in a timely manner. Students who have a concern are encouraged to raise it through the steps outlined below. Concerns involving harassment, discrimination, safety, accessibility, or other serious matters may be sent directly to the Director without following Step 1. Concerns involving sexual harassment or sexual violence are handled under the Sexual Violence and Harassment Prevention Policy, which sets out its own reporting options, confidentiality protections, and process. Where that policy and this section differ, the Sexual Violence and Harassment Prevention Policy applies. A concern or formal complaint about the Director may be sent directly to the President, who handles it in place of the Director under Steps 2 and 3.

Step 1: Informal Discussion

Where appropriate, students are encouraged to first raise their concern directly with their educator by email. Many concerns can be resolved quickly through open and respectful communication.

Step 2: Formal Written Complaint to the Director

If a concern is not resolved informally, or if the student prefers to begin with a formal process, the student may submit a written complaint to the Director at info@wrapturebeautyacademy.com. A formal complaint should include:

- The student's full name and the course in which they are enrolled
- A clear description of the concern and the dates or events involved
- Any steps already taken to resolve the concern
- The outcome the student is seeking

Step 3: Review and Response

The Director acknowledges a formal complaint in writing within 5 business days of receipt and provides a written response within 15 business days of receipt. A written response sent within 5 business days of receipt serves as both the acknowledgement and the response. If a complaint needs more time, the Director will tell the student in writing before the 15 business days end and give a new date for the response.

Step 4: Appeal to the President

A student may appeal a decision to remove them from a course, a grade of zero for an academic integrity violation, a refused extension request, a decision not to issue a Certificate of Completion, or the outcome of a formal complaint. A student who believes a released hands-on seat or paused Moodle access was applied in error should first submit a formal complaint under Step 2.

Within 5 business days of receiving the written decision, the student submits a written appeal by email to the President at info@wrapturebeautyacademy.com. The appeal should include the student’s name and course, the decision being appealed and the date it was received, the grounds for the appeal, and any supporting documents.

The President acknowledges the appeal within 5 business days of receipt. The appeal is reviewed by someone who was not involved in the original decision. Where the President was involved, the appeal is referred to an external reviewer. A written decision with reasons is issued within 15 business days of receipt. The decision takes effect on the date stated and remains in effect while the appeal is reviewed. The appeal decision is final within the Academy's internal process.

Confidentiality and Fair Process

Complaints are handled confidentially to the extent possible, and students will not be penalized for raising a concern in good faith. Retaliation against a student for raising a concern, or for taking part in a review, is treated as a breach of conduct under Section 5. Where a complaint involves another individual, that person may be informed of the nature of the concern in order to respond fairly.

External Resources

If a student is not satisfied with the outcome of the Academy's internal process, including any appeal, they may contact the consumer protection authority in their province or territory. For students in Manitoba, this is Manitoba Consumer Protection (gov.mb.ca/cp/cpo). Equivalent offices exist in each province.
For a course registered under The Private Vocational Institutions Act (Manitoba), students may also contact the Private Vocational Institutions Branch (pvi@gov.mb.ca, 204-945-8507).

SECTION 12

Changes to Policies

Wrapture Beauty Academy may update or revise the policies contained in this Certificate Course Handbook from time to time to reflect changes in our programs, industry standards, regulatory requirements, or legal obligations.

The most current version of the Certificate Course Handbook is available on the Wrapture Beauty Academy website, identified by version number and effective date. Where a change materially affects currently enrolled students, the Academy will notify affected students by email or through the Moodle learning platform before the change applies to them.

Changes to the rules on fees, payment terms, refunds, course end dates, or the review period do not apply to students already enrolled. These terms remain as they were in the version of this handbook in effect on the student's enrolment date. Other updates, such as changes to conduct expectations or technology requirements, apply to enrolled students from the date they are notified.

Order of Precedence
Where documents differ, they apply in this order: applicable law, including The Private Vocational Institutions Act (Manitoba) for any course registered under it; a written agreement between the Academy and an individual student, such as an approved payment plan or extension; the Terms and Conditions accepted at checkout; this Certificate Course Handbook; and course pages, emails, and other descriptions of a course. Where a document lower in this order conflicts with one higher in it, the higher document applies to the extent of the conflict. The one exception is that where this handbook gives a student greater protection than the Terms and Conditions, this handbook applies. The Academy's website policies, such as the Privacy and Return policies, apply to their own topics. They do not reduce a student's statutory rights or replace the refund terms in this handbook or a Student Enrolment Contract.

SECTION 13

Contact Information

If you have questions about your course, these policies, or your learning experience, please contact us.

Academy: Wrapture Beauty Academy

Email: info@wrapturebeautyacademy.com

Website: wrapturebeautyacademy.com

Online learning (Moodle): www.wraptureonlineacademy.com

Location: Manitoba, Canada

Provincial Regulator Quick Reference

Manitoba: Apprenticeship Manitoba (gov.mb.ca/apprenticeship)

Nova Scotia: Cosmetology Association of Nova Scotia (nscosmetology.ca)

Nova Scotia: Nova Scotia Apprenticeship Agency (nsapprenticeship.ca)

Saskatchewan: Saskatchewan Apprenticeship and Trade Certification Commission (saskapprenticeship.ca)

Acknowledgement

By enrolling in a Wrapture Beauty Academy course, accepting the Terms and Conditions before payment, and completing the policy acknowledgements in the Moodle learning platform, students confirm that they have been provided access to this Certificate Course Handbook and the Important Regulatory Notice, have had the opportunity to review them, and agree to follow the policies and procedures outlined within them during their enrolment.

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