

# **Blu Steel Tattoo Institute Student Catalog**

**Catalog Effective Date: January 1, 2024**

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### **School Contact Information**

Owner/Instructor: Ricardo Herrera  
Head Instructor: Jen McLellan  
Instructor: Johnny Herrera

### **Blu Steel Tattoo Institute**

Phone Number: (541) 930-9121  
Address: 10 N. Platt Ave. Eagle Point, OR 97524  
Website Address: <https://www.blusteelstudio.com/tattoo-school/>  
Email Address: [bsti.medford@gmail.com](mailto:bsti.medford@gmail.com)

### **Physical Location**

Blu Steel Tattoo Institute is located downtown Eagle Point, Oregon. Our facility is approximately 1,500 square feet and equipped with ample room for up to 10 students. The school has standard tattoo equipment, supplies and furnishings which are available to students during school hours. We have computer tablets, storage/work cabinets, internet access, online educational resources, soft and hard copy reading library, printers, light tables, flat screen monitors for videos.

### **Mission Statement**

Blu Steel Tattoo Institute is committed to providing a thorough curriculum of information to its students so they can successfully pass Oregon state exams and obtain their Body Arts Practitioner license. Information is delivered by experienced instructors in varied media geared to different learning types and our practical training equips students with a good foundation of skills upon which they can build and develop techniques in professional tattooing.

### **Program Overview**

- Blu Steel Tattoo Institute prepares students for taking the required State of Oregon. tests to become a Body Arts Practitioners and to fulfill all requirements for licensing through the Oregon Health Licensing Agency. Blu Steel Tattoo Institute students receive education and hands-on practice, so they are better prepared and equipped to understand and follow all rules, guidelines, and standards needed to successfully pass Oregon's theory and practicum requirements.
- Blu Steel Tattoo Institute course of study includes 360 hours of training including no less than 210 hours of theory and 150 hours of practical, and 50 completed procedures.
- Blu Steel Tattoo Institute's course is 13 weeks long and not to exceed 14 weeks. We anticipate maximum attendance of no more than 10 students per session.
- Blu Steel Tattoo Institute's course does include certifications for BBP, First Aid and CPR

**COURSE OUTLINE**  
**OAR 331-915-0007**

- Oregon Rules & Laws: 20 hours. Covers all pertinent Oregon Rules & Laws for compliance as a Body Art Practitioner, compliance issues, and all aspects of licensing and renewals.
- Safety, Sanitation, Sterilization: 40 hours. Covers general shop housekeeping, biohazards, Bloodborne pathogens, handwashing, asepsis, regulated wastes, spore testing, and exposure control.
- Needles and Needle Bars: 20 hours. Covers types and configurations of tattoo needle bars, proper storage/disposal of contaminated objects, operating a dry-heat sterilizer, and cleaning of contaminated reusable implements.
- Tattoo Machines: 20 hours. Covers tattoo machine assembly, various types of machines, power supplies, machine tuning, and machine troubleshooting.
- Equipment & Supplies: 20 hours. Covers the commonly used equipment in the professional tattoo studio including thermofax, copiers, ultrasonic machines, power supplies and proper furniture.
- Color Theory & Pigments: 10 hours. Covers color theory, tattoo colorants – inks and pigments, color mixing, dispersants & ink consistencies, and proper storage & handling of mixed colorants.
- Art Design & Placement: 10 hours. Covers line work, black and gray tattoos, realism, and abstract tattoos, art design and proportion, dimension, and stencils.
- Skin & Skin Disorders: 20 hours. Covers skin anatomy, common skin diseases, disorders, and conditions.
- Business Operations: 20 hours. Covers business plans, marketing plans, advertising, budgeting, expense and revenue forecasting, record keeping, legal business entity types, and licensing.
- Client Service: 20 hours. Covers client forms, pre and post care, client consultations, issue resolution, price quotation, superior business, and service practices.
- Practical Application of Tattooing: 150 hours. Covers tattooing in a professional tattoo shop setting on live skin including practice labs to learn the art of applying tattoos.
- Discretionary: 10 hours.

If you would like to know more about State Requirements Contact:

**Oregon Higher Education Coordinating Commission/Higher Education Coordinating Commission**

**Address: 3225 25th St SE, Salem OR 97302**

Email: [Info.HECC@state.or.us](mailto:Info.HECC@state.or.us)

### **Cost of the Program:**

**Total cost of our Body Art program is \$12,000 which includes Tuition, Application Fees, Full supply kit including Tattoo Equipment, Pigments, Needles and all the necessary materials needed to complete a procedure.** We have small classes, so deposits are required to hold your spot in a designated class. Deposits apply to total tuition. Here is the breakdown of the costs;

**\$50 Non-refundable Application Processing Fee** is due when you submit forms to be considered for enrollment.

**\$150 Registration/Enrollment Fee** - The enrollment fee must accompany the completed and signed enrollment form.

**\$10,300 Tuition Cost** – 20% of the tuition or \$2,060 is due on or no less than 5 business days prior to the first day of class. The remaining total balance of \$8,240 is due upon the first day of class unless other arrangements have been made.

**\$1,500 Supplies & Equipment** – The fee for supplies and equipment is generally paid approximately 2 weeks prior to the onset of practical labs. Blu Steel Tattoo Institute will provide whatever supplies are needed, and use of equipment needed, up to onset of practical labs. Transfer student fees are calculated on a pro-rata basis (total hours/hours needed) as it applies to Blu Steel Tattoo Institute total tuition & fees, and supplies/equipment (if needed).

### **Supplies and Equipment:**

#### **\$1,500 for Standard Tattoo Kit**

The package contents will change from time to time and each student is provided with a detailed, itemized list and receipt of supplies and equipment in their package. The receipt list includes the number of items in the package, the date of issuance to the student, a description of each item within the package and the total dollar amount paid for the package. Students will verify the package contents and will acknowledge receipt of their materials in writing.

The following is a general list of supplies and equipment that are typically provided and issued to each student once the supply and equipment fee has been paid:

Rotary Tattoo Machine, Stencil Paper, Gloves, Green Soap, High Level Disinfectant, Alcohol, Tattoo Glide, Squirt Bottles, Razors, Spray Bottles, Bio Container, Dental Tongue Depressors, Pigment, Carts, Ink Caps, and other misc. procedure materials.

### **Fee Waiver Policy**

Blu Steel Tattoo Institute reserves the right to consider and waive fees on a case-by-case basis depending on an individual's specific circumstances.

### **Admissions Process & Requirements**

- Admission to Blu Steel Tattoo Institute is based on multiple criteria including the application, a staff interview, an artistic portfolio, and space availability.
- Applicants must provide a copy of their High School Diploma or GED Certificate and show valid photo identification which confirms an age of no less than 18 years old. Prospective students must complete and sign an application form and remit a non-refundable \$50 application processing fee.
- Applicants must attend an interview with the School Staff. At the interview potential students should have ready a portfolio of recent artwork. Prospective students who do not have a portfolio may be asked to create and submit a sampling of artistic pieces on white paper using felt pens, colored or graphite pencils.
- School staff will review the student application once all requirements have been met. It is the strict policy of Blu Steel Tattoo Institute that no person shall be discriminated against on the grounds of race, religion, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity and source of income.
- Applicants will be notified of acceptance status via phone and/or email within 10 calendar days following completion of all steps of the application process.
- Following notification of acceptance, applicants will be provided with enrollment forms which must be completed and returned within 5 business days with the enrollment fee of \$150.
- Once all steps have been completed, students will be provided with a class calendar, current Catalog, Syllabus, and any other applicable documents needed to begin class.
- The program length is 13 weeks and will not exceed 14 weeks, and students must complete the program within 1 year from the date of admission.
- If the student does not complete all practical tattoos within the standard time frame, they may finish their required tattoos at the facility. The student must pre-arrange times for tattoo completion with school staff and each day at the facility outside of the 14-week time frame will be charged a lab use fee of \$100 per day.

**Re-Application Policy**

Students who were not previously accepted to Blu Steel Tattoo Institute may reapply after a 1 month waiting period between applications. All procedures and processes for an initial application will apply to a re-application submission.

**Scholarship Opportunities**

Blu Steel Tattoo Institute does not currently offer student scholarships.

**Transfer Policy**

Blu Steel Tattoo Institute accepts transferable theory hours that have been performed and documented with an official transcript from another Oregon certified tattoo school. Transfer students must follow the same admissions guidelines, process, and requirements as new students. Upon acceptance into the program, the transfer student will be credited the appropriate number of credit hours according to the transcript provided. Additional theory coursework hours may be required to meet the school's educational standards.

**Wait List Policy**

A wait list is formed when the school is at its full enrollment maximum for full-time students. The wait list serves as a list of hopeful students who desired to be enrolled on or before a contracted date. To be included on the wait list, a potential student must follow the interview process, be accepted to the program, and complete a Wait List Form. When the student successfully enrolls, all fees regular fees for a new student will apply at that time.

**Term Length**

Blu Steel Tattoo Institute's course length is 13 weeks and will not exceed 14 weeks. In the event more time is needed to complete the course student may be placed on academic probation. In the event more procedures are required to complete outside of term length room rental is available for \$100 per day.

**Payment Options**

Blu Steel Tattoo Institute accepts the following forms of payment:

- Cash
- Personal or business check
- Cashier's check
- Credit cards (MasterCard and Visa) and debit cards are accepted, with an additional processing fee of \$25 will be applied.

## **Cancellation & Refund Policy**

### **OAR 715-045-0036**

- Students may cancel and withdraw from the Blu Steel Tattoo Institute's program at any time via written notice. **If this occurs:**
  - A. Within 5 business days of enrolling and prior to beginning of class, all monies except the application processing fee will be refunded. -OR-
  - B. After 5 business days of the date of enrollment and prior to beginning of class, the school may retain the application processing fee and the registration/enrollment fee which cannot exceed 15% of the total tuition cost or \$150, whichever is less. All other monies will be refunded.
  - C. If the student withdraws prior to completion of 50% of the instructional program, the student shall be entitled to a pro-rata refund of the tuition paid for the program, less the enrollment fee, the application processing fee, and any other legitimate charges owed by the student.
- If a student withdraws upon completion of 50% or more of the contracted program, the student shall be obligated for the tuition charged for the entire program and shall not be entitled to any refund. There will be no refund for supplies and equipment since these are issued after the 50% point in the program and become property of the student immediately upon acceptance of the supply and equipment package.
- Pro-rata refund means refunding of tuition paid for the portion of the program remaining for the student prior to withdrawal, based on the number of instructional hours the student received. The date for determining that portion shall be the published course schedule and the last recorded date of attendance by the student.
- Any student inquiries may be made in writing to: Blu Steel Tattoo Institute, 10 N. Platt Ave. Eagle Point, OR 97524, or to the Commissioner, Oregon Higher Education Coordinating Commission 3225 25th St. SE Salem, OR 97302 or by calling (503)378-3600 ext. 2671.

## **Optional Payment Plan**

An optional payment plan is available to students who do not have sufficient resources to fully pay for the program according to the established regime. There can be up to 4 installments in the Payment Plan.

- The non-refundable application processing fee of \$50 is required, as with all students, and is paid at time of application. The enrollment fee of \$150 is required, as with all students, upon acceptance of Student Application.
- **There is a Processing Fee in the amount of \$25 for each Credit Card Payment. These will be included in the monthly payment plan option calculation.**
- Aside from the non-refundable application fee and enrollment fee, the remaining total cost for tuition, supplies & equipment, and administrative processing for the payment plan will be divided into equal monthly payments.
- The student will be provided with an Optional Payment Plan agreement, which will include payment amounts and due dates for payment.

- The first payment installment is to be paid no later than the first day of class. The subsequent payments will be due on the first day of the month. The 2nd payment in the Plan will be due on the first day of the first month following the first day of school. Monthly payments are paid on the first of every month thereafter until the total balance of the program cost is paid in full.
- If a payment is not made according to the contracted schedule, the student will exit the program on the due date via a leave of absence. The student may return to the program at the same place within the program where they exited once payment has been made according to the payment contract.
- If a student has exceeded the approved leave of absence time and cannot make the program payment according to the agreed upon payment date, a \$25.00 per day late fee for a maximum of 5 days will be assessed.
- Disciplinary action on a case-by-case basis may be taken if a student fails to make a payment 5 days after missing the scheduled payment if they are not on a leave of absence.
- The student will avoid late fee assessments by submitting a written correspondence to the school which indicates that they are withdrawing from the program, on or before the end of the leave of absence period.

### **Student Orientation**

Once enrolled, each student will engage in a new student orientation meeting conducted by staff. Topics covered at this orientation will include: the curriculum, school handbook, class schedules, school policies and procedures.

### **Confidentiality**

As used in this Agreement, “Confidential Information” means all information disclosed to you or observed by you as a Student of Blu Steel Tattoo Institute that is identified as being proprietary and/or confidential, or that, by the nature of the circumstances surrounding the disclosure or your observation, reasonably ought to be treated as proprietary and confidential. Blu Steel Tattoo Institute’s confidential information includes, without limitation, information relating to Blu Steel Tattoo Institute’s methods of teaching and deployment of information, and materials developed for student learning including reading, worksheets, tests, activities, videos, and any other informational pieces created for instruction and training of students in tattoo foundational skills.

### **Attendance Policy**

Blu Steel Tattoo Institute is committed to helping our students reach their goal of becoming a licensed tattoo artist and our expectation is an equal commitment from students. Because our program is very specialized with a great deal of skill-oriented training within a limited amount of time, we ask students to attend all school days with the exception of sick days and excused absences. It is the student’s responsibility to make up all hours lost and work missed from the program, and to make arrangements with instructors regarding make-up work.



### **Tardiness**

All students are expected to be punctual to school. Students who arrive after 10AM are tardy. A student who will be tardy or late to school should call ahead or present a written explanation for the tardiness. An **excused tardy** is given for reasons such as **personal illness, medical appointments, or appearance in court.**

**The following are typically accepted reasons for absences:**

- Student illness, health condition, or medical appointment including but not limited to medical, counseling, dental, or optometry. Administrators may ask for documentation from a medical provider regarding an appointment, illness, or health condition.
- Family emergency, including but not limited to a death or illness in the family.
- Court proceeding

Unexcused Absence: Any absence from school is unexcused unless it meets one of the criteria for an excused absence and is subsequently deemed excused by school.

### **Make Up Work**

Students are required to make up missing assignments upon their return to school. The time frame for completion of missing assignments will be determined by the instructor. Work that is made-up will be evaluated and scored using the same criteria and methodology as all other work, as if it had been turned in on time.

### **Leave of Absence**

A request for a leave of absence must be submitted in writing. The request will state the reason for the leave and the length of time 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, but for a period no longer than 6 months. If the leave is granted, and the student does not return within 6 months, they will be considered “dropped” from the program. However, all contractual obligations will continue to be upheld, and a refund will be issued with calculation from the student’s last day of attendance as per the school’s cancellation/refund policy. At the beginning of a leave, all clock hours obtained prior to the leave will be documented. Upon return from leave, the student will continue at the point in their course in which they left off. Blu Steel Tattoo Institute will send a reminder 1 week prior to the end of the student LOA period.

### **Re-Admission Policy**

Students who voluntarily withdraw from the program while meeting all academic and performance measures may re-enroll within 12 months. Students who have been dismissed for not meeting financial obligations may re-enroll within 12 months, provided all outstanding financial obligations have been met. Readmission of former students who were terminated for behavioral reasons or for failure to maintain satisfactory progress is at the sole discretion of the school. A student may be denied readmission for, but not limited to demonstrated lack of commitment to complete the program as shown during previous enrollment by poor

attendance and/or academic performance, dismissal due to inappropriate conduct, or the lack of space availability. 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.

### **Conduct Policy**

Students are expected to conduct themselves in a professional, business-like manner while in class and with clients or prospective clients, staff, other students, and regulatory officials. Appropriate behavior includes good attendance and displays of conduct that are cooperative and not disruptive, harassing, intimidating, dangerous to them or others, and that does not hinder the progress of other students.

### **Students shall not**

Show up for class under the influence of alcohol or drugs or possess illegal drugs or have alcohol on school property. No smoking inside or directly outside the building.

- Steal information or tangible assets, fixtures, materials, or any other items located on the school premises.
- Possess weapons on school property.
- Fail to maintain professional boundaries or have disruptive behavior that may affect the learning environment.
- Exhibit harassing or discriminatory behavior determined unacceptable by faculty.
- Practice tattooing outside of the school premises or willfully violate Oregon State Health Licensing Standards.

Instructors may at any time ask a student to leave the classroom if the student's behavior is disruptive or unsafe. Violation of the Conduct Policy may result in disciplinary action.

Depending on the severity of an infraction, students may be given either a verbal or written warning for misconduct, unsafe practices, or other school violations.

An accumulation of 3 written warnings will be grounds for suspension or dismissal. Students with serious infractions such as possessing weapons, illegal drugs, alcohol, or determined to be under the influence of drugs or alcohol will be immediately suspended for 1 week. Stealing will not be tolerated, any student found stealing will be dismissed immediately without warning.

### **Disciplinary Process**

Warnings are issued to students who are not in compliance with the school's academic, attendance, or conduct policies. Disciplinary notifications will be handled with progressively more severe consequences, as listed in the Order of Disciplinary Notifications below.

## Order of Disciplinary Notifications

- **Verbal Warning.** The student will be orally notified of noncompliance with policy. Verbal warnings generally involve relatively minor infractions including but not limited to: undesirable/obscene language, chronic absenteeism, and lapse in professional behavior.
- **Written Warning.** The student will be notified in writing of noncompliance with policy when there has been a more severe violation (actions potentially injurious to other students or self, discrimination, 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) and must work with their instructor to create a plan of corrective action. The plan of corrective action will include action steps, goals for change, and a timeline for the student that allows them to focus their efforts on correcting undesirable behavior(s). A student with three written warnings will be placed on probation.
- **Probation.** Probation may be invoked when a student has received verbal and/or written warnings and their 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 that includes the length of the probationary period and specific areas of deficiency. The school and student will prepare a corrective action plan, and students meeting all terms of the probation and corrective action plan will be deemed in good standing at the end of the probationary term. Any student breaking the terms of probation will be suspended. A second probation is grounds for possible dismissal.
- **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.
- **Suspension.** The student may be suspended from class if their conduct has been deemed to be 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 student who fails to comply with previous warnings and probation will be suspended from attending school for a specific period that will be determined by school instructors.
- **Termination.** Our goal is to graduate every student. However, a student who continues noncompliance with school policy after all steps above have been taken will be terminated. Any student may be dismissed for continued violation of school policies and procedures including failure to abide by financial commitments or for unsatisfactory academic progress. The school director will make the final decision regarding dismissal, and students who are dismissed are not guaranteed re-admittance. Refunds for

dismissed students are made according to the school's refund policy. Although the school has established a progressive notification process, the authority is retained to impose immediate probation, suspension, or termination, when appropriate.

### **Student Dress Code**

Blu Steel Tattoo Institute's students are expected to always dress appropriately with particular attention given to personal hygiene, cleanliness, and professional demeanor. Students will be required to wear black pants and school provided shirts. When dressed unprofessionally, students will be asked to change their clothes into appropriate attire. The following are minimum requirements for attending Blu Steel Tattoo Institute, pertaining to cleanliness, personal hygiene, and appropriate dress:

- Students will be clean and neat while on campus. Inappropriate attire includes clothing which is low-cut or revealing, or visible undergarments. Clothing must be clean, pressed, without rips, holes, and tears.
- All clothing is to be worn with the concept of "modesty" in mind, and will be free of profanity, slanderous language, or inflammatory causes.
- Excellent personal hygiene is expected and well-groomed hair and nails. Nail length will be moderate and will not interfere with job/clinical performance.
- Jewelry, Dental Jewelry, Hairstyles, Facial Hair, Fragrances, and other accessories must be conservative, neat, and not interfere with the performance of clinical duties.

### **Practical Lab Policies**

Students who successfully complete the theory portion of the course will then move to the practical lab phase of the program, where they will perform [at least] 50 completed procedures. Prior to the onset of practical labs, all students are provided with a list of Practical Lab Guidelines, which must be always adhered to. To this end, each student is required to provide their own live models for their procedures. Students are also responsible for completing all lab and service forms, following all procedures and policies established for safety and efficiency within the lab setting. Students should refer to "Practical Lab Guidelines" for a complete description of rules and responsibilities during practical labs.

On a weekly basis, instructors will review student service schedules (in advance) to ascertain the level of skill and ability required to properly execute proposed tattoos. Instructors may initiate the rescheduling of certain tattoos based on student skill level. Students are required to immediately notify instructors [and seek approval] for any proposed changes to scheduled (and approved) tattoo services. Once a tattoo service is complete, instructors will review and authorize students' completed forms.

### **Grading System**

Student grades will be given in the form of pass/fail for assignments and must achieve 75% or better score on quizzes and tests/exams. Letter grades will not be used.

### **Progress Standards**

Students must complete assigned theory and practical tasks and will be evaluated on an ongoing basis. Evaluations are based on test scores (75%) and practical operations (pass/fail). If student tests are consistently scored at less than 75%, the student will meet with instructors to develop a performance improvement plan which identifies actions to take that will elevate their performance up to the minimum level necessary to achieve satisfactory progress before graduation. If the student does not make a good faith effort to comply with the plan or cannot achieve satisfactory progress after the determined amount of time in the plan for improvement, may have their enrollment terminated. Students who wish to challenge the validity of the test standards may request copies of the tests and may request an audit of test scores. Students may request a copy of their file and any forms contained within. Requests for copies or test score audits will be completed and/or provided within 5 business days from the time of their request.

### **Graduation**

To graduate, students must complete requirements for theory, practicum, and a minimum of 50 completed tattoos. Upon completion of all theory hours, practical hours, procedures, full payment and passing of the final exam with a score of 75% or better, students will receive a certificate of completion, an official transcript will be issued, and the student will then be eligible for taking the State of Oregon tests for licensure as a Body Arts Practitioner.

### **Student Files and Records**

Student records remain with Blu Steel Tattoo Institute. Students may receive a copy of their file and all related records. The student must request their information in writing and pay all related fees for copying. Once a request for information is received, Blu Steel Tattoo Institute will provide requested records within 5 business days after copy fees have been paid.

### **Release of Student Information**

Requests for information regarding student records will be processed within 5 business days of receipt. Release of information will be handled in accordance with the rules and regulations set forth in the Family Educational Rights & Privacy Act (FERPA), 20 USC 1232g, 34 CFR Part 99.

### **Record Retention Policy**

Records are available upon written request. Transcripts must be kept for no less than 25 years and all other records must be kept for no less than 3 years. All information released will abide by the "Family Educational Rights & Privacy Act" (FERPA).

### **Non-Discrimination Policy**

Blu Steel Tattoo Institute is committed to providing an environment that is free of discrimination and discriminatory harassment and prohibits any form of discrimination by our staff or students. Discrimination based upon sex, race, color, religion, age, national origin, disability, sexual orientation, gender identity or expression, or any other protected category will not be tolerated.

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 school's policies for employees.

### **Student Grievance Policy**

Blu Steel Tattoo Institute encourages open and direct communication. Students are encouraged to try and resolve problems on their own. Students should first address issues directly with the individual(s) involved, and if they cannot reach a satisfactory conclusion on their own, they should notify the school Director in writing. A school meeting with the Director and all involved parties will be held within 5 working days, where all issues will be discussed. The Director presiding at this meeting will decide on the matter and will deliver their decision in writing to the student within 5 business days.

If a student has an internal grievance, the student shall follow these steps with the intent to reconcile their concerns in partnership with the school:

1. Students aggrieved by action of the school should attempt to resolve any problem with appropriate school instructor(s). Should this step fail, the student shall proceed to step number 2.
2. Student shall contact school Director, Ricardo Herrera at (541) 930-9121
3. If this step should fail, the student shall proceed to step 3.
4. The student shall submit a written internal grievance to the follow email: BSTIMedford@gmail.com The email shall be labeled, "Student Grievance".
5. Once the school receives the time stamped student grievance from the student, the school will have 15 days to do an investigation and provide the student their time stamped written determination. The school's determination is final.

Should this procedure fail and the student has exhausted the school's internal grievance policy, the student may contact:

**Higher Education Coordinating Commission  
3225 25th Street SE, Salem, Oregon 97302  
Phone: 503-947-5716**

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

### **Student Supplies & Equipment - Release of Responsibility**

Upon issuance of equipment and supplies, each student is responsible to maintain and care for their items. Blu Steel Tattoo Institute is not responsible for proper upkeep, storage, or safekeeping of student supplies and equipment items.

Once enrolled, students need to take care in parking their vehicles (or other means of transportation) at the school, in a safe and secure fashion. Vehicles should be kept locked and it is advisable to remove any valuable items from vehicles during school hours to ensure its safety. Blu Steel Tattoo Institute is not responsible for the safety or security of student vehicles or items which may be kept inside of their vehicles.

### **Job Search**

Blu Steel Tattoo Institute does not and cannot guarantee employment for any student or graduate of the school.

### **School Closure Plan**

Upon closing, Blu Steel Tattoo Institute will follow the guidelines of **OAR 715-045-0067** to ensure that all currently enrolled students receive timely notice of teach-out arrangements and tuition refund agreements.

- Blu Steel Tattoo Institute will notify the Commission of intent of closure no later than 30 days prior to officially closing its doors and suspending classes via certified mail.
- Blu Steel Tattoo Institute will attempt to arrange a teach-out option with another school that will allow students to complete the program for which they contracted. This teach-out option will be submitted in writing to the Commission for review and approval. The school understands that if a teach out option is not provided, the school is responsible in accordance with ORS 345.115 to make a total refund of all tuition and fees to our students.
- Blu Steel Tattoo Institute shall inform all parties concerned of the name, address, and telephone number of the person responsible for all teach-out arrangements or the closing arrangements.
- Blu Steel Tattoo Institute will provide the Commission for each student currently enrolled:
  - A. Student's name, address, telephone number, name of the program, and date of enrollment.
  - B. Total length of program
  - C. Date students started in program (program start date)
  - D. Percentage of program completed and/or amount of time remaining.
  - E. Amount of tuition/fees charged to each student
  - F. Amount of tuition paid by each student
  - G. Amount of refund due to the student, if applicable
- Blu Steel Tattoo Institute will notify each currently enrolled student in writing, of the arranged teach-out option for course completion.

- If unable to facilitate teach-out, Blu Steel Tattoo Institute will provide information to all currently enrolled students on how to secure refunds and inform the student of their rights under the provisions governing the Tuition Protection Fund.
- Blu Steel Tattoo Institute will provide the Commission, within 4 business days of closure, all transcripts for and the complete roster of all students enrolled at the time of closure. Transcripts of graduated students will be sent within 90 days of closure.
- Blu Steel Tattoo Institute will return its license to the appropriate department by certified mail upon cessation of instruction.

### Blu Steel Tattoo Institute 2024 School Calendar

Instruction at Blu Steel Tattoo Institute will be closed on certain holidays throughout the school year (see below). Should inclement weather occur or any other issue which would cause the school to be closed – students will be notified via email, phone, or text in advance of class start time.

Scheduled school days and times are determined and communicated to all students during the enrollment process following acceptance into the program. **School is in session Monday through Thursday from 10 am until 4 pm for a duration of 13 weeks, not to exceed 14 weeks.**

Here is the 2024 Course Calendar

#### Winter Term

Theory	Jan 2 - Feb 16	
Practical	Feb 19 - April 4	
Holidays off:	Jan 1, Jan 15	(New Years, MLK)

#### Spring Term 2

Theory	April 1 - May 17	
Practical	May 20 - July 3	
Holidays off:	May 5, 27	(Cinco De Mayo, Memorial Day)

#### Summer Term 3

Theory	July 1 - Aug 16	
Practical	Aug 19 - Oct 3	
Holidays off:	July 4, Sept 2	(Independence Day, Labor Day)

#### Fall Term 4

Theory	Sept 30 - Nov 7	
Practical	Nov 11 – Dec 26	
Holidays off:	Nov 11, 28, Dec 25	(Veterans Day, Thanksgiving, Xmas)



**Observed Holidays**

New Year's Day	- Closed
MLK Day	- Closed
Cinco De Mayo	- Closed
Memorial Day	- Closed
Independence Day	- Closed
Labor Day	- Closed
Veterans Day	- Closed
Thanksgiving Day	- Closed
Christmas	- Closed