



I HEREBY DECLARE THAT THE ABOVE INFORMATION IS CORRECT

FULL NAMES					TITLE				
SURNAME					MARITAL STATUTS				
NEXT OF KIN					CONTACT OF NEXT OF KIN				
NATIONAL ID					GENDER	MALE	<input type="checkbox"/>	FEMALE	<input type="checkbox"/>
DATE OF BIRTH	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	NON-SA ID				
EMAIL ADDRESS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	PHONE NUMBER	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PHYSICAL ADDRESS	<input type="text"/>								
COURSE NAME	<input type="text"/>								
HEALTH CONDITION OR ALLERGY	<input type="text"/>								
WEEKLY CLASSES	<input type="text"/>				WEEKKED CLASS	<input type="text"/>			
REGISTRATION FEES	<input type="text"/>				COURSE FEE	<input type="text"/>			
<b>SELECT YOUR SCHOOL</b>	<b>TICK BELOW</b>								
Randburg	Florida Glen			Pretoria			<b>BOKSBURG</b>		

OFFICE USE ONLY

REGISTRATION NUMBER	<input type="text"/>
DIRECTOR / ACADEMIC PRINCIPAL	MISS EXCELLENCE OSALUMESE OJIAKE
DATE	<input type="text"/>

- DEPOSIT APPLICABLE ON ENROLLMENT.
- FIRST INSTALLMENT MUST BE MADE BEFORE ANY MATERIALS CAN BE RELEASED.
- IF PAYMENT IS MADE USING ELECTRONIC TRANSFER OR DIRECT DEPOSIT PLEASE E-MAIL A COPY OF PROOF TO [PAYMENT@EXCELLBEAUTYTRAINING.CO.ZA](mailto:PAYMENT@EXCELLBEAUTYTRAINING.CO.ZA)

## RULES OF CONDUCT FOR STUDENTS

Dear Students

We welcome you all to Excellence beauty touch and training spot.

Please read through all the documents contained in this manual as it contains everything about your training. Do take note of the rules and regulation of the school as its purpose it to help us service you better.

Formal class will be held every day and these here are the rules.

### **POLICES AND REGULATIONS PERTAINING TO THE LEARNING PROGRAMME:**

#### **1. Dress Code and Uniform Policy**

- ALL students: top and black formal pants
- STRICTLY NO TIGHTS
- Strictly white shoes
- Clean short manicured unvarnished nails
- Deodorant must be worn everyday
- Underwear must not be visible
- Hair clean and tied back, off the collar and face in a bun.
- No different colour of hair (only black /brown)
- No jewelry with exception to wedding band
- Wear below the knee's formal skirts.

#### **2. Smoking**

- Smoking is only permitted during breaks
- Smoking is not permitted in the immediate vicinity of the building and please smoke with discretion in public places.
- Hands are to be washed and deodorant sprayed before returning to the class.
- We request for the sake of the school's name and fellow learners that smoking in the school uniform and wearing badges on any outing or premises during brakes are avoided.

#### **3. Eating Drinking and Chewing of Gum**

- Eating, drinking and chewing gum is not allowed in the classroom, we ask that learners use the appropriate eating zone during their lunch time.
- Waste is to be placed in the dustbins and are to be disposed after classes by those responsible for the days cleaning.
- The classes must always be clean; therefore, it is the learner's duty to make sure that their working areas are always clean.
- Please always adhere to your cleaning roasters, defaulters would be punished.

#### **4. Attendance And Punctuality**

- Punctuality is essential. learners are to seat in class in and prepared for lectures or practical's by 9:00AM as it is inconsiderate to follow students and lecturers when learners arrive late.
- Each learner must sign the register on arrival before entering the class or will be marked absent.no learner is permitted to sign on behalf of some else.
- No late entry will be permitted, lecture class will be locked once classes have started.
- Gate/doors will be closed at 9am and after that gate will not be open.
- Late learners will be asked to wait outside until break before they can join the class again.
- Regular attendance is essential, learners are not allowed to be absent for more than 1 day in a month. Exceeding this a medical report from a doctor is required.
- It is the learner's responsibility to catch up on the work they missed by rescheduling with the lecturers and is required to pay R150.
- If a learner does not attend classes for 3 weeks they have to re-register (re-registration fee R1000)
- Attendance will count 10% of student's marks.

5. **School Fees & Graduation Fees/ Certificate fee**
- Please make sure fees is paid on or before the 1<sup>st</sup> day of the month to avoid late penalty of R250 and failure to do that a weekly fee of R250 will be added to your invoice
  - Before final exams all fees must be paid in full.
  - Please do note that graduation fees (R1000) are not part of your school fees and will be payable before the start of your exams to enable you collect your certificate & graduate.
  - Should you wish not to graduate you are still liable to pay your certification / graduation fee, the school has the right to hold your certificate till paid.
6. **Registrations & Cancellation**
- Please do note that registration is non-refundable.  
A cancellation fee of 40% will be charged on fees should the student cancel before attending classes by signing this registration form, you acknowledge liability for these terms and conditions. (on the contrary to the terms refund can only be processed within 21 working days)
  - Cancellation: Any student that wishes to cancel their studies or withdraw from the school should notify the school on time.
  - The school reserves the right of fees paid if:  
Student has already started classes.  
Kit, uniforms and school manuals has been given therefore there shall be no refund.
7. **Assessments/Eligibility**  
Assessments will be conducted during training to ensure that learners will be competent at the end of the programme.
- Learners are required to write theory assessment and complete practical sessions; it is your duty as a learner to attend and prepare for these assessments.
  - The timetable is subject to change prior notice.
  - Learners who fail their examination will be required to rewrite with the sum of R100 which is payable before each rewrite.
  - Evaluation will be done throughout the learning period and at the end of the term by the means of a process report which must be signed by the learner and the sponsor.
  - Learners are required to achieve a minimum of the following average in all their assessments in order to pass:
    - Full course.....50%
    - Group course.....60%
    - Single.....70%
  - Certificate will only be issued on the receipt of proof of experiential learning hours and competency. **PLEASE NOTE: THIS IS NOT AN ACREDITED CERTIFICATE.**
  - Late submission of portfolio will attract a fine of R150 and its non-negotiable.
8. **Telephone Calls**
- No phones call is allowed in class during section as all phones must be switched off before the lecture starts.
  - On the test and exam days all phones must be put off and submitted to the lecturer and is to be collected after the assessment.
9. **Learners Support**
- If there be any problem or lack of understanding of a unit, meetings can be made with the lectures after class to help you understand more and better.
  - In a case were the matters are not improved it can be taken the director of the school after school hours.
10. **Personal Belongings**
- Please make sure that all your products and equipment's are truly labeled as to avoid theft and loss.
  - The school will not be held liable for loss or damage to property during college hours.
  - Consumables such as cotton wool, ear buds and tissues supplied in the kit should they run out at any stage during the programme the learner will be responsible to supply their own.
  - Please do note that the starter kit given or purchased in school is not sufficient to cover the entire term.
  - Students will be given a kit addition list to buy for the duration of their training.
  - Also note learners or trainees are to purchase products when required during the course of their training.

**11. Bathroom**

- Please always remember that it is a shared bathroom so leave it as you would like to find it.

**12. Transgression During Assessment and General Conduct**

- Learners commit transgression when
- They cheat during test or exams
- They help other learners commit an offence
- Causing disturbance in the assessment venue or conduct themselves in an improper manner.
- Dishonest behavior
- Violent behavior
- Any behavior that harms the honor of the school or other good names.
- Any behavior that constitutes elements of common law or statutory crimes.

**13. Compliance**

- When you as a learner sign the registration form you are subject to the rules and regulations of excellence beauty touch and training center.
- All staff members are responsible for ensuring learners comply with the rules and regulations of the school.
- Formal disciplinary may be implemented by the director of the school and other disciplinary bodies.
- A learner commits transgression if he/she fails any of the school rules.

**14. Disciplinary System and Procedures**

- The warning system falls in place if any of the school rules and regulation is broken or if the facilitator seems it necessary at that point of time.
- The following disciplinary measures may take place
  - Issuing of warning
  - Suspension
  - Cancelling of credits in any subject or all
  - Refusing to issues certificate
  - Excluding the learner from the classroom or academic activities
  - Directing the learner to apologize orally or written form.
  - Sending letter of imposed discipline of the learner to the sponsor and guardian.
- Students are not to use the academy name for any of their personal reasons EXCEPT ITS FOR REFERENCES PURPOSES.  
(\*Excellence \*Beauty \*Touch)

**Declaration**

I, ----- have read and understood all policies and procedures stated in this learners contract.

I will strive toward total commitment in maintaining professionalism and keeping the reputation of Excellence beauty touch academy.

LEARNERS SIGNATURE-----

PARENTS /SPONSOR SIGNATURE -----

DATE-----

ADMINISTRATOR SIGNATURE -----

DIRECTORS SIGNATURE-----