



LISA BROWN
INTERNATIONAL ACADEMY
MAKEUP | HAIR | BUSINESS

LISA BROWN INTERNATIONAL MAKEUP AND HAIRSTYLING SCHOOL TERMS AND CONDITIONS

1. FEES, REGISTRATIONS AND REFUNDS

Upon a booking of a course/class a fifty (50) % deposit must be paid to a place for the course/ class(es)

Deposits are non-refundable but will be credited against the course fee.

The balance of the full course/class fee should be paid to the Administrator no less than 7 days prior to the commencement date.

Students will not be accepted on the commencement date unless full payment of fees has been made.

Failure to pay the balance by the due date will result in the deposit being forfeited

A student is accepted for registration on and subject to the conditions that the student will attend on the date (the commencement date) at the time specified by the Administrator.

Fees are not refundable if the course is interrupted or cancelled through an act of God.

The makeup kit or training equipment will remain the property of Lisa Brown until full payment has been made

2. HOURS AND ATTENDANCE

Students are required to attend on the first day of their course at the time stated by the Administrator. Failure to attend the first day of the course will preclude you from attending any further part of that course, and you will not be entitled to a refund of any fees paid.

You must attend all the classes, no more than 2 classes are allowed to be missed without a valid reason.

If a student is sick she needs to email a doctor's letter to the Administrator

Failure to meet this requirement will result in failing the course

Classes will commence promptly at the discussed times, irrespective of whether all students are present. Classes will not be delayed due to latecomers, and lectures are not responsible for repeating work missed.

Class times may vary at the discretion of the Administrator with prior notice to the students

The school will be closed on South African public holidays. If a public holiday falls during the course, extra day/days will be added to the course



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3. EVALUATION AND QUALIFICATION:

Paying for and/or fully attending a course do not guarantee a certificate.

A certificate will not be granted if the student does not meet the criteria set forth in the document, Criteria to Pass (Annexure 1).

4. COMMUNICATION:

All communication must take place with the Administrator between working hours, 08:00 – 17:00, Monday to Friday

No Communication will be allowed with Lisa Brown accept in case of an emergency

In the class there will be a board, displaying all communication re times etc

5. DISCIPLINARY:

If any student behaves improperly on school premises, including any form of cheating during and assessment/exam, damage, or removal of any equipment belonging to the school, the student will be asked to leave immediately



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6. GENERAL:

All classes are worked out to focus on one-on-one teaching. No guests to attend the class

The students must acknowledge that Lisa Brown is a freelance makeup artist and will be required to do shoots on late notice from time to time. If this is the case the student will be notified and the administrator will arrange a follow-up class

When a student attends a wedding with Lisa Brown it is important that the student wears professional clothes (black) and showing no skin.

Professional behaviour is important when attending shoot/weddings

If it is the student's turn to assist Lisa Brown at a wedding/ shoot the Administrator will arrange it 7 days prior to the wedding/shoot

Travel fee to the wedding will only be paid if it is 20km outside of Stellenbosch. A rate of R 4.00 will be offered

On the final examination shoot day, it is the students own responsibility to arrange a model for the day

7. CONFIDENTIALITY CLAUSE:

The Receiving party agrees that they will not, during or after the course of its relationship with the disclosing party, under this agreement and/or the term of this agreement, disclose confidential information to any third party for any reason or purpose whatsoever, without the prior written consent of the disclosing party and to the extent of such authorisation, save in accordance with the provisions of this agreement.

In this agreement "third party" refers to any party other than the receiving party and disclosing parties or their representatives. The terms of this agreement are to prevent unauthorised disclosure of the confidential information to third parties. Any information disclosed, to defame the disclosing party, shall be deemed breach of contract.

I, _____ hereby acknowledge and agree to the term and conditions in this document

Signature

Date



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ANNEXURE 1: CRITERIA TO PASS

- Homework given by Lisa Brown needs to be completed
- Final examination will be a shoot. It is important for the student to attend the shoot
- The student model's makeup and or hair will be judged on the day of the shoot and it will count for final marks
- The student is required to assist Lisa Brown with 6 weddings in order to qualify for the certificate
- Lisa Brown will use her discretion if you need to attend the last two weddings after 4 was assisted.