

# INTERIOR DESIGN CONTRACT

BY LISA BROWN ACADEMY AND STUDIO ONTWERP

## 1. FEE, REGISTRATIONS AND REFUNDS

1. UPON A BOOKING OF A COURSE (100)% FULL PAYMENT BE PAID TO A PLACE FOR THIS COURSE/CLASS(ES).
2. DEPOSITS ARE NON-REFUNDABLE BUT WILL BE CREDITED AGAINST THE COURSE FEE.
3. THE BALANCE OF THE FULL/CLASS FEE SHOULD BE PAID TO THE ADMINISTRATOR NO LESS THAN 2/1.5 MONTHS PRIOR TO THE COMMENCEMENT DATE.
4. STUDENTS WILL NOT BE ACCEPTED ON THE COMMENCEMENT DATE UNLESS FULL PAYMENT OF FEES HAS BEEN MADE.
5. FAILURE TO PAY THE BALANCE BY THE DUE DATE WILL RESULT IN THE DEPOSIT BEING FORFEITED.
6. A STUDENT IS ACCEPTED FOR REGISTRATION ON AND SUBJECT TO THR CONDITIONS THAT THE STUDENT WILL ATTEND ON THE DATE (THE COMMENCEMENT DATE) AT THE TIME SPECIFIED BY THE ADMINISTRATOR.
7. FEES ARE NOT REFUNDABLE IF THE COURSE IS INTERRUPTED OR CANCELLED THROUGH AN ACT OF GOD.

## 2. HOURS AND ATTENDANCE

1. STUDENTS ARE REQUIRED TO ATTEND ON THE FIRST DAY OF THEIR COURSE AT THE TIME STATED BY THE ADMINISTRATOR.
2. 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.
3. YOU MUST ATTEND ALL CLASSES, NO MORE THAN 2 CLASSES ARE ALLOWED TO BE MISSED WITHOUT A VALID REASON.
4. IF A STUDENT IS SICK SHE NEEDS TO EMAIL A DOCTOR'S LETTER TO THE ADMINISTRATOR.
5. FAILURE TO MEET THESE REQUIREMENTS WILL RESULT IN FAILING THE COURSE.
6. 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 NOTO RESPONSIBLE FOR REPEATING WORK MISSED.
7. .CLASS TIMES MAY VARY AT THE DISCRETION OF THE ADMINISTRATOR WITH PRIOR NOTICE TO STUDENTS.
8. THE ACADEMY WILL BE CLOSED ON SOUTH AFRICA PUBLIC HOLIDAYS. IF THE PUBLIC HOLIDAY FALLS DURING THE COURSE, EXTRA DAYS/DAYS WILL BE ADDED TO THE COURSE.
9. STUDENTS 18 AND OLDER MAY APPLY FOR THE COURSES. ALL APPLICANTS YOUNGER THAN 18 WILL BE SUBJECTED TO A ONE ON INTERVIEW AND ASSESS FOR ELIGIBILITY FOR THE COURSE. WHEN APPLYING FOR THE COURSE YOU WILL BE REQUIRED TO PRESENT A VALID COPY OF YOUR ID DOCUMENT.

## 3. HOURS AND ATTENDANCE

1. PAYING FOR AND/OR FULLY ATTENDING A COURSE DO NOT/ OR FULLY ATTENDING A COURSE DO NOT GUARANTEE A CERTIFICATE.
2. A CERTIFICATE WILL NOT BE GRANTED IF THE STUDENT DOES NOT MEET THE CRITERIA SET FORTH IN THE DOCUMENT, CRITERIA TO PASS(ANNEXURE 1.)

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## 4. COMMUNICATION

1. ALL COMMUNICATION MUST TAKE PLACE WITH THE ADMINISTRATOR BETWEEN WORKING HOURS. 08:00 - 17:00, MONDAY TO FRIDAY.

## 5. DICIPLINARY

1. IF ANY STUDENT BEHAVES IMPROPERLY ON SCHOOL PREMISES, INCLUDING ANY FORM OF CHEATING DURING AN ASSESSMENT/EXAM, DAMAGE, OR REMOVAL OF ANY REQUIREMENT BELONGING TO SCHOOL, THE STUDENT WILL BE ASKED TO LEAVE IMMEDIATELY.

## 6. GENERAL

1. ALL CLASSES ARE WORKED OUT TO FOCUS ON ONE-ON-ONE TRAINING. NO GUESTS TO ATTEND THE CLASS.  
2. PROFESSIONAL CLOTHES AND BEHAVIOUR IS IMPORTANT WHEN ATTENDING THE FINAL EXAM.  
3. TRAVELING FOR COURSES IS EXLUDED.

## 7. CONFIDENTIALLY

1. THE RECEIVING PARTY AGREES THAT TEY WILL NOT, DURING OR AFTER THE COURSE OF THIS RELATIONSHIP WITH THE DISCLOSING PARTY, UNDER THIS AGREEMENT AND/OR THE TERM OF THIS ASSIGNMENT, DISCLOSE CONFIDENTIAL INFORMATION TO ANY THIRD PARTY FOR ANY AUTHORISATION, SAVE IN ACCORDANCE WITH THE PROVISIONS OF THIS AGREEMENT. IN THE 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 THE THIRD PARTIES. ANY INFORMATION DISCLOSED, TO DEFAEME THE DISCLOSING PARTY, SHALL BE DEEMED A BREACH OF CONTRACT.

I, \_\_\_\_\_ HEREBY ACKNOWLEDGE AND AGREE TO THE TERMS AND  
CONDITIONS IN THIS DOCUMENT.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

## **ANNEXURE 1: CRITERIA TO PASS**

- HOMEWORK / ASSIGNMENTS GIVEN BY LISA BROWN/ STUDIO ONTWERP NEED TO COMPLETE FULLY.
- STUDENTS' INTERIOR DESIGN TASKS WILL BE JUDGED ON THE DAY OF THE FINAL EXAM STYLED SHOOT.
- LISA BROWN/ STUDIO ONTWERP WILL USE HER DISCRETION IF YOU NEED TO ATTEND THE PRACTICAL WORK WITH HER TO ASSIST.
- Completion of all 6 models of Interior Design above 55% by Lisa Brown/ Studio Ontwerp - including assignments provided.