



**LISA BROWN**

Owner of Lisa Brown Int

71 PLEIN STREET, 7140 South Africa

079 597 9778 | info@lisabrown.com | www.lisabrown.co.za

## INTERNASIONAL ACADEMY | COURSE CONTRACT

THIS ACADEMY CONTRACT is made and entered into as of \_\_\_\_\_, by and between ("STUDENT") \_\_\_\_\_ whose address is \_\_\_\_\_ In consideration of the mutual covenants herein contained and intending to be legally bound hereby the Client and Lisa Brown agree as follows:

- 1) Student obligation to give service hereunder is subject to the unavailability of the Artist and result of sickness, accidents, loadshedding and acts of God and other reasons beyond the Artist control.

### **FEES, REGISTRATIONS AND REFUNDS**

1. Upon a booking of a course in class/Online Course a hundred (100) % **full payment** must be paid to a place for the course/ class(es).
2. Deposits are **non-refundable** but will be credited against the course fee.
3. The balance of the full course/class fee should be paid to the Administrator no less than 7 days prior to the commencement date.

#### 2. Payment Plan : Payment Plan and Late Payment Clause

3. This Agreement ("Agreement") is entered into between Lisa Brown, hereinafter referred to as the "Provider," and the undersigned student, hereinafter referred to as the "Student."

#### **4. Payment Plan Terms:**

5. The Student acknowledges and agrees to participate in a payment plan for the tuition or fees associated with the courses or services provided by the Provider.
6. The payment plan shall consist of [Specify Number of Payments] equal installments, with each installment payable on the [Specify Due Date(s)].
7. The Student agrees to make each payment promptly and on or before the specified due date(s). Payments shall be made via eft as agreed upon.

#### 8. Late Payment and Interest:



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9. In the event the Student fails to make a payment on or before the due date(s) specified in this Agreement, the Provider reserves the right to charge a late payment fee. The late payment fee shall be [10%] of the overdue amount.

10. Additionally, if any payment remains unpaid for [Specify Number of Days] days or more after the due date, the Provider may charge interest on the outstanding balance at a rate of [Specify Interest Rate] per annum.

11. Notice of Late Payment:

12. The Provider will notify the Student in writing or via email of any late payment and the

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 Doctors note.

**If a student is sick she needs to email a doctor's letter to the Administrator on the same day!**

**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 except 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

#### **Reapplication Clause for Missed Bridal and Fashion Shoots and Weddings**

This Agreement ("Agreement") is entered into between Lisa Brown Int], hereinafter referred to as the "Provider," and the undersigned student, hereinafter referred to as the "Student."

#### **Attendance Requirement:**

The Student acknowledges and agrees that, as part of their enrollment in the bridal and fashion program offered by the Provider, they are required to attend all scheduled bridal and fashion shoots and a total of four (4) weddings, as outlined in the program curriculum and schedule.



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### **Consequences of Non-Attendance:**

In the event that the Student fails to attend all scheduled bridal and fashion shoots and/or does not participate in a total of four (4) weddings, the Provider reserves the right to terminate the Student's participation in the program.

### **Reapplication Procedure:**

If the Student's participation is terminated due to non-attendance as described in section 2, the Student will be required to reapply for admission into the program. Reapplication is subject to the Provider's admission criteria and availability in the program.

## **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



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## **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 (Emails, theory and Blackbook)
- - 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 4/6 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.
- Certain tasks or requirements that need to be completed in full. Failure to do so will result in a scheduled hearing with Lisa Brown.
- We believe in resolving issues and addressing concerns through constructive dialogue, and Lisa is prepared to discuss any outstanding matters with you to find a mutually agreeable solution.
- Please review the requirements and ensure they are completed as soon as possible to avoid the need for a hearing. If you have any questions or need clarification on any of the tasks, please don't hesitate to reach out.



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