

ENROLMENT FORM

Terms of Enrolment overleaf

Name.....

Address.....

.....

Telephone Number.....

Date of Birth.....

Email address.....

Health Record

Do you have any barriers, disabilities or conditions we should know about?.....

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Do you have any skin conditions, allergies to creams, cosmetic preparations or other substances?

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Educational Record

Qualifications attained.....

Any relevant additional information about yourself.....

.....

Course to be undertaken.....

Date course commences.....

Reservation fee.....

I have read the terms of enrolment and I agree to abide by the terms of enrolment and the college regulations.

Signed.....By the applicant

Signed.....Parent/Guardian if under 18 years of age

Date.....

Courses start March & October

3rd Floor, 133 Royal Ave, Belfast, BT1 1FF

TERMS OF ENROLMENT

1. College hours – Tuesday to Friday – 9.45am – 3.30pm. Due to the coronavirus pandemic the college may alter the days and hours of tuition.
2. Punctuality is essential, and students are requested to be present for tuition 10 minutes before class.
3. Black uniform, black tights and shoes must be worn. For bodywork comfortable black flat shoes. A plain black only cardigan may also be worn.
4. Hair must be kept of the face or tied up and acceptable to college standards for hygiene purposes. Nails must be short with no polish except for manicure classes. No jewellery to be worn, only a fob watch or wedding ring.
5. The use of illegal drugs or alcohol during school day, either on or off the premises is grounds for dismissal.
6. No obscenity will be tolerated. No smoking on college premises.
7. Attendance – any student absent for more than 10% of the tuition hours may not be eligible for examination.
8. Absenteeism – Students must phone before 9am if they are going to be absent. A doctor's note is required and hours to be made up to be eligible for examinations.
9. Large sums of money or valuables are not to be brought to college. The college cannot be responsible or liable for loss or damage.
10. Students are provided with specialist products during class but will need to purchase a beauty kit with beauty implements and uniforms which are essential to the course.
11. Students must always have their beauty kits and books at hand on the premises. Students work on each other in practical class. Students must provide their own model for all practical examinations.
12. Theory notes are for the students use only.
13. As aesthetic knowledge increases there could be changes to the syllabus and course content. The college reserves the right to add or amend the syllabus and course content.
14. The college reserves the right to dismiss a student if in the view of the Principal the student does not abide by the Terms of Enrolment and the college rules and regulations, or where the student is found to be academically unwilling or a bad influence.
15. No personal phone calls are permitted on the business telephone except in cases of emergency. Students should advise their friends and family of school policy. Mobile phones are not to be used during theory or practical class.
16. Failure to take an examination for any reason will result in the student waiting for the next examination date. This may also include a fee.
17. If accepted for enrolment, a deposit of one third of the course fees will be payable to reserve a place on any course. If the student cannot complete the course due to illness, pandemic or temporary closure they can continue their training at a future date at no extra charge. No fees or deposit is refundable or transferable under any circumstances. The balance fees are payable four weeks before the student commences college.
18. The parent or legal guardian of a student under 18 years of age must accept responsibility for the deposit and balance fees, and the discipline of that person as long as the student remains at the college. The signature of a parent or legal guardian agreeing to the terms of acceptance will be required on the enrolment application form.
19. All enrolment reservations and acceptances are made subject to the conditions of the Roberta Mechan college prospectus and the terms set herein.
20. The Roberta Mechan name is a registered trademark and is the trading name under licence of Gillian Thompson LTD. This contract for training is with Gillian Thompson LTD alone and cannot be varied unless allowed by Gillian Thompson LTD in writing.