



STUDENT CONTRACT

Agreement & Handbook

Course Objective

We ensure that we develop the highest possible degree of professional, social, and technical competence to our students. Through our structured curriculum, the school supplies the principles and practices of aesthetics, cosmetology, massage and other complementary therapies from basic techniques to more advanced, continually focusing on skills that will make the student more marketable.

Professionalism

In training to be a professional therapist, one must be a caring and open-minded individual. The training and knowledge must be used to satisfy the needs and wants of every client. Ego and problems must be put aside, and communication skills should be of excellence. This requires the ability to listen and observe, conducting a professional consultation, suggest the best services and products for the best interest of clients.

Professionalism can be seen and felt and is the first thing a client notices. A balanced combination of self-confidence, choice of words, tone of voice, sharp appearance, physical actions, education, technical training, determination, honesty, good judgment, decision making, cleanliness and talent is needed.

We will be guiding you to achieving this goal, however, your effort and commitment is the most important part for all this.

School Standards and Requirements:

A. Appearance, Dress Code, Uniforms:

The school's uniform is expected to be worn when in the practice room. Personal hygiene, sanitation and well-grooming is imperative.

B. School Dress code:

Nefertiti Shirt; Black Trousers (no jeans / leggings); **Flat Sensible Black Shoes**. Open-toed shoes or open back shoes are prohibited for safety reasons.

C. Exams:

All students will sit for the **internal and external theory and practical exams**. Upon successfully passing the internal and external examinations the student will be awarded with **Nefertiti Beauty Academy Diploma Certificate** and **iTEC Certificate**.

D. Make-up Exams:

The exams held by Nefertiti Beauty Academy are a privilege not an option. Make-up days for missed examinations will be scheduled at the discretion of the Instructor should there be an option.

E. Cheating:

Students caught cheating during tests will be **subject to termination** from the course. Students caught cheating during exams *will be dismissed. The iTEC paper will be sent back to iTEC offices with such report.*

F. Payment of course

- The course should be paid in advance or else with an agreed installment of payments via the Student Easy Payment Scheme.
- If choosing to pay via the Student Easy Payment Scheme, we will be asking you for your bank details to settle a direct debit to pay for your remaining training fees following deposit.
- **In the event of dropping or leaving a course; students will not be entitled to any refund, part refund or transferring payments to another course irrespective if you discontinue the course. Students will still remain to be liable to pay the full course fee.**

G. Tardiness / Absenteeism of A Class:

- If you are going to be late: a courtesy message is required. Please send a message on the WhatsApp group chat.
- In case of absence, inform the Tutor and if missing a practice class, send a message in the WhatsApp group chat asap so your fellow partner or other students try to find a model to make up for your absence.

H. Absenteeism and Attendance

The student should be aware that absenteeism for more than 10 lessons can result in the student being terminated from the course. All students should be in their class 5 minutes prior to starting; fully-prepared for class with all materials needed in hand; well-groomed including hair tied back, trimmed nails and dressed in the school uniform.

I. Leave of Absence:

Leave of absence can be granted in cases of emergency or medical problems. A student who is *granted* a leave of absence by *the school*, is not considered to have withdrawn from the school. He/she will follow the tutor's instructions on how, if possible, make up for the missed lessons as no lessons are repeated in any course.

J. Services:

During practice day you may bring your client for a treatment only when your lecturer advises so. Students are **never** to leave clients unattended as it could be dangerous to the client apart from being unprofessional.

K. Phone Calls:

Mobile phones and all other electronic devices must be on silent mode (mute) or on airplane mode during lessons.

L. Personal Belongings and Kits:

After each work assignment, you are to maintain the treatment area as clean and tidy as found. Your personal belongings should be taken with you. Kits / Massage oils are to be stored neatly in their place and sterilization procedures followed. ***The school is not responsible for missing items or belongings.***

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Leave of absence can be granted in cases of emergency or medical problems. A student who is *granted* a leave of absence by *the school*, is not considered to have withdrawn from the school. He/she will follow the tutor's instructions on how, if possible, make up for the missed lessons as no lessons are repeated in any course.

N. Breaks:

Your tutor will schedule any breaks.

O. Smoking:

Smoking is permitted during breaks ***outside the building***.

Smokers should dispose of their cigarette butts in designated containers.

P. Alcohol and Drugs:

The use of alcohol or drugs (unless prescribed by a physician) is strictly prohibited. The use of alcohol or drugs in any form on school premises would result in immediate expulsion.

Q. Syllabus

All students are advised to familiarise themselves with the iTEC website from which the syllabus and all criteria should be downloaded. All iTEC rules and regulations are to be observed throughout the course duration.

R. Copyright

No documents which are the property of the school, may be copied in any way and this includes photography, video and audio recordings without permission from the Tutor. I agree that all material received from Tutors of Nefertiti Beauty Academy will be for my sole use and in no way is to be copied or transferred to third parties. In the event of any misuse of the lessons I will be receiving via email, or any photocopies or recordings, I will be liable for prosecution under copyright laws.

S. Equality and Discrimination

All students must be aware that any acts of direct or indirect discrimination towards other students and members of the school is considered unacceptable and will not be tolerated.

T. Profanity

Profanity will not be tolerated. Slang expressions should be eliminated in communication with peers, instructors or clients.

U. Student Grievance Procedure:

Students who have a problem or grievance related to the operation of Nefertiti Beauty Academy should use the following procedure to resolve the problem or grievance. Follow the steps in order to reach a solution that is satisfactory to all person(s)/parties involved. Only use the next step if it is apparent that the issue cannot be resolved on that step. Do not take steps out of sequence, as you will be referred to go back to the steps in sequence.

Grievance Steps

1. Speak directly to the person(s) involved to resolve the issue.
2. Speak to the ***School Principal*** who will render a written and/or oral decision within 3 school days.
3. In the unlikely event that the issue is not resolved students may also follow ITEC's grievance procedures which are found on the ITEC website.

V. Satisfactory Academic & Attendance Progress Evaluation Policy:

The student must meet both attendance and academic requirements to be considered making satisfactory progress. The student will be assessed each lesson on all aspects as listed above. The assessment is then made at the ITEC examiners disposal so that it will help in the final grading of the student.

W. Job Placement:

Every possible effort will be made by the school to expose students to professionals in the field. Although the school cannot guarantee placement, reasonable efforts will be made to assist students in securing suitable employment. This assistance is available to any student, regardless of how long ago the student graduated.

THIS AGREEMENT IS WRITTEN IN TWO ORIGINAL COPIES

Signed today,
the _____ **day**
of the **month** of _____,
of the **Year** _____.

Student

School Principal