

# INNOVATION HAIR DESIGN ACADEMY

## *Welcome*

To **Innovation Hair Design Academy**. You have made an important choice in your future and at **Innovation Hair Design Academy**; we will do everything to make sure you succeed.

**Innovation Hair Design Academy** offers internationally accredited skills qualifications in HAIRDRESSING which are accredited by City and Guilds. The qualifications are International Awards Qualifications which are recognised in over 120 countries worldwide.

**Innovation Hair Design Academy** may also have guest lecturers throughout the year and product knowledge training will be conducted by various product houses.

In the event of any questions or issues that the student may have, the person to contact is your ACADEMIC HEAD.

Operations Manager	: Mr R. Wyss
Academic Head Durban	: Mrs J. Bechoo
Lecturers	: Mrs J. Bechoo



**Service through excellence**

**Excellence through training**

**PART TIME COURSE – STARTING 13<sup>th</sup> FEBRUARY 2017**

**PERSONAL INFORMATION**

Surname: \_\_\_\_\_

First Name/s: \_\_\_\_\_

Identity Number

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Date of birth (date/month/year)

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Age: \_\_\_\_ years

Gender: \_\_\_\_\_

Physical Address: \_\_\_\_\_

\_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

Contact number – Home: \_\_\_\_\_

Cell: \_\_\_\_\_

Home Language: \_\_\_\_\_ Marital Status: \_\_\_\_\_

# INNOVATION HAIR DESIGN ACADEMY

## Time Table

**Course** : PART TIME

**DURATION** : FEB 2017- NOVEMBER 2017

**Days** : Monday 8 pm – 3 pm

Tuesday 8 am – 3 pm

# INNOVATION HAIR DESIGN ACADEMY

## Cost structure 2017

Subject to confirmation

### Includes

- Part Time Accredited Training In Hairdressing ,City & Guilds level 2
- City & Guilds Registration Fee
- T-Shirt X2
- Apron X1
- VAT

### Excludes

- City & Guilds Theory Books
- Hairdressing Kit As Stipulated By The Academy
- Examination Fees

### Payable

- Deposit R\*\*\*\* ,Due before 23<sup>rd</sup> January 2017. (Non-Refundable)
- 10 Monthly Instalments : R\*\*\*\*

### Note

- Qualification/Certificate Can Only Be Obtained Once The Learner Has Complied With The Following:
- College & Salon hours as required
- Theory & Practical Assessments Including the Final Exams.
- All Fees, Books , Tools Equipment paid up.

# INNOVATION HAIR DESIGN ACADEMY

## Code of Conduct

- \* Black skirts/pants supplied by students.
- \* Observe suitable dress and hair attire stipulated by the academy.
- \* Always arrive at the academy 15 minutes earlier to start lectures on time.
- \* Return from breaks in time to continue lectures.
- \* No eating/drinking during lectures.
- \* Cellphones to be switched off during lectures.
- \* Respect management, facilitator, staff and fellow students.
- \* Models to be organised for training by learner when requested.
- \* Models subject to charge in lieu of chemicals used.
- \* Students to comply with minimal hours per level as stipulated by the academy.
- \* Lost hours will not be made up except under circumstances deemed acceptable by the academy.
- \* Students will only be eligible for exams on fees being up to date.
- \* Always prepare in advance for theory exams/tests.
- \* Theory and practical exams are compulsory.
- \* Report to all exams 30 minutes prior to commencement.
- \* Students are expected to apply themselves during lectures and stay committed until all units are attained.
- \* The academy reserves the right to determine acceptable conduct.
- \* Students not complying with the code of conduct will be given one verbal warning, followed by a written warning. Should a student continue to disregard the code of conduct, subsequent to the written warning, a hearing shall take place representing:
  - The student in breach
  - One person nominated by the student (not legal representation)
  - Innovation academy operations manager
  - The academic head
- \* Should the student be expelled following the hearing, he/she may not claim back any fees paid to the date and will indeed be liable for all outstanding fees pertaining to the current level in which the student in breach has been trained.

Student Name and Surname:.....

Signature:.....

Date:.....

## **STUDENT**

I ..... understand and agree with the above.  
(FULL NAME)

Date:.....

Sign:.....

## **PERSON RESPONSIBLE FOR THE ACCOUNT**

I ..... hereby agree to the terms and conditions of payment indicated on page three.

Date:.....

Sign:.....

## **FOR INNOVATION HAIR ACADEMY**

Date:.....

Sign:.....

## **INNOVATION HAIR DESIGN ACADEMY**

### **BANKING DETAILS**

#### **Electronic Payments**

Investec

Branch Code: 58 01 05

Acc No: 10010985822

REF :STUDENT NAME

#### **Cash/Cheque Deposits**

Absa Bank

Acc Name: Investec

Acc No: 01043960306

REF: 10010985822