



# Beauty Academy

LIVE YOUR DREAMS

No. 8 Fair St., Drogheda, Co. Louth T: +353 41 9804799 M: +353 85 1459679  
E: info@beautyacademy.ie

## **STUDENT ENROLMENT FORM**

**Please print out and complete the forms. Both pages must be signed and dated. The name you print on this form will appear on your Diploma. To reserve a course place, the relevant holding deposit must accompany the application form.**

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

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

Telephone: Mobile \_\_\_\_\_ Home \_\_\_\_\_ Work \_\_\_\_\_

Email: \_\_\_\_\_ Uniform Tunic Size \_\_\_\_\_ Sex: M F (Circle One)

Date of Birth: \_\_\_\_\_ Occupation: \_\_\_\_\_ How Did You Hear About Us? \_\_\_\_\_

### **Course**

Please state the course/workshop you are applying for: \_\_\_\_\_ Start date: \_\_\_\_\_

### **Payments**

(Payments made to: Beauty Academy, 8 Fair St, Drogheda, Co. Louth)

Please state amount enclosed: \_\_\_\_\_ (by Cheque, Postal Order, Bank Draft)

\*Please note if you wish to pay by Credit/Debit Card this will incur an additional charge of 2.5%

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## **College Regulations**

1. All payments must be made on or before specified dates.
2. You must inform College of any changes in name address/phone numbers or email. Failure to do so could result in important information/correspondence not being received. Most correspondence will be conducted by email if you supply an email address.
3. The College is not responsible for any items/valuables belonging to students while attending tutorials.
4. In the event of you not attending your scheduled class, a fee will be applied to the re-issue of additional hours training if required.
5. Students are responsible for all materials distributed to them by the College.
6. Dress Code: Hair must be neatly tied back, nails must be short & unvarnished and jewellery should not be worn. Students are expected to wear the Beauty Academy Tunic, ankle length black trousers and flat black shoes.
7. Punctuality is essential – Students must arrive 15 minutes prior to commencement of classes.
8. Full course attendance is required.
9. No smoking is allowed inside the College, or outside the college while in college uniform.
10. The use of illegal drugs or alcohol in any form during class hours (on or off College premises) is grounds for dismissal.
11. Course places are allocated on a first come first served basis subject to suitability.
12. Reservation fees are 25% of the course costs and are not transferable or refundable.
13. Students should maintain a high standard of hygiene while attending the programme and be suitably attired.
14. Mobile phones must be turned off while classes are in progress.
15. There is no food, drinks or chewing gum allowed in the classrooms. Students are only allowed to bring bottled water into the class.

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**Declaration:** I, the undersigned, confirm that the information given on this application is both truthful and correct. I understand that all deposits and fees paid are not refundable should I not take up my place or fail to complete the course. I have read and understood all sections on this application for. I have also read the college rules and regulations and agree to abide by them.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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