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**APPLICATION FORM**

<b>Course:</b> FET Certificate: Beauty Technology (NQF Level 4)
<b>Duration:</b> February – December _____ Full Time
<b>Cost:</b> _____

**LEARNER DETAILS:**

<b>Name/s:</b>			
<b>Surname:</b>			
<b>ID/Passport Number:</b>			
<b>Age:</b>		<b>Date of Birth:</b>	
<b>Residential Address:</b>			
			<b>Code:</b>
<b>Postal Address:</b>			
			<b>Code:</b>
<b>Cell Phone no.:</b>		<b>Home Telephone no.:</b>	
<b>Email Address:</b>			
<b>High School Attended:</b>			
<b>Highest Grade Achieved:</b>			
<b>Hobbies:</b>			
<b>Allergies/Medical Conditions:</b>			
<b>How did you hear about us?</b>			

**SPONSOR DETAILS: (person responsible for fees)**

<b>Name/s:</b>		<b>Surname:</b>	
<b>ID/Passport Number:</b>			
<b>Residential Address:</b>			
			<b>Code:</b>
<b>Occupation:</b>			
<b>Work Address:</b>			
			<b>Code:</b>
<b>Cell Phone no.:</b>		<b>Work Telephone no.:</b>	
<b>Email Address:</b>			
<b>Relation:</b>			

Learner Signature		Date	
Sponsor Signature		Date	

PARENT/GUARDIAN/OTHER DETAILS:			
Name/s:		Surname:	
ID/Passport Number:			
Residential Address:			
		Code:	
Occupation:			
Work Address:			
		Code:	
Cell Phone no.:		Work Telephone no.:	
Email Address:			
Relation:			

MEDICAL DETAILS FOR LEARNER: (in case of an emergency)			
Medical Aid:			
Medical Aid Number:			
Main Member:		Contact No:	
Person to contact in case of an emergency & relation:		Contact No(s):	

**CONTRACT AGREEMENT:**

**Payment Details: (administrator to fill in)**

- The total cost of the course is \_\_\_\_\_.
- The Pyramid Spa & Beauty School requires a registration fee of \_\_\_\_\_ payable by \_\_\_\_\_. This will secure your place in the course.
- The balance of \_\_\_\_\_ is payable over \_\_\_\_\_ installments of \_\_\_\_\_ from \_\_\_\_\_.
- Payment must be made by the **FIRST** day of every month. Failing to do so could result in suspension of the learner until outstanding payment is settled.
- Payment can be done via Credit Card, EFT, Cheque, Direct Deposit or Cash payment.
- Please use the learner's name as a reference. It is important for the sponsor to send a proof of payment or the learner's payment will not reflect on our system.
- The banking details are as follows:

Pyramid div Ellies Pty Ltd  
 Standard Bank, Malvern  
 Account Number: 00 262 816 3  
 Branch Code: 00 51 05  
 REF: Learner Name & Surname

Learner Signature		Date	
Sponsor Signature		Date	

**Full Time Terms and Conditions of the Contract Agreement:**

**1. Payment Policy:**

The learner and sponsor are required to adhere to the payment procedures and policies unless a prior arrangement has been made between the learner, sponsor and school.

- 1.1. The learner and/or sponsor are bound by contract to pay for the learner's school fees by stipulated date.
- 1.2. The Pyramid Spa & Beauty School requires a deposit which must be paid, on or before registration day or as per the application form. The deposit covers the kit cost as well as secures the learner's place in the course. This amount is agreed upon in the signed contract/application form at the beginning of the course or on registration.
- 1.3. The balance of the school fees may be paid in installments. Monthly installments are to be paid in advance by the 1<sup>st</sup> of each month. Failing to do so could result in suspension of the learner until outstanding payment is settled. Lessons missed will not be repeated and it is the learner's responsibility to catch up the work missed on their own.
- 1.4. School fees are inclusive of the following: Kits, learning material, uniform, towels, photo copies and compilation of case studies, Fundamental Textbooks and The Pyramid Beauty School Examinations.
- 1.5. School fees do not include the following: International Examinations and stationery.
- 1.6. Payment can be done via Credit Card, EFT, Cheque, Direct Deposit or Cash.
- 1.7. The learner's full name should be used as a reference.
- 1.8. The banking details are as follows: Account name:

**Pyramid div Ellies Pty Ltd  
Standard Bank, Malvern  
Account Number: 00 262 816 3  
Branch Code: 00 51 05  
REF: Learner Name & Surname**

1.9. Learners shall not be permitted to enter and write the national and international examinations unless the contract price and all other amounts outstanding have been paid in full.

**Cancellation Terms:**

- 1.10. Cancellation: If the learner has paid the deposit, and wishes to cancel the contract before the start date of the course, this must be done in writing a minimum of 30 days before 1<sup>st</sup> day that the course is due to start. The deposit will be refunded.
  - 1.10.1 If the learner has paid a deposit and cancels within 30 days of the start of the course, the deposit will not be refunded.
  - 1.10.2. If the learner wishes to withdraw from the course at any stage after Registration Day (after the course has started) this must be done in writing.
- 1.10.3. A full term's fees will be charged as a cancellation/withdrawal fee. Any other outstanding monies are also to be paid in full. The cancellation fee must be paid by the specified date as arranged between the school and the sponsor. Failure to do so might lead to further legal action being taken against the learner and/or sponsor.
- 1.10.4 If a learner's fees are paid up in full for the full time course, and the learner wishes to cancel or withdraw early from the course, this must be done in writing and with a minimum a 30 days' notice. A full term's fees will be charged as cancellation fee/withdrawal fee, and thereafter any balance left may be used as payment towards a part time course for that same year or towards the deposit for the following year's course fees.
- 1.11. The Pyramid Spa & Beauty School reserves the right to change course syllabus, lecture times and learner fees as well as admission policies.
- 1.12. Certification and final results will not be issued until the course has been completed and full payment has been settled.
- 1.13. Whilst every care has been taken to ensure the wellbeing and care of your person and personal belongings, the learner will still remain responsible their own personal safety and that of their personal belongings. The Pyramid Spa & Beauty School is not responsible for any damage, theft, loss or misfortune that may occur, whilst attending lectures at The Pyramid Spa & Beauty School, or whilst out on an outing, whilst on assignment or for any other reason whatsoever.

Learner Signature		Date	
Sponsor Signature		Date	

1.14. If the learner is going to be absent, please make sure to call the school secretary or lecturer on 011 493 8600 before 9am. If the learner is absent and has failed to advise the school secretary or lecturer in time, the learner's sponsor will be contacted.

1.15. No variation, alteration or consensual cancellation additional to the contract shall be binding upon the learner and The Pyramid Spa and Beauty, unless reduced to writing and signed by both the learner and The Pyramid Spa and Beauty School.

**Pregnancy Terms:**

1.16. Due to risks involved with handling aromatherapy oils and the possible physical limitations whilst pregnant, should a student be currently pregnant or becomes pregnant during the course of their studies, please advise the school administrator as soon as possible

1.17. The school may recommend that maternity leave is taken 4 weeks before baby is due.

1.18. The School may insist that certain "practical's are not done whilst pregnant.

1.19. Standard policies apply for any missed classes and exams.

1.20. Should a student decide not to continue their studies due to becoming pregnant or is pregnant, standard cancellation policies apply.

I, \_\_\_\_\_ (Sponsor) hereby confirm that I am responsible and committed for the monthly payment of \_\_\_\_\_'s (Learner) fees. The Learner and Sponsor fully understand and agree to the above terms and conditions.

Learner Signature		Date	
Sponsor Signature		Date	

Please attach a **certified** copy of your ID/Passport, Passport Photo and a school certificate to this form.