



**APPLICATION FORM**

<b>Course:</b> _____
<b>Duration:</b> _____
<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>Telephone no.:</b>	
<b>Email Address:</b>			
<b>High School Attended:</b>			
<b>Hobbies:</b>			
<b>Allergies/Medical Conditions:</b>			
<b>Emergency Contact:</b>	<b>Name:</b>		<b>Contact no.:</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>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>Telephone no.:</b>	
<b>Email Address:</b>			

Learner Signature		Date	
Sponsor Signature		Date	

PARENT/GUARDIAN/OTHER DETAILS:			
Name/s:			
Surname:			
ID/Passport Number:			
Age:		Date of Birth:	
Residential Address:			
		Code:	
Postal Address:			
		Code:	
Cell Phone no.:		Email Address:	
Work Address:			
Work Tel no.:			

**Payment Details:**

1. The total cost of the course is \_\_\_\_\_.

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

- The Pyramid Beauty School requires a deposit of \_\_\_\_\_ payable by \_\_\_\_\_ . The deposit will secure your place in the course.

**Balance of Payment: (administrator to fill in)**

**Balance:** \_\_\_\_\_

**Installments:** \_\_\_\_\_

**Details:** \_\_\_\_\_

- Failing to do so could result in suspension of the learner until outstanding payment is settled.
2. Payment must be made by the above given dates.
  3. **Fees are inclusive of the following:** Kits, learning material, The Pyramid examinations.
  4. **Fees do not include the following:** Uniform, international examinations, stationery, towels, photo copies, compilation of case studies.
  5. Payment can be done via Credit Card, EFT, Cheque, Direct Deposit or Cash payment.
  6. Please use the learner's name as a reference.
  7. 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	

## **Part 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 / course fees by stipulated date.

1.2. Should the Pyramid Spa & Beauty School require a deposit or for the course to be paid in full, it must be paid, on or before the stipulated date 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. All part time/ modular courses are to be paid in full and before the Registration Date (starting date of course) or as per application form. No part time learner will be allowed to start the course if payments are not up to date. No exceptions are granted.

1.4. Any outstanding fees are to be paid in full as per specified dates and 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.

1.5. Lessons missed will not be repeated and it is the learner's responsibility to catch up the work missed on their own.

1.6. School fees are inclusive of the following: Kits, learning material, The Pyramid Spa & Beauty School Examinations.

1.7. School fees do not include the following: Uniform, Fundamental Textbooks, International Examinations, stationery, towels, photo copies and compilation of case studies.

1.8. Payment can be done via Credit Card, EFT, \*Cheque, Direct Deposit or Cash. (Cheque payments: Please allow for 7 days for the cheque to clear and reflect into our bank account. If payment has not reflected, the learner may not be permitted to attend the course until such cheque payments have cleared and have reflected)

1.9. The learner's full name should be used as a reference.

1.10. 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 (if applicable) 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 or course fees in full, and wishes to cancel the contract before the start date of the course, this must be done in writing a minimum of 10 days before 1<sup>st</sup> day that the course is due to start. The monies paid will be refunded after any "costs incurred" (kits ordered, uniforms, manuals, text books etc) have first been deducted.

1.10.1 If the learner has paid a deposit or course fees in full and cancels within 10 days of the start of the course, a 50% cancellation fee (of total cost of course) will be charged. Any balance due will be refunded after 'costs incurred' are first deducted.

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 a min of 10 days prior to the date the learner wishes to withdraw. A 50 % cancellation fee will be charged. Any balance due will be used to pay towards rebooking the same course or another part time course, subject to the learner rebooking within 90 days after the date of their withdrawal. Should the 90 day period expire, there will be no refund due.

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.

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 to this form.