

## General Terms and Conditions for students

October 2019

### TERMS AND CONDITIONS

- PAYMENT:** The payment of a deposit of 30% of the course fees secures a place on our courses. Outstanding payment for any of our full/part time courses will be discussed During the enrolment and options will be evaluated. If payment is in arrears you will not be allowed access to the training until such time as payment is up to date.
- TRANSFERS AND CANCELLATIONS:** All cancellations and requests to transfer to a different course must be received in writing (email or letter) and will be acknowledged in writing. The course deposit is non-refundable in the case of cancellation an equal course/class transfer would be offered. Please note that if the next course is full a subsequent date within the next class may be offered instead.
- WITHDRAWAL:** If after starting a course a student wishes to terminate their training, full payment of fees will be required.
- ATTENDANCE:** Students are required to attend 80% of their course within the scheduled hours in order to receive their course certificate. If a student has an authorised absence, we will endeavor to catch up the work missed during the remainder of their course
- BEHAVIOUR:** Students are required to behave in a professional manner whilst training at The London Academy Hair & Makeup Malta.
- UNIFORM:** You will require to wear a uniform at your choice as long as the color is black matching the academy requirement; kept clean and tidy at all the times.
- THE AGENCY:** The London Academy Hair & Makeup Malta Agency is open to students who have graduated from a full time course. If a student accepts a placement it is vital that the job is treated in a professional manner and students must undertake to maintain the reputation of The London Academy Hair & Makeup Malta at all times. If for any reason a student is unable to carry out any work commitment it is their responsibility to find a replacement. Any student who fails to adhere to these terms and conditions will not be offered further work opportunities.
- EQUIPMENT:** Students will be expected to bring their own hairdressing and make up tools such as: scissors, a set of hair brushes, combs, hair clips, hair dryer, makeup brushes and any other tool that you might find useful for your training. There will be a full list of required equipment at enrolment stage. You will be given option to buy the hair or/and makeup kit through the academy suppliers.
- TRAINING MODELS:** You will work on heads dummies provided by the academy.

### Communication Policy

London Academy Malta



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If you wish to work on real models the academy will provide them only on specific classes/courses and it will be stated on the general terms in the website.

es on the official website [www.londonacademymalta.com](http://www.londonacademymalta.com)



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