

APPLICATION FOR ENROLLMENT

I wish to enroll/attend a seminar at The Glass Academy of **Salon de Manila** under the tutorship of Ms. Pin Antonio and/or assigned instructor(s) for the following course(s).

Precision Haircutting _____ **Chemical Processing** _____
Hair Treatment _____ **Make-Up** _____
Facial _____ **Sculptured Nails** _____

Course Start Date: _____
Month Date Year

Commencement Date _____
Month Date Year

Full Name : _____
Name of Salon : _____
Address of Salon : _____
Work Telephone No. : _____
Home Address : _____
Email Address : _____
Birth Date : _____
Course Fee : _____

Form of Payment : Cashier's Check
 Manager's Check
 Personal Check
 Cash Payment
 Credit Card

Mode of Payment : 50% upon enrollment
50% 7 days PDC

Declarations
Conforme : _____
Student's Signature

Glass Academy Rules and Regulations

HOW TO BOOK A COURSE

1. Contact our Corporate office at (02)893-1309
2. Our Office Manager will help you identify the right course for you and answer any other queries you may have. Your choice of dates can then be guaranteed.
3. Our staff will also be able to advise you of the courses hours, model's availability and required tools.

FEES AND ENROLLMENT

- I. A student is accepted for enrolment on and subject to the conditions that the student will attend on the commencement date and at the time specified in the confirmation letter which will be sent to the student upon receipt of the completed application form together with the correct registration fee.
- II. Registration fees are non-refundable but will be credited against the course fee.
- III. The full course fee should be paid to Salon De Manila no less than 15 days prior to the commencement dates. Such fees shall be subject to the scale ruling at the commencement date and any increase in fees (which may be introduced without prior notice between the application for enrollment and the commencement date) shall be payable on the commencement date.
- IV. Upon notification of the commencement date no variation in the course date will be permitted without at least 10 days written notice being received by Salon De Manila, who reserved the right to change and confirm another date- subject to availability.
- V. All fees quoted attract and are inclusive of VAT at the current rate. All fees must be received by the Academy without deduction, therefore any overseas/ Metro Manila bank charges will automatically be added to the final balance payable.
- VI. In the event of a student failing to attend the confirmed course or complete the course for any reason, no refunds will be made and no entitlement to a later-date course will be gained.
- VII. Fees are not refundable if the course is interrupted or cancelled through an act of God or terrorism.

HOURS

- I. All courses commence on Monday unless otherwise stated.
- II. The Academy will be closed on all public holidays.

GENERAL

- I. With the exception of the Beginners Course, it is required that all students attending have a basic knowledge of how to cut hair.
- II. With the exception of the Beginners Course students are requested to bring their own tools, i.e. scissors, combs, brushes, and section clips.
- III. While the wearing of a uniform is not required, students are expected to be suitably attired for salon work.
- IV. As all courses are of a continuous nature, no allowance for lateness or absenteeism will be made except with prior consent by the office in-charge of the Glass Academy. The right is also reserved to dismiss any student giving justifiable cause for such action. The office in-charge decision in all such matters will be deemed as final.
- V. All courses and fees are subject to change without prior notice.
- VI. Employers guarantee – it is our continued policy in the case of any student who is employed or sponsored by any other salon, not to solicit that student for the purpose of employment in any way, while that student is attending The Glass Academy.
- VII. The name Salon De Manila or Glass Academy may not be used in any form of advertising whatsoever, including advertorial.
- VIII. The Academy is not obligated to provide non-professional models to students but students are advised to look for models outside. Students should be aware that at such times of model shortages it may be necessary to practice upon one another.
- IX. These conditions shall form the entire basis of the contract between the Academy and the Student. Only the Director of the Academy shall be authorized to alter or waive any of the aforementioned conditions.
- X. In the event that the student is dissatisfied with the instruction which is provided to them, students will agree to submit in writing any such complaint concerning the instruction during the course that has been selected and within 24 hours of the time that such complaint arises. The student hereby agrees that damages are limited exclusively to a refund of the course fee for the course selected, and that they are entitled to no other damages of any kind whatsoever, including, but not limited to, consequential, incidental or punitive damages.