



**SHARON LEAVY**

LEADING BEAUTY SCHOOL

## ENROLMENT FORM

Church Street, Portlaoise, Co. Laois, R32 KX4H

### PERSONAL DETAILS OF APPLICANT/STUDENT

Mr.  Miss  Ms.  Mrs.

First Name:

Address:

Last Name:

Date of Birth:

City:

Telephone:

County:

Mobile:

Country:

Email:

Nationality:

### I HEREBY ENROL AT SHARON LEAVY COLLEGE OF HAIR & BEAUTY FOR A PROGRAM OF STUDY AS INDICATED BELOW

Course Title:

Postgraduate Program  Diploma Program  Workshops/Short Courses  Others

Starting Date: DD / MM / YYYY

Estimated Completion Date: DD / MM / YYYY

Morning  Afternoon  Evening  Full Time  Part Time

### HEALTH RECORD

Do you have any learning or physical disability?  Y  N

Have you undergone any operations or surgery?  Y  N

Have you ever suffered from nervous disorder?  Y  N

Do you have any medical condition?  Y  N

Do you have any allergies to creams, cosmetic preparation or other substances?  Y  N

Have you ever suffered from a skin condition?  Y  N

Left Handed  Right Handed

## EDUCATION RECORD

COURSE	INSTITUTE	AWARD	COMPLETION DATE
Course	Institute	Award	DD / MM / YYYY
Course	Institute	Award	DD / MM / YYYY
Course	Institute	Award	DD / MM / YYYY

## FAMILY INFORMATION e.g. Parent/Guardian/Spouse (In case of emergency)

First Name:	<input type="text"/>	Telephone:	<input type="text"/>
Last Name:	<input type="text"/>	Mobile:	<input type="text"/>
Relationship:	<input type="text"/>	Email:	<input type="text"/>

## PAYMENT INFORMATION

Amount to be debited €:  Card No.

Type:  Visa  Master Card  Visa Debit      Expiry Date:   /   CVV:

Card Holder's Name:

Billing Address:

Date   /   /

\_\_\_\_\_  
Signatures of the Card Holder

## DECLARATION

**ACKNOWLEDGEMENT** - I have read and understand the terms and conditions and I acknowledge receipt of an exact copy of same. I acknowledge that no verbal statements have been made contrary to what is contained here. I also agree that the college may use my name and/or picture in any college literature or publications. I fully understand my rights and duties and agree to abide by them.

I understand that the College reserves the right to withhold the Degree, Diploma, Certificate or dismiss any student for maintaining poor academic standing, excessive absences, failure to comply with the regulations of the college as stated in current literature or for non-payment of tuition and fees when due.

I understand that the College does not guarantee any student that credits will transfer to another institution. I understand that transferability of credits is dependent on the evaluating institution.

**REFUND POLICY** - I understand that the deposits and fees are not refundable under any circumstances should I not take up my place or fail to complete the course.

I hereby certify that all the information I have given is accurate to the best of my knowledge.

Date   /   /

\_\_\_\_\_  
Signature (Parent / Guardian if under 18 years of age)



**SHARON LEAVY**

LEADING BEAUTY SCHOOL

Church Street, Portlaoise, Co. Laois, R32 KX4H

**Tel:** +353 57 86 62600 **Email:** info@sharonleavy.ie

**Web:** www.sharonleavy.ie

## CONTRACT OF RULES & REGULATIONS AND DECLARATION

1. Appearance
  - Hair must always be kept clear of the face and collar of tunic for hygiene purposes, by wearing of a black/navy plain headband. Hair must be back sleek in a bun with a hair net around it.
  - Nails must be kept short (no nail polish or gel/acrylics).
  - No jewellery should be worn.
  - No tan to be worn at all times.
  - All body piercing must be removed before commencement of course.
  - Full makeup should be worn at all times.
  - A high standard of personal hygiene must be maintained at all times e.g. daily shower, clean hair, use of deodorant and change of uniform daily.
  - Any visible tattoos need to be covered.
  - Oral hygiene must be addressed after each meal throughout the day.
2. Uniform
  - All students are required to wear full uniform as specified.
  - Black/navy outdoor jacket (hip length), no leather or feathers.
  - Flat black/navy outdoor shoes with a small wedge.
  - Flesh coloured underwear white/Nude must be worn.
  - Black/navy socks to be worn.
  - Black/navy scarf if you wish, no colours.
  - A uniform and kit inspection will be carried out at the principal and tutors discretion.
3. You accept the kits provided for you to facilitate your course by the Sharon Leavy Academy of Hair & Beauty.
4. Examinations
  - Any student absent for over a total of five days in the year may not be eligible for examinations.
  - Students must telephone college landline half an hour before commencement of class if absent. NO TEXT MESSAGES OR FACEBOOK MESSAGES.
  - More than 2 days absence requires a doctors certificate. Medical/dental or other appointments must be made outside school hours.
  - Continuous theory and practical assessments will be carried out on an ongoing basis throughout the year in order to establish eligibility for final exams.
  - It is the sole responsibility of each student to provide models for final practical exams and these models must be suitably prepared and willing to have all treatments performed.
  - Minimum age for models is 18 years.
  - Examination fees must be paid on or before final date set by the principal and are non refundable.
5. No unruly behaviour will be tolerated
  - No drugs, alcohol, cigarettes, chewing gum or food will be allowed on the school premises or within the vicinity.
  - Alcohol found on any student or illegal drugs (on or off) the school premises is ground for dismissal.
  - Students are assigned a clean-up duty of communal areas for the day as well as being held responsible for their own working area.
  - No personal phone calls are allowed in the school except in cases of emergency.
  - The principal will take a message for the student in an emergency.
  - Students should advise family and friends of college policy. The use of mobile phones is strictly prohibited during college hours.
  - Students are expected to model for practical classes. Any student who cannot do so must notify the college upon enrolment. Smoking is NOT tolerated near the college or in college uniform – a disciplinary will be given to any student who is seen smoking or comes into the college with a smell of smoke on themselves or their uniforms. As we are working and learning in an extremely hygienic industry this rule is a high priority and will always be enforced.
6. The school reserves the right to alter times of classes as it sees fit and appropriate.
7. Classes start promptly. Students are asked to be in attendance 15 minutes before classes commence to avoid disruption to other students. Break times must be strictly adhered to. Failure to comply will result in non-admission to classes.
8. Students who arrive late for classes will be marked absent in the register for that session. Students who are consistently late will not be permitted to attend the session.
9. All students are considered absent for the morning or afternoon session if they leave the school without prior permission.
10. Large sums of money or valuables are not to be brought into the college. The college cannot be responsible or liable for loss or damage.
11. Students are requested to establish a routine of nightly revision of theory notes, since later on in the course they may have difficulty in adapting themselves in practical lessons. This should, of course, be maintained during college holidays when students are advised to take advantage of theory revision.
12. Theory notes and exam papers are for students only. All are taken back at the end of year (The copy right of the college).
13. Due to frequent advances in Science Cosmetology it is reasonable to expect that changes to the syllabus and times of course can occur from time to time. Sharon Leavy (Principal), reserves the right to add to and amend the syllabus from time to time without previous notice.

14. The parents or legal guardians of prospective students under eighteen years of age must accept responsibility for enrolment fees, general behaviour and discipline of that person as long as he/she remains a student of the college. Consequently the signature of a parent or legal guardian agreeing to the terms of acceptance is required on the enrolment form.
15. The college reserves the right to dismiss a student if in the view of the principal (Sharon Leavy) the student does not make sufficient effort to keep up with the work involved or to be found academically unsuitable. This also applies if a student continually undermines or disrespects the Principal/ Tutors or ethics of the college.
16. Students are asked to comply at all times with these terms and the school rules and regulations and any amendments made from time to time. Students who disregard rules will receive a written warning from their tutor and after 3 warnings will be sent to the principal. Any breach of these terms on the rules and regulations will entitle the Principal Sharon Leavy to terminate a students training.
17. Course Projects (where applicable)
  - Homework assignments must be completed and presented on the due date.
  - Case studies must be completed and presented no later than final date set by Tutor/Principal to be graded.
  - Thesis to be completed and presented no later than final date set by Tutor/Principal.
18. We are working and training in a sterile environment therefore no food allowed on the premises at any time, the only drink in class is water (no exceptions).
19. All exam papers that are used throughout the year are property of Sharon Leavy Academy of Hair & Beauty and must be given back to the college at the end of the year.

**PLEASE NOTE :** The rules of Sharon Leavy Academy of Hair & Beauty are different than any other school. We are a private college, run to the highest standards. Rules & regulations should be adhered to Students need not know the day to day running of the college but only that they will be trained to an exceptional standard for examinations. Students are not contracted to examining bodies e.g. CIDESCO / CIBTAC / ITEC / VTCT therefore queries of any nature for examining bodies must be directed in writing to Sharon Leavy.

All the above rules must be strictly adhered to. Failure to comply with any of the above will result in dismissal from the course.

Fees do not include additional cost of uniform, kits required and examination fees levied by examining boards.

Deposits and fees are not refundable or transferable. The college may also cancel the tuition of any student who is behind in the payment of tuition fees in respect to certain courses.

Examination dates will be given during the college year. Failure to take examinations for any reason whatsoever will result in the student having to wait for the next examination date.

## DECLARATION

I .....hereby consent and confirm that I have read, understood and will adhere to the above rules and regulations contract with the Sharon Leavy Academy of Hair & Beauty.

I also give permission for any pictures / videos of me or my work in a classroom environment to be used for any teaching aids the college sees fit as well as social media.

I hereby certify that all the information I have given is accurate to the best of my knowledge.

Date   /   /

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Guardian Signature  
(if student under 18)

\_\_\_\_\_  
College Representative Signature

**Generic Areas**

I have read the terms and conditions and fully understand that I need to take out my own practice insurance. I will present a copy of my insurance on the first day of course commencement.

I know not of any medical grounds that will inhibit my studies at The Sharon Leavy Academy of Hair & Beauty. Will you require any special requirements in relation to your end of year examinations (scribe / reader). If so please give us a copy of your assessment.

Signature Student  Date

Guardian (if applicable)  Date

College Representative  Date