

THE MAKEUP TECHNICIANS

TERMS AND CONDITIONS

All students will be expected to conduct themselves in the opinion of The Makeup Technicians Pty. Ltd in an orderly, considerate, and mature fashion. No food is to be consumed in the classroom except at designated times or under special circumstances nor is smoking permitted on premises. Students may be dismissed for disorderly or disruptive behaviour, failure to participate in the class and excessive absences, other than for proper cause and absences because of sickness supported by a medical certificate. If a student is absent for whatever reason for more than 10% of classes without prior approval from The Makeup Technicians Pty. Ltd then the student may be dismissed from the course. There is no refund for any student dismissed from the course and any outstanding fees due for the remainder of the Term the student is dismissed from, the student must pay those fees. All students must be punctual, arriving 15 minutes prior to class start times.

No refund is applicable to a student who is attending classes that are additional to what the student has paid for. Refunds for students who have paid their fees in advance and wish to leave the course before conclusion of the course will have their fees calculated on the basis of paying each term (as shown in Termly Option) Refunds will be based on this calculation. There is no payment or refund for 4th Term. Student Fee's include professional photo shoots to which students are responsible for organizing their own professional model. Should a student for any reason be unable to participate in a scheduled photo shoot for their enrolled class, 24 hours' notice must be given to office staff or the student will forfeit the photo shoot.

The Deposit is paid in advance prior to class commencement and is paid to hold the students place in the class, it is used to purchase the makeup kit and materials for each individual student. This fee is only refundable if the student is unable to attend the course and has informed in writing 'The Makeup Technicians Pty Ltd' at least 28 days in advance of their enrolled course commencing. Where a student is enrolled in a class but needs to defer a deferral payment will be incurred for the transfer.

Once a term has been commenced, fees are payable for that entire term. If a student wishes to leave the course the student must notify the principal in writing of their intention to leave and the written notification must be received before two (2) weeks before the first day of the next term to be commenced otherwise fees are due and payable for that term. If students paying weekly or by term are dismissed or leave through the term, then they must pay the amount equivalent to the full-term fees for the term they have commenced.

Once you have accepted any work through the school, either as paid work or work experience, you are required to arrive at least 15 minutes before the job starts. You must not, under any circumstances, not turn up to that job or arrive late or unprepared for the job. The work and/or work experience is to be undertaken by that student in a diligent, enthusiastic and professional manner.

The training method used at The Makeup technicians is called "competency based training". The aim of this training is to give you the skills that you need to competently work as a Makeup Artist. Upon successful completion of all Units of Competency a full or partial (as appropriate) qualification will be issued. If you are found Not Yet Competent you will be given the option to re-sit the written and/practical assessments at a time suitable to The Makeup Technicians Pty Ltd. If a student is found cheating on the Knowledge Assessment held at the end of the course that student will be dismissed with no option to re-sit the Assessment and no fees will be refunded.

Once a student has completed the course, that student will not be qualified to teach any aspect of the course within a three (3) year period without prior consent in writing from The Makeup Technicians Pty. Ltd.

Any student who withdraws or defers from the course and wishes to continue their studies at a later date, may be put on a waiting list until a position becomes available in a suitable class. In regards to positions available, new enrolments will receive priority over students who have withdrawn or deferred from The Makeup Technicians.

Any student found stealing will be dismissed instantly from the course and will not be entitled to any refund of fees paid and will be required to replace all items stolen. The Police will be called.

Where class numbers fall below 10 students per class, the class will be open to being merged with another class resulting in a possible time and/or day change. The Makeup Technicians Pty Ltd reserves the right to merge classes and/or re-arrange classes on different days or at different times for administration or functional reasons. The Makeup Technicians Pty Ltd shall not be liable for any claims for compensation for any inconvenience which may arise, providing notice of at least (14) fourteen days is given advising of The Makeup Technicians Pty Ltd intention to merge classes and/ or re-arrange classes on different days or at different times.

As part of their qualification, students are required to undertake a minimum amount of 5 hours per week or of work placement, The Work Placement is provided through The Makeup Technicians in cases where other artists need assistants, Photographers testing models or where any other type of production arises. The office will generate a WP Production Sheet and the student is required to attend, this can give you excellent contact in the industry for future work opportunities.

Students will not be issued a certificate if their attendance level is less than 90%. It is the learner's obligation to catch up missed classes.

If any of these conditions are broken, then The Makeup Technicians has the right to dismiss any student with no recourse on The Makeup Technicians Pty Ltd. by the student.