

# TERMS & CONDITIONS

## Acceptance Criteria for Registration:

- A personal interview is recommended
- Full-Time applicants; a Grade 12 Certificate (Matric) or equivalent is necessary for higher level training, Part Time Applicants need supply their highest grade results and all students may be subject to an entrance exam and / interview.
- A completed APPLICATION FORM - All personal information on application must be correct.
- A Signed Contract by Student & Person responsible for Account Payment : **No student will be allowed to commence with the course until the contract has been signed and all registration criteria are met.**
- Identity Document (Student)
- Identity Document (Parent/Guardian if student under 21yrs) / And that of person/s responsible for payment of Fees.
- Certified copy of Passport for foreign students
- Study Permit if foreign student
- School reference (where applicable)
- Copy of last highest level achieved at school (where applicable)
- 2 x ID photos
- **Non Refundable Registration fee of R500.00 is payable upon Registration.**
- **A 25% deposit is payable to secure your position in the College which will be followed up with an acceptance letter from the College.**
- Once the Course has commenced, the deposit is not refundable.
- The College reserves the right to postpone the course until a minimum of six (6) students has enrolled for that specific course. Every effort will be made to ensure that the course will commence on the scheduled date, but does not guarantee to do so if the numbers are insufficient.
- Should a student fail to attend the required lectures for whatever reason, no reduction of fees will apply nor are any refunds applicable.
- Entrance into examinations is only considered if all minimum exam entrance requirements have been reached.
- Signature of the addendum to the contract will allow Madge Wallace permission to conduct a credit check with any credit bureau or third party, and the applicant waives any claims he or she may have against Madge Wallace in respect of such disclosures.
- RPL (Recognition of Prior Learning) is a process followed by the College and included in the college policies; a fee will apply for RPL assessments.
- It is understood that the College's language is English.
- The supply of a Medical Certificate is recommended but not essential & full disclosure of any medical conditions is advised.

## Credit Facilities & Conditions of Payment of Fees

ABSA BANK – ROSEBANK CODE 632 005 International Transfer Swift Code - ABSAZAJJ

ACC NAME: MADGE WALLACE (PTY) LTD – BUSINESS CHEQUE ACCOUNT NO 4084260002

PLEASE USE YOUR NAME AND YEAR OF STUDY AS REFERENCE i.e. J SMITH2017

- A non-refundable registration fee is payable by all students.
- A 25% deposit is payable before commencement of the Course to secure a position at the College. Acknowledgement of this will be forwarded to you in writing upon Registration.
- No student will be permitted to enter into any examinations if tuition fees remain outstanding.
- All fees to be paid on or before the 7<sup>th</sup> of each month – interest will be charged on overdue accounts in line with the National Credit Act.
- Clients entering into a Payment Plan Arrangement do so with the understanding that a 10% levy is added to the Balance Due which is payable in consecutive monthly installments for the duration of the Course and agree to sign a Debit Order Mandate unless otherwise arranged with Management.
- A Proof of Residence & Proof of Bank Account will be required with Students on the Payment Plan Option.
- Withdrawal / cancellation from the Course will deem the full amount due immediately and is not transferrable.
- **Tuition Fees do not include the following:** kit/uniform/textbooks, International Examination & Professional Registrations & First Aid
- All the following are payable C.O.D. - kit/uniform/textbooks, International examination & registrations fees, and First Aid Level 1
- All the above Course Fees and Kit prices may be subject to change.
- The College reserves the right to alter International Examinations fees without further notice and are subject to fluctuations in exchange rate.
- There may be fundraising events whereby the students will be required to raise funds and attend fundraising days.

### **Fees may be paid via the following methods:**

- Stop / Debit order
- Electronic payments (EFT)
- Cash
- Credit card (Visa & MasterCard)- 3% bank charges on transactions
- If the bank does not honour any transactions made by the student, bank charges will be invoiced accordingly
- International fee transactions for fund transfers or cash deposits may be subject to a levy should charges be added to the account.

## Failure to Pay Fees will result in any or all of the following:

- Withholding all examination results & diplomas or certificates or competency reports
- Suspension from class
- Review of account status in the mid-year & suspension if fees are not up to date
- Full fees claim if one month's fees are overdue
- Interest being levied on any outstanding fees
- Handing account over to College Debt Collection Division for further action to be taken without further notice.

## Other Costs Explained:

- Kit: Included in your kit are practical course items eg. Wax pots, facial products, Make up and other items relevant to your year of study, Textbooks & Manuals, Uniform – basic essential Items } These are additional costs to fees Quoted.
- Exam fees: International Examination Fees will be quoted to students wishing to enter into International ITEC / CIDESCO exams depending on the relevant Exam entry requirements. The student must also take into account the varying exchange rate at the time of application to International Examining body and therefore prices cannot be guaranteed.
- Memberships: National Bodies require membership fees for students to register with Industry Professional Bodies. These are for the student's Acnt
- Requirement List: These are Items required to be purchased by each student before the course commences and may need to be replenished from time to time. A list of these items is made available upon registration.
- Graduation: Graduation / prizegiving tickets for students & guests will be billed for separately.