

international application form

To enroll please complete this application form (the "Application Form") in block capitals and return together with your registration fee to:

LA CREATIVE ACADEMY, 4/5 Chatham Street, Dublin 2, Ireland

Please read the terms and conditions before completing this form

All sections of this form must be completed

This application is for LA Creative Academy, Dublin only

Personal Details:

Title: Mr Mrs Miss Ms

Family Name: _____

First Name: _____

Gender: _____

Nationality Passport No: _____

Date of Birth: Day _____ Month _____ Year _____

Address: _____

Telephone: _____

Mobile/cell: _____

E-mail: _____

Visa Information:

Are you:

An EU national

Please state country of nationality: _____

A non-EU national

Please state country of nationality: _____

English Language Proficiency

Is English your first language?

Yes

No

Have you attended any English language courses?

Yes

No

(Please attach evidence)

Have you taken IELTS or TOEFL?

Yes

No

(Please attach evidence)

Course Information:

Course Title: Beauty Therapy Full-Time

1 Year Course Full-Time

3 Year Course Full-Time

Module 3 Full-Time

Fashion Styling Full-Time

Course Start Date:

1st choice _____

2nd choice _____

Accommodation:

To be arranged by:

Self

College

Financial Information:

How do you intend to finance your studies?

Who will finance your course fees and living expenses?

Additional Information:

To help us provide assistance if possible please state briefly any disabilities requiring special support or facilities

Please give reasons for choosing this programme of study

What are your future career plans?

How did you hear about LA Make-Up Academy?

Agent Friend Internet Leaflet

Magazine Newspaper Radio Staff

Other Word of mouth

If other, please state: _____

Terms & Conditions of Enrollment

A. Fees & Enrolment

1. A student is accepted for enrolment on and subject to the condition that the student will attend on the date (the commencement date) and at the time specified in the enrollment letter, which will be sent to the student upon receipt of the completed application form together with the correct registration fee/deposit.

2. Deposits are not refundable but shall be credited against the course fee.

3. In consideration of the provision of the services by LA Academy the balance of the Module 1 & 2 course must be paid 14 days prior to the commencement date.

4. In consideration of the provision of the services by LA Academy the balance for Module 3 may be paid by installment where specifically agreed between the Academy and the Student in writing. The full balance must be paid 2 weeks prior to student's final day.

5. In consideration of the provision of the services by LA Academy the balance for The One Year Course may be paid by installment where specifically agreed between the Academy and the Student in writing. The full balance must be paid 1 month prior to student's final day.

6. In consideration of the provision of the services by LA Academy the balance for Beauty Therapy may be paid by installment where specifically agreed between the Academy and the Student in writing. The full balance must be paid 1 month prior to student's final day.

7. In consideration of the provision of the services by LA Academy the balance for all other courses may be paid by installment where specifically agreed between the Academy and the Student in writing. The full balance must be paid 2 weeks prior to student's final day.

8. The directors of the Academy reserve the right to change the commencement date of courses subject to availability.

All cancellations for Courses must be made one month before the course start date. Minimum cancellation fee for courses Module 1, 2 and 3 started is €800. Minimum cancellation fee for courses One Year Make-Up Specialist and the Beauty Therapy course started is €1,500. Minimum cancellation fee for courses all other course started is €800.

9. All fees quoted are exclusive of VAT. LA Academy fees are VAT free as LA Academy is an Education Facility.

10. Fees are not refundable if the course is interrupted or cancelled through an act of God or Terrorist act.

11. Students will not be accepted onto the Module 1 & 2 courses unless full payment of fees is made 14 days before the commencement date of the course.

12. Should a student not complete a course all fees remain payable to LA Academy. Non-completion of a course does not waive fee obligations.

13. FETAC fees are non refundable.

14. Should a fee be over due, students face a 10% interest charge per day on each day that follows.

B. Cancellation and Transfers

1. Should any student request a transfer they may do so 30 days before course start date. The fees paid can be transferred. Transfers cannot be accepted less than the 30-day period.

2. Deposits on course cancellations are non refundable.

3. Decisions on late transfers and cancellations are at the sole discretion of LA Academy Management should a student request this.

4. A student may only transfer between the same courses e.g. Module 2 to Module 2.

C. Hours

1. Course hours can be varied at the discretion of the Management of the Academy without prior notice.

2. Please note the following in relation to bank holidays:

Full-Time Students: Classes will run until 5.15pm everyday during the week of bank holidays.

Part-Time Students: Will have an extra class at the end of their course

D. Attendance

1. All students must hold an 80% attendance rate in order to receive their Certification from LA Make-Up Academy. In the case of continual lateness or absenteeism, students will not be eligible or entitled to attend or transfer to any alternative course dates.

E. General

1. Due to the possibility of copyright infringement the use of video camera and audio recording equipment is not permitted.

2. As all courses are of a continuous nature no allowance for lateness or absenteeism will be made except with prior consent of the Directors who also reserve the to immediately dismiss any student from

- a course. The decision of the Directors of the Academy in such matters will be deemed final.
3. Students will need to practice upon one another during courses.
 4. The name LA Academy may not be used in any form of advertising whatsoever.
 5. LA Academy & LA Academy photographers bear the right to the use of student images for duration of 45 years. Images are the property of the photographer acting on LA Academy's behalf.
 6. LA Academy will be closed on all public holidays. Classes that fall on a public holiday can be re sat with another La Academy class and will not be given back to a group.
 7. Students will be asked to source models from outside the academy to work on during class. This is applicable to all courses.
 8. In the event that a student is absent for three consecutive days the student must present a Doctors Certificate.
 9. Should a student fall under LA Academy's 80% attendance rate a student may be expelled at the discretion of the Directors of the Academy.
 10. In the event of a Student being absent from a class, two other students may have to practice on one model or students may work on their own face.
 11. LA Academy is not responsible if the model fails to attend during a photo-shoot.
 12. LA Academy reserves the right to change the course commencement date and will give reasonable notice of such change to the students.
Should a new date not suit the student the student is entitled to either a) a transfer to another date or course b) transfer another named candidate to the place or 3) a full refund of course fees only.
 13. An enrolment will not be accepted without a next of kin form.
 14. Should a student fail to complete a course for any reason, they will forfeit any fees paid and no refunds will be offered by LA Academy under any circumstance
 15. Make-up used on the courses, remains all time the property of the LA Academy.
 16. Video security cameras are in operation at all times.
 17. Students will be asked to source models for their photo-shoots. This applies to all courses.
 18. Security bag checks may be carried at any time. This applies to all students and LA Academy staff.

These conditions shall form the entire basis of the contract between LA Academy and the Student. Only the Management of LA Academy shall be authorized to alter or waive any of the aforementioned conditions.

I have read the Terms and Conditions and I agree to them .

Signed: _____

Dated: _____