

NON-VOCATIONAL CERTIFICATE COURSE ENROLMENT CONTRACT

This Enrolment Contract is NOT subject to the *Private Career Colleges Act, 2005*. The undersigned person hereby enrolls as a student of GLOW Academy as of (Today's Date (MM/DD/YYYY): _____).

Name of Student (as it should appear on certificate) _____

Mailing Address _____

City _____ Province _____ Postal Code _____

Phone _____ Email: _____

International Student Yes No

Language of Instruction English Other _____

Location of Classes Toronto Mississauga Kitchener

Name of Certificate Course _____

Start Date _____ Expected Completion Date _____

Credential to be Awarded Upon Successful Completion: _____ Digital Certificate

Tuition fees CAN\$ _____

Kit fees (if applicable) CAN\$ _____

HST 13% CAN\$ _____

Total fees **CAN\$** _____

TERMS AND CONDITIONS

Any deposit(s) or tuition amounts paid is NON-REFUNDABLE under any circumstance. If you provide a minimum of a 1 week notice of not being able to attend a scheduled class, any amounts paid towards the certificate course(s) will be placed on file as a tuition credit for up to a 12 month period (from the time of enrolment). The tuition credit may only be used towards the tuition of any certificate course(s) at the discretion of the Academy. The tuition credit may not be redeemed for a cash value or used towards the purchase of kits or products. Students have the option to purchase a kit from the Academy. Kit purchases are final sale and non-refundable. Students are required to bring a model to all aesthetic classes. Upon successful completion of the course, a digital certificate will be emailed within 10 days.

ACKNOWLEDGEMENT

I, _____, understand that fees are payable in accordance with the fees specified in this Enrolment Contract and all payments of fees shall become due forthwith upon signing below.

I certify that I have read, understood and acknowledge:

- The Terms and Conditions within this Enrolment Contract
- The Student Complaint Procedure
- The Policy Relating to the Expulsion of Students

(Signature of Student)

(Date: MM/DD/YYYY)

GLOW Academy Student Policies and Procedures

A) CONDUCT & RESPONSIBILITIES

All members of the School Community are expected to:

- demonstrate ongoing honesty and integrity
- treat one another with dignity, respect and fairness, regardless of their race, ancestry, place or origin, color, ethnicity, citizenship, religion, gender, gender identity, sexual orientation, age, ability, socioeconomic status or any other attribute
- take appropriate action to help those in need, seeking assistance to resolve conflict constructively and respectfully
- show proper care and regard for school property and the property of others
- not start or participate in discussions in any form of gossip regarding other students, staff or others
- use only the English language at all times at school or on location for school activities

Student responsibilities include:

- demonstrating a commitment to learning through punctual and regular attendance
- arriving with a strong willingness and readiness to learn within both classroom and practical settings
- not bring anything to school that may cause harm to students and others
- following school policies and protocols
- taking responsibility for his/her own actions

B) PROGRESSIVE DISCIPLINE

GLOW Academy encourages, supports and recognizes acceptable behavior in our students through a variety of positive practices. Progressive discipline is an approach that makes use of a continuum of interventions, supports and consequences, building upon strategies which promote positive behaviors.

We encourage students to take responsibility for their behaviors and to accept the consequences of their actions. A progressive discipline approach will be used to deal with inappropriate behavior. This may include: oral reminders, review of expectations, written reflection, volunteer community services, conflict mediation and resolution, peer mentoring, referral for support services, suspension, and/or expulsion.

We recognize that each student is a unique individual and that every situation that requires disciplinary action has its own set of extenuating circumstances. All factors that may affect the student's behavior will be considered before progressive discipline is applied. Students who behave inappropriately will receive an age and developmentally appropriate consequence. For a student with special education or disability-related needs, all progressive discipline approaches will be consistent with his/her Individual education plan and his/her demonstrated abilities, all with communication with parent/guardian.

C) SUSPENSION & EXPULSION

GLOW Academy supports the use of suspension and expulsion practices for serious incidents including harmful and ongoing disruptive behaviors. Before considering whether to impose a suspension or make a recommendation, the Academy Director must consider many factors.

The behaviors that may result in suspension or expulsion of a student include:

- swearing (written or verbal) at a teacher or at another person in a position of authority
- bullying
- uttering a threat to inflict serious bodily harm on another person
- committing an act of vandalism that causes extensive damage to Academy property
- For those students on monthly payment schedules, repetitive failure to make payments on the scheduled payment dates and/or failure to communicate regarding overdue and or delayed payments.
- committing any act considered by the Academy Director to:
 - have a negative impact on the moral tone of the Academy or classes
 - have a negative impact on the physical or mental well being of one or more Academy community members
 - be contrary to the school conduct

Where necessary, the Academy will provide written notice to the student advising them of their suspension/expulsion along with a statement of the amount due based on elapsed course(s) and value of applicable kits.

D) PAYMENT PLANS

THIRD PARTY FINANCING - Third party financing for full or partial payments owing to the Academy may be available. Should the Academy recommend such financial institutes, any application process fees or policies relating to the financing option are strictly between the student and the third party financing provider. The Academy is in no way liable for the terms and conditions outlined/enforced by the financing provider. Should the student qualify, the available loan amount is to be paid to the Academy with repayments made directly to the Financing provider per their terms and conditions.

ACADEMY PAYMENT PLAN OPTIONS - This section applies to students that have opted to divide their total owing amount into ongoing payments with the Academy.

At time of registration a payment schedule will be mutually agreed upon between the Academy and student. The payment schedule will highlight the dates and amounts that payments are to be made each month and a copy will be provided to the student. In order for the Academy to administer the monthly ongoing payment plan, students MUST provide the Academy with post dated cheques or complete and submit a copy of the preauthorized credit card form prior to the start of classes. These are the ONLY forms of payment acceptable for students on payment plans. Failure to receive either necessary form of payments prior to the start of classes will deem the student file to be in incomplete status, resulting in the student not being able to join classes until the necessary items are received and the student file thereafter deemed complete. Applicable fees as related to the payment plan schedule are as follows:

- \$125.00 per year payment plan fee to administer the payment plan for each year the payment plan extends into.
- Any revisions to an already existing payment plan are subject to a fee of \$125.00 per instance of revision.

- A late payment fee of \$30/month is applicable for each and every payment that is overdue until the amount is received.
- Additionally, any cheques returned by the bank due to insufficient funds or otherwise are subject to a \$30.00 fee.
- A student may request to put an existing payment plan on hold for up to a maximum period of 3 months. This option is only available once during an 18 month payment plan period. The Academy at its discretion will review such requests and may or may not grant the request. For cases where the Academy has granted the request to have the students payment plan put on hold, a \$30.00 per month fee will be applicable for each and every month the payment plan is put on hold. In cases, where payments need to be put on hold greater than 3 months, the payment plan will be cancelled altogether and the owing amount of the course(s)/class(es) taken to date will be owed in full immediately in addition to a withdrawal fee of \$125 per untaken course(s) that the student had originally registered for.

In the event a student is suspended, expelled or withdraws from a course(s), the withdrawal/refund policies will be followed.

While the Academy strives to openly communicate and work cooperatively with the student to resolve any outstanding/owing amounts, failure by the student to cooperate or communicate reasonably regarding any outstanding amounts owed to the Academy may result in use of legal means to collect the amount(s) owing, making the student additionally liable for legal costs incurred by the Academy.

E) DRESS CODE

GLOW Academy aims to exceed common industry dress code standards which have proven to have a strong relationship between professional, appropriate attire and a positive learning environment.

At all times, the following articles of clothing are prohibited: jeans, sweats, track pants, skirts/shorts shorter than 3 inches above the knee, exposure of cleavage and/or any clothing with rips and tears.

General School Environment/Classroom

Within the school premises, students are required to dress black on black with professional attire.

Colored accessories, including jewelry, belts and shoes are permitted however should be kept to a minimum as not to interfere when working within the classroom environment. No jeans or athletic wear such as sweats or workout clothes. Additional layers of clothing such as cardigans should be kept black. Neck ties or scarves can contain color.

Hair/Makeup Practical Hours at School

During Practical hours within the school, including photo shoots, class/shoot combination days, review sessions and other non-classroom hair/makeup activities – students are required to dress black on black with black shoes. No jeans or athletic wear such as sweats or workout clothes. All forms of jewelry are to be kept either black or silver/gold and not of color. Neck ties or scarves that are kept around the neck are to be black only. These guidelines will allow for a uniform look between students.

Aesthetic/Nail Clinical Hours at School

During clinical hours, students are required to dress black on black with a school Tunic and black shoes. No jeans or athletic wear such as sweats or workout clothes. All forms of jewelry are to be kept either black or silver/gold and not of color. Neck ties or scarves that are kept around the neck are to be black only. These guidelines will allow for a uniform look between students.

External School Activities (Practicals & Fieldtrips)

For all Students, within external practical environments, i.e. photo shoots, offsite events such as fashion shows, pageants or TV sets, a school shirt/tunic must be worn with either black pants or a skirt with non-sheer stockings, along with black flats or comfortable heels. No jeans or athletic wear such as sweats or workout clothes. Guidelines for jewelry and accessories are same as in school practicals.

Other than during classroom hours - Hair must be styled and makeup must be fully applied. Students are welcome to adjust makeup style to suit their individual personality. At all times, the following articles of clothing are prohibited: jeans, sweats, track pants, skirts/shorts shorter than 3 inches above the knee, excessive exposure of cleavage and/or any clothing with rips and tears.

F) USE OF TECHNOLOGY

Cell Phones

Students are prohibited from using cellular phones, whether calls or text messages during classroom hours. Cellular phones may be used outside of the classroom and only before class, during breaks or after class. Turn off and/or put away phones during class hours. During practicals hours, i.e. portfolio shoots or onsite/offsite events, the use of cellular phones must be minimized, especially while in the middle of working on a client/model. Cellular phone usage is prohibited while working on particular commercial settings such as commercial photo shoots, and tv/film sets.

Cameras

The use of cameras are encouraged during classroom and most practical hours however before taking photos or posting photos online of any students or individuals, you are required to ask permissions from those individuals. While working on commercial photo shoots or tv/film sets, you must ask permission from either the Director or Photographer whether you may take photos while on set. For confidentially purposes they may not permit the use of cameras. These scenarios require your understanding and respect.

Absences

Accountability plays a big role in school and also at work. Students are required to call ahead of time to advise of absences relating to classes or practicals. Messages can be left at 905.670.9456 or emails sent to studentinfo@glow-academy.ca. Doctors notes will be required for sickness related absences, and work notes will be required for job related absences in order to not lose marks.

GLOW Academy at its discretion may permit the student to redo missed classes given the student has made a formal written request to resume the course at a future start date within 15 calendar days of the first missed class. A fee of \$250 is applicable for the student to rejoin a new start date to be able to complete the course(s).