

ENROLLMENT CHECKLIST

When sending in your forms by fax, email scan or in person, kindly include this check list.

STUDENT NAME:

PHONE:

EMAIL:

ORIGINAL ENROLLMENT DATE:

Items to Submit to the Academy

- Student Enrollment Form
- Student Profile Sheet
- All applicable Course Registration Forms
- Copy of Photo ID

By submitting your enrollment forms, you are confirming that you have reviewed the Policies and Procedures document (*request a copy of this by email*).

Our Admissions Coordinator will gladly help you with the additional items required to complete the enrollment into your courses of interest.

- Deposit or Full Payment
- Signed Payment Schedule if applicable
- Signed CC Auth Form OR Post Dated Cheques if applicable

FORMS CAN BE FAXED TO 1.877.719.6823 OR ARRANGE A PERSON VISIT

For additional support kindly contact the Academy at 905-670-9456
or by email to info@glow-academy.ca

GLOW Academy
Student Enrollment Form
(please print clearly)

STUDENT INFORMATION

Select One: Mr.[] Miss[] Mrs.[] Ms.[]
First Name _____ Last Name _____ Preferred Name _____
International Student [] Yes [] No
Languages Spoken [] English [] French [] Other _____

MAILING ADDRESS

Street Address _____ Unit/Suite # _____
City _____ Province _____ Postal Code _____
Country _____
Phone Number () _____ - _____ Email address _____

PERMANENT ADDRESS
(if different from mailing address)

Street Address _____ Unit/Suite # _____
City _____ Province _____ Postal Code _____
Country _____

CAMPUS LOCATION

(check mark the location you plan on attending)

<input type="checkbox"/> Mississauga 2-1315 Derry Road East Ontario L5T1B6	<input type="checkbox"/> Toronto 202-89 Bloor St. W. Ontario M5S1M1	<input type="checkbox"/> Kitchener 106-900 Guelph Street Ontario N2H5Z2
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TERMS & CONDITIONS

* Any revisional changes to course(s) originally registered for (swapping/dropping courses) are subject to a \$125.00 administrative fee along with any applicable withdrawal fees as outlined in the Policies & Procedures.
* Registration fee of \$150.00 applies for course(s) registered for, past the registration deadline date.
* A \$50 fee is applicable if the student provides a late notice of absence (less than 48 hours) from the class start time.

I, _____ understand that by signing this document I am enrolling as a student of GLOW Academy for the individual certificate program(s) as acknowledged in the attached ``Course Registration`` form(s) . I have also reviewed the above Terms & Conditions section and also acknowledge that I have received a copy of the ``Payment Schedule`` (as applicable) and ``Policies & Procedures`` and am providing a copy of valid government issued photo ID.

Date

Signature

OFFICE USE

STUDENT PROFILE SHEET

Full Name:	
Phone Number:	
Email Address:	
Address:	
MEDICAL List any known medical conditions, restrictions or allergies that GLOW Academy community members should be aware of:	

EMERGENCY CONTACTS

In the event of an emergency, I the undersigned, authorize GLOW Academy to notify the following person(s):

Name:	
Phone Number:	
Address:	
Relationship to Student:	
In the event you are unable to notify such person, the Academy is authorized to notify:	
Name:	
Phone Number:	
Address:	
Relationship to Student:	

I understand and agree that GLOW Academy will have no obligation or liability to notify such persons.

Date: _____

Student Signature

Printed Student Name

Fill out a copy of this form for EACH course you are taking

**GLOW Academy
Course Registration Form
(please print clearly)**

STUDENT INFORMATION

Select One: Mr.[] Miss[] Mrs.[] Ms.[]

First Name _____ Last Name _____ Preferred Name _____

COURSE INFORMATION

Course Name _____ Course Code _____

Tuition Fee \$ _____ + HST

Estimated Start Date _____ Estimated End Date _____

I, _____ understand that I am enrolling as a student of GLOW Academy for the
aforementioned certificate program for which, upon successful completion an individual certificate shall be
issued.

Date

Signature

OFFICE USE

Policies & Procedures

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

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.

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 school 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 school or classes
 - have a negative impact on the physical or mental wellbeing of one or more school 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.

PAYMENT PLANS

This section applies to students that have opted to divide their total owing amount into ongoing monthly payments while commencing classes.

At time of registration a monthly 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 that are acceptable. Failure to receive the necessary form of monthly 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 month the monthly payment is overdue until the amount is received.
- 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 along with the standard onetime fee of \$125.00 to administer the revision of the payment plan to reflect the hold in payments. In cases, where a 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 an administrative fee of \$125 per untaken course(s) that the student had originally registered for as it would be a withdrawal request by the student.

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.

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.

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 our 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).

WITHDRAWALS

Withdrawing from courses

(1) If a student registers for a course(s) and subsequently does not commence the course(s), an administrative fee of \$125 per course withdrawal fee (up to a maximum of \$500), kit values, along with other fees and penalties as outlined within the Refund section of this document will be deducted from the amount originally paid to GLOW Academy. Any amounts owing beyond the amounts originally paid to GLOW Academy will require the student to pay the balance in full within 30 days.

(2) Amount owing to GLOW Academy may be paid at a minimum rate of \$300 per month due on the first of every month until the owing amount has been paid in full. Full Payment Plan terms and conditions can be reviewed in the Payment Plan section of this document.

REFUNDS

As prescribed under the following sections 1 to 6.

For non-continuous courses, a course consisting of clinical or practical components outside of hours of instruction, refunds are only applicable towards classroom periods. The clinical and practical components of any course are not considered as refundable periods.

Full refunds

1.

(1) GLOW Academy shall refund all of the tuition fees paid by a student under a contract for the provision of the course(s) in the following circumstances:

1. The contract is rescinded by a person within two business days of receiving a copy of the contract.
2. GLOW Academy discontinues the course(s) before the student completes the course(s), subject to subsection (2).

(2) A full refund is not payable in the circumstances described in paragraph 2 of subsection (1) if the discontinuance of the course(s) coincides with GLOW Academy ceasing to operate based on the student having already completed the course(s).

(3) A refund is not payable under paragraphs 1 and 2 of subsection (1) unless the student gives GLOW Academy a formal, signed and dated written request for the refund.

(4) The value of kits associated with all registered course(s) that would have commenced within a one year period (from the first course start date) are not refundable and will be deducted from the total refund amount (if any).

Partial refund where student does not commence course

2.

(1) If a student registers for course(s) and subsequently does not commence the course(s), GLOW Academy shall void any promotional pricing that may have been offered at time of registration, including individual course discounts and full payment incentives and refund the fees paid less the sum of an administrative fee of \$125 per course (up to a maximum of \$500) and the fee associated with administering a payment plan (if applicable) in the following circumstances:

1. The student gives GLOW Academy a formal, signed and dated written request that he or she is withdrawing from the course(s) 2 full weeks before the course(s) commence. In a case where the request has not been submitted with the required minimum 2 full week notice period, refunds are subject to Section 3 (Partial refunds: withdrawals and expulsions after course commencement).

2. In the case of a student who is admitted to taking a course on the condition that the student meet specified admission requirements before the day the course commences, the student fails to meet the requirements before that day.

3. Unless in a case where the student does not attend classes and also fails to schedule and/or attend do over classes (available for an additional fee).

(2) The amount of a refund owed to the student shall be an amount that is equal to the full amount paid less the applicable fees as outlined under subsection (1) in addition to the value of kits associated with all registered course(s) that would have commenced within a one year period (from the first course start date).

(3) If a refund under subsection (1) is payable,

(a) in the case of a refund under paragraph 1 of subsection (1), within 30 days of the day the student gives notice of withdrawing from the course(s);

(b) in the case of a refund under paragraph 2 of subsection (1), within 30 days of the day the course(s) commences; and

Partial refunds: withdrawals and expulsions after course commencement

3.

(1) GLOW Academy shall give a student who commences a course(s) a refund of part of the fees paid in respect of the course(s) if, at a time during the course determined under subsection (3),

(a) the student withdraws from the course after it has commenced; or

(b) the student is expelled from the course in circumstances where the expulsion is permitted under GLOW Academy's expulsion policy.

(2) This section does not apply to courses described in section 4.

(3) GLOW Academy shall pay a partial refund under this section only if the withdrawal or expulsion from the course(s) occurs at a time during the course(s) determined in accordance with the following rules:

1. In the case of a course(s) that is less than 2 weeks in duration, refunds are not applicable.
2. In the case of a course(s) that is 2 weeks or more in duration,
 - i. for the first 2 weeks in the duration of the course(s) and for every subsequent full week in the course(s), the withdrawal or expulsion occurs during the first week of that 2 week period, and
 - ii. for any period in the duration of the course(s) remaining after the last half of the 2 week period referred to in subparagraph i has elapsed, the withdrawal or expulsion occurs in the first half of the following period.

(4) If the student withdraws or is expelled from a course(s) within the first half of a period referred to in subsection (3), the amount of the refund that GLOW Academy shall pay the student shall be equal to the full amount of the fees paid in respect of the course(s) less,

- (a) an amount that is equal the sum of the administrative fee of \$125 per course(s), any differences between the original and promotional price that was offered at time of registration (promotional pricing is deemed void which includes individual course discounts and full payment incentives), if applicable, any administrative fee associated with administering a payment plan (if applicable), and the lesser of 20 per cent of the full amount of the fees in respect of the course(s) or \$500; and
- (b) the portion of the fees in respect of the portion of the period that had elapsed at the time of the withdrawal or expulsion.

(5) If the student withdraws or is expelled from a course(s) during the second half of a period referred to in subsection (3), GLOW Academy is not required to pay the student any refund in respect of that period.

(6) GLOW Academy shall refund the full amount of fees paid in respect of any classroom period that had not yet commenced at the time of the withdrawal or expulsion.

Partial refund where student defers to commence course(s)

4.

(1) This section applies to a student that is admitted to a course(s), pays full or partial fees to GLOW Academy in respect of the enrolled course(s) and subsequently defers the start date to commence the course(s) beyond the original scheduled course(s) start date.

(2) GLOW Academy is to receive written notice 2 full weeks before course(s) commence from the student that he or she intends to defer the course(s) to a future start date. GLOW Academy shall consider the fees paid as a credit on the students file for a period of up to 60 months, allowing the student to defer his or her course(s) commence date up to a period of 60 months from the date of registration with no penalties. The credit value may be used towards any combination of course(s) and will not be eligible for a refund. Changes in the value of course(s) shall be considered at time of course(s) commencement as applicable, with any difference between the credit amount and new value of the course(s) being paid by the student.

(3) If GLOW Academy is to receive written short notice, lesser than the outlined time period per subsection (2) from the student that he or she intends to defer the course(s) to a future start date. GLOW Academy shall consider the fees paid as a credit on the students file for a period of up to 60 months less 20 percent of the course(s) fee to cover expenses relating to the resources and classes already scheduled. The student may continue to defer his or her course(s) commence date up to a period of 60 months beyond the first deferral with no further penalties. The credit value may be used towards any combination of course(s) and will not be eligible for a refund. Changes in the value of course(s) shall be considered at time of course(s) commencement as applicable, with any difference between the credit amount and new value of the course(s) being paid by the student

Treatment of books and equipment

5.

In calculating a refund under sections 1 to 4, GLOW Academy may retain the retail cost of books or equipment that had been supplied to the student if the student,

(a) fails to return the books or equipment to GLOW Academy within 10 days of the student's withdrawal or expulsion from the course(s), or

(b) returns the books or equipment to GLOW Academy within the 10-day period referred to clause (a), but fails to return it unopened or in the same state it was in when supplied.

Refund for international students

6.

(1) A notice to GLOW Academy that is provided by or on behalf of an international student or of a prospective international student and that states that the student has not been issued a temporary resident visa as a member of the student class under the Immigration and Refugee Protection Act (Canada) is deemed to be,

(a) notice of a rescission of the contract is given within two days of receiving a copy of the contract; and

(b) notice that the student is withdrawing from the course(s) for the purposes of section 3, paragraph (1)(b) the notice is received on or before half of the duration of the course(s) has elapsed.

(2) Provided the provisions as per subsection (1) have been met, refunds will be issued as per the general refund policies.