KALLIDORA
ACADEMY

Enrolment Agreement

MFHEA License No: 2008-TC-005

This contract outlines the rules, expectations, and policies that all students must adhere to during their time at Kallidora Academy. It serves as a formal agreement between the student and the institution to ensure a professional, respectful, and productive learning environment.

By signing this document, the student acknowledges and agrees to:

- Abide by the standards and regulations outlined herein.
- Uphold the values of professionalism, integrity, and respect.
- Fulfill all academic, attendance, and financial responsibilities.

This agreement is issued in two original copies, one for the student and one for the Academy.

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1. Appearance, Dress Code, and Uniforms

1.1. Students are required to wear the designated school uniform while in the practice room.

1.2. Maintaining proper personal hygiene, cleanliness, and a well-groomed appearance is mandatory.

2. School Uniform Guidelines

2.1. Uniform: Academy Polo-Shirt (to be bought from the school) and Black Trousers (jeans and leggings are not permitted).

2.2. Footwear: Flat, sensible black shoes with a good grip are required. Open-toed or open-back shoes are strictly prohibited for safety reasons.

3. Attendance in Practical Classes

3.1. Students enrolled in Manicure & Pedicure courses, Facials courses, Holistic Massage courses or Sports Massage courses are expected to participate both as therapists and models during practice sessions.

3.2. Attendance is mandatory. If unable to attend, the student must notify the class via the WhatsApp group as early as possible.

3.3. The absent student should attempt to provide a replacement model to avoid disrupting their classmates' practice.

3.4. Students of Reflexology, Beauty Therapy, Facials, Waxing, Make-up, Manicure & Pedicure Courses are required to bring a model to every practical class with Manicure & Pedicure and Facials subject to availability.

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4. Examinations

4.1. Students must sit for both internal and external theory and practical exams.

4.2. Successful completion of both exams will result in a certificate issued by the school and by iTEC.

5. Make-Up Examinations

5.1. Exams organized by the school are a privilege and not optional.

5.2. Students who fail to comply with the tutor's instructions may be dismissed from the course, without refund or fee adjustment.

5.3. Make-up exam dates due to illness may be scheduled at the discretion of the instructor, where possible.

6. Exam Re-Sits

6.1. Students who fail any unit must apply for a re-sit immediately.

6.2. All units must be passed to earn the final qualification.

6.3. Re-sit fees:

- Internal exams – €50 per exam
- External exams – €55 per exam

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7. Academic Integrity

7.1. Cheating during any test or exam will result in immediate dismissal from the course.

7.2. iTEC will be informed of any such incidents.

8. Course Payment Policy

8.1. Courses must be paid for in advance or through the agreed Student Easy Payment Scheme.

8.2. Students who withdraw or drop out are not entitled to a refund, part-refund or course transfer. Full payment remains due.

9. Tardiness and Absenteeism

9.1. If a student will be late, they must notify the class via the WhatsApp group.

9.2. Absences must also be reported, and alternative models provided if necessary.

10. Attendance Policy

10.1. Missing more than 10 classes may result in termination from the course.

10.2. Students must arrive 5 minutes before class, fully prepared, in uniform, well-groomed (hair tied back, nails trimmed), and with all necessary materials.

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11. Leave of Absence

11.1. May be granted in cases of emergency or medical necessity, provided with a proof, at the discretion of the school.

11.2. A student granted leave of absence is not considered to have withdrawn from the course.

11.3 Students are still required to continue all course payments during the period of leave, as the leave is from the class only not from the course agreement.

11.3. Missed lessons must be made up as per tutor's instructions. No lessons are repeated.

12. Client Services

12.1. Clients may only be brought in for treatments with prior approval from the tutor.

12.2. Students must never leave clients unattended.

13. Mobile Devices

13.1. All electronic devices must be on silent or airplane mode during class.

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14. Personal Belongings and Work Area

14.1. Students must clean their treatment area including all equipment and tools used after each session.

14.2. Personal items should be taken home.

14.3. Kits and oils must be stored neatly, and sterilization procedures must be followed.

14.4. The school is not responsible for lost or stolen items.

15. Breaks

15.1. Breaks will be scheduled by the tutor.

16. Smoking Policy

16.1. Smoking is only permitted during breaks and outside the school building.

16.2. Cigarette butts must be disposed of in designated containers.

17. Substance Policy

17.1. The use of alcohol or non-prescribed drugs on school premises is strictly prohibited and will result in immediate expulsion.

18. Syllabus and Curriculum

18.1. Students must familiarize themselves with the iTEC syllabus and examination criteria, available on the iTEC website.

18.2. All iTEC rules must be followed throughout the course.

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19. Copyright and Intellectual Property

19.1. Students may not reproduce, photograph, video, or record school materials without written permission.

19.2. All materials provided by tutors are for personal use only and may not be shared or distributed.

19.3. Misuse may result in legal action under copyright law.

20. Equality and Non-Discrimination

20.1. Discrimination of any kind will not be tolerated and will result in disciplinary action.

21. Professional Conduct

21.1. Profanity and slang expressions are not acceptable in interactions with peers, instructors, or clients.

22. Student Grievance Procedure

22.1. Step 1: Speak directly with the person(s) involved.

22.2. Step 2: If unresolved, contact the School Principal, who will respond within 3 school days.

22.3. Step 3: If still unresolved, follow iTEC's grievance procedure (see iTEC website).

23. Academic and Attendance Evaluation

23.1. Students must meet both academic and attendance requirements to remain in good standing.

23.2. Progress will be evaluated each lesson and will contribute to the student's final grade.

24. Job Placement

24.1. The school will support students in finding job opportunities, though employment is not guaranteed.

24.2. This assistance remains available to graduates at any time in the future.

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Signed on the _____ **day** of the **month** of _____, of the **Year**_____.

_____ _____

School Principal **Student**