



# LAWS OF BEAUTY ACADEMY

## ADMISSION FORM

Photo

PLEASE COMPLETE THIS FORM BY CAREFULLY ANSWERING THE QUESTIONS  
INCOMPLETE RESPONSE MAY DELAY PROCESS

### PERSONAL INFORMATION

Full Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Nationality \_\_\_\_\_

Contact Number \_\_\_\_\_

Residential Address \_\_\_\_\_

Email \_\_\_\_\_

Applicants Present Occupation \_\_\_\_\_

### IN CASE OF EMERGENCY / REFERENCE

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Contact Number \_\_\_\_\_

Email \_\_\_\_\_

### **List of Schools attended or attending (Give photocopies of certificate)**

	School	Date	Certificate
A	_____	_____	_____
B	_____	_____	_____

Provide here the names and address of the person or establishment, responsible for your sponsorship to which all your records and bills will be directed to

Name / Organization \_\_\_\_\_

Address \_\_\_\_\_

Contact Number \_\_\_\_\_ Relationship \_\_\_\_\_

# TICK COURSE(S)

## DIPLOMA

Fashion

## ADVANCE DIPLOMA

Fashion

Hair

Beauty

When do you begin?

Feb  June  Sept

*Special enquiries must be made before installment of fees are paid*

I hereby agree to all rules and regulation of the academy and will attend all lectures.

I also promise to do all my test and assessment.

I also agree that once tuition fees are paid and class has started is non-refundable

Full fees will be demanded even if student discontinues his/her course without enough notice to the academy.

Fees must be paid into the school account.

### **Fidelity Bank**

**Account name : Laws of Beauty Academy Limited**

**Account Number: 150171590514**

**MTN Momo: Laws of Beauty Academy - ID (Merchant) 839108**

Date \_\_\_\_\_ Signature \_\_\_\_\_

*I hereby enclose a non-refundable registration fee of (/150.00 to be admitted in the session i have make above with 2 passport pictures.*

**NB:** Forms must be submitted as early as possible

## FOR OFFICIAL USE

Registration Fees.: \_\_\_\_\_

Receipt No: \_\_\_\_\_

Tuition fees: \_\_\_\_\_

Receipt No.: \_\_\_\_\_

Account full name: \_\_\_\_\_

Accountant signature: \_\_\_\_\_

Registration No: \_\_\_\_\_

# **RULES AND REGULATION**

## **A. MODE OF CONDUCT AND DISCIPLINE**

1. Student must always put on the prescribed uniform and footwear. Any other uniform and footwear's or jewelries are not allowed except wedding rings during school hours.
2. Classes begin at 8:00 am exactly. After 30mins, student is not allowed to join classes.
3. Late comers will be sacked by the instructors. The school runs morning, afternoon and evening classes (students must model for each other)
4. Students must wear overalls during practicals, if by any medical reason a student cannot model for each other; he/she must notify the academy before enrollment.
5. Good conduct is expected from students in training rooms and on the school compound. Drastic measure will be taken against any student found during classes' hours loitering around
6. Student must sign their daily attendant register
7. During classes hours, using of phone calls and receiving visitors is not allowed
8. Student must keep the washroom neat and clean. Sanitary pad should be wrapped before disposed in the available bins
9. Absenting yourself from class for more than two weeks would lead to repetition of course. Please give a notice of 1 week before differing your course for a period of one year.
10. Student will be responsible for any damage of school property

## **B. PAYMENT OF FEES**

1. Full fees must be paid or 60% of fees can be paid and the 40% being paid depending on the course duration.
2. Items for practical will be given depending on the fees paid.
3. Student will not be allowed to continue with their classes if they fail to settle their fees within the grace period.

## **C. EXAMINATION**

1. Students are advised to take their theory and practical's seriously.
2. Student assessment records are properly recorded and observed to promote student to the next module (your school report and based on the school assessment records).
3. Failures to write the exams or skip any theory class will help the management defer you on the next stages of module).

## **D. Extra Activities**

The school has also designed several activities for school to look for healthier, sociable and self-confident in the society.

Therefore it's compulsory for the student to take part in the following

1. Modeling Show (Fashion Shows)
2. Workshop and Seminars
3. Indoor and Outdoor Games
4. Variety Shows, Entertainment Etc.
5. Tours Etc.

***NB: Student will be asked to buy additional practical kits for more practical work during their training***

Administrator \_\_\_\_\_ Student \_\_\_\_\_

Principal \_\_\_\_\_ Parent/ Guardian \_\_\_\_\_

## **FEES STRUCTURE**

### **DIPLOMA**

**FASHION:** Pattern Drafting, Free Hand Cutting, Tailoring, Garment Construction, Fashion Illustration, Millinery

**12 month - GH¢ 7,000.00**

### **ADVANCE DIPLOMA**

**HAIR:** Shampooing, Conditioning, Styling, Setting, Braid Twisting, Perming, Relaxing And Straightening, Thermal Styling, Colouring, Hair Treatment, Hair Extension, Corn Roll, Modern Braids, Cutting And Tonging, Bridal Styling, Braid Perming, Anatomy And Function Hair

**6 months - GH¢ 5,000.00**

**BEAUTY:** Manicure, Pedicure, Nails Extension, Nail Art, Facials, Stick On S, Make-up And Skin Care, Acrylic, Waxing, Body Massage, Make-up For All Occasion, Cosmetic Science, Skin Treatments Using Electrical Equipment (hf, Galvanic Etc), Eyelash & Brow Treatment, Body Therapy For Sliming And Relaxation, Exercise, Diet And Nutrition

**6 months - GH¢ 5,000.00**

## **COMPULSORY FEES**

**Registration and Admission Fees  
(Including Maintenance, Welfare fund and induction fees)**

An Apron, Interlock (Polo Shirt) and a school cloth.....

Examination and Graduation Fees - .....

Fees Must be into **Fidelity Bank**

Account name : **Laws of Beauty Academy Limited**

Account Number: **1050171590514**

MTN Momo: **Laws of Beauty Academy - ID (Merchant) 839108**

## **PAYMENT STRUCTURE**

Course \_\_\_\_\_

Duration \_\_\_\_\_ Intake Date \_\_\_\_\_

Course fees \_\_\_\_\_ Initial Deposit \_\_\_\_\_

Balance Amount \_\_\_\_\_ Date \_\_\_\_\_

Student must pay their fees during the duration course

Student will be awarded Certificate only if they have passed in all the modules.

Kits for courses are inclusive in fees.

Students are advised to take the NVTI Exams and CITY and GUILD IVQ theory exams which are recognised worldwide.

***I hereby agree to pay fees as agreed by the academy and it has every right to stop me from attending class until fees are settled***

Name of Student \_\_\_\_\_ Signature \_\_\_\_\_

Name of Parent/ Guardian \_\_\_\_\_ Signature \_\_\_\_\_

Accountant Name \_\_\_\_\_ Signature \_\_\_\_\_

**Location: Abeka-LApaz, adjacent to Abretie Spot**

**Contact number: 0200624244 / 0249600066**

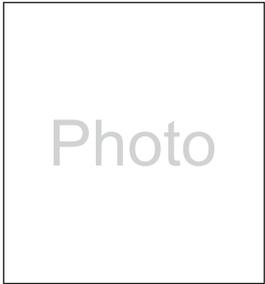
**Email: lawofbeautyacademy@gmail.com**

**FB & IG : @lawsofbeautyacademy**



# LAW OF BEAUTY ACADEMY

## APPRENTICESHIP FORM



PLEASE COMPLETE THIS FORM BY CAREFULLY ANSWERING THE QUESTIONS  
INCOMPLETE RESPONSE MAY DELAY PROCESS

### PERSONAL INFORMATION

Full Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Nationality \_\_\_\_\_

Contact Number \_\_\_\_\_ Residential Address \_\_\_\_\_

### PARENT/GUARDIAN INFORMATION

Full Name \_\_\_\_\_

Contact Number \_\_\_\_\_

Residential Address \_\_\_\_\_

### RULES AND REGULATION

1. Student must always put on the prescribed uniform and footwear.
2. Late comers will be sacked by the instructors.
3. Students must wear overalls during practicals, if by any medical reason a student must notify the academy before enrollment.
4. Good conduct is expected from student
5. Using of phone calls and receiving visitors is not allowed
6. Student must keep the washroom neat and clean. Sanitary pad should be wrapped before disposed in the available bins
7. Absenting yourself for more than two weeks would lead to repetition.
8. Student will be responsible for any damage of school property

### APPRENTICESHIP COURSE AND FEES

Fashion  GH¢..... Hair  GH¢..... Beauty  GH¢.....

Fees must be paid into the school account.

#### **Fidelity Bank**

**Account name : Laws of Beauty Academy Limited**

**Account Number: 1050171590514**

**MTN Momo: Laws of Beauty Academy - ID (Merchant) 839108**

Student's Sign \_\_\_\_\_ Witness's Sign \_\_\_\_\_ Proprietor's Sign \_\_\_\_\_

Date \_\_\_\_\_ Student Sign \_\_\_\_\_ Student Sign \_\_\_\_\_