



LA MANILLE SCHOOL OF ESTHETICS & WELLNESS

2240 Chino Roces Ave., Makati City (behind Cancio Building)

Tel No.: (02) 819-5881 Fax No.: (02) 810-7196

BASIC ESTHETICS

Innovative Programs

Admission

To enroll, you must be at least 18 years of age, high school graduate, and be able to submit the following requirements:

- Completely filled-up application form
- One pc. 2" x 2" picture
- Copy of birth certificate
- Copy of High School or College diploma or Transcript of Records
- Copy of any Identification (driver's license, passport, NBI clearance)
- **Registration Fee of Php 200.00**

COURSE OUTLINE:

The course is generally about skin care and beauty regimens.

The course covers the following subjects;

- 1.) Basic Anatomy
- 2.) Basic Chemistry
- 3.) Basic Electricity
- 4.) Basic Nutrition
- 5.) Infection Control
- 6.) Esthetics proper including basic facials
- 7.) Facial massage
- 8.) Hair removal
- 9.) Advanced topics and treatment
- 10.) The world of make-up
- 11.) Aromatherapy
- 12.) Use of facial machines
- 13.) Helpful business /entrepreneur skills

SCHEDULE OF CLASSES

WEEKDAY CLASS (11 Weeks Program)

Monday to Thursday ----- **8:30 am to 4:30 pm**



LA MANILLE SCHOOL OF ESTHETICS & WELLNESS INC.

2240 Chino Roces Ave., Makati City (behind Cancio Building)

Tel No.: (02) 819-5881 Fax No.: (02) 810-7196

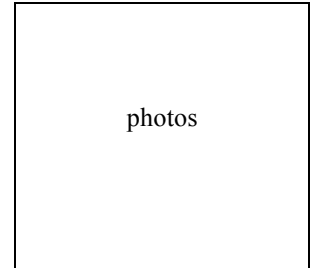
Email: lamanille@ymail.com

APPLICATION FORM

TO THE STUDENT:

Please fill out correctly and completely all the questions

Below:



1. NAME OF STUDENT:

Last	
First	
Middle	

Application Form []	Passport/ID []
Transcript []	Birth Certificate []
Photos []	Health Certificate []

2. COURSE APPLIED FOR: Certificate programs Esthetic course Others: _____

3. ADDRESS AND TELEPHONE NUMBER:

Complete current Address:			
E-mail Address	Home No.		
Office No.	Mobile No.		

4. DATE OF BIRTH

5. PLACE OF BIRTH

Year:	Month:	Day:	
-------	--------	------	--

6. SEX

7.

Male []	Female []	HEIGHT: _____	WEIGHT: _____
----------	------------	---------------	---------------

8. CIVIL STATUS

Single []	Married []	Separated []	Widowed []
------------	-------------	---------------	-------------

9. CITIZENSHIP

Pilipino []	Foreign (Specify) _____	Dual (Specify) _____
--------------	-------------------------	----------------------

EDUCATIONAL BACKGROUND

High School Name (Do not abbreviate)	Address (City/Town, Province)	Year of Completion

College (Do not abbreviate)	Address (City/Town, Province)
Course:	Year of Completion:

11. WORK BACKGROUND (From Present to Past)

1.
2.
3.

12. ESSAY: What made you decide to take-up course? What do you intend to do after?



LA MANILLE SCHOOL OF ESTHETICS & WELLNESS

2240 Chino Roces Ave., Makati City (behind Cancio Building)

Tel No.: (02) 819-5881 / Fax No.: (02) 810-7196

Esthetics Enrollment Agreement

Name: _____ Date of Birth :

Address: _____

Tel: _____ Cell: _____ Email Add:

The above listed School and Student enter into agreement under which the student will pay tuition fees as indicated below as well as adhere to the School's Rules and Regulations.

HOURS OF SCHOOL OPERATION

350-Hours Program

(11 WEEK PROGRAM)

BASIC ESTHETICS (350 hours)

Full Time:

11 weeks, 4 days per week, 8 hours per day

Monday – Thursday, 8:30 am to 4:30 pm (Friday or Saturday class: to be scheduled)

Start Date : _____

Expected Graduation : _____

Credit Hours : _____ 350 hours _____

La Manille School of Esthetics reserves the right to delay the start date or cancel a class with insufficient enrollment. All fees (including Registration Fee) for delayed or cancelled classes, due to insufficient enrollment, will be returned to the student or may be credited to future classes on request.



LA MANILLE SCHOOL OF ESTHETICS & WELLNESS

2240 Chino Roces Ave., Makati City (behind Cancio Building)

Tel No.: (02) 819-5881 / Fax No.: (02) 810-7196

REQUESTED DAYS OFF

If you know of any days for which you will need to be excused, during your 350 hour Esthetics Program, please list those dates below:

Days: _____

Days: _____

Days: _____

Days: _____

TUITION POLICY

Please be advised that all tuition payments are to be made promptly. It is solely the student's responsibility to ensure that payment is made.

STANDARDS OF ACADEMIC PROGRESS

1. A Marking period is 50% of Total Nominal Hours.
2. A passing grade when taking school exam in a subject area is 70%.
3. Satisfactory Academic Progress is an average of 70% of grades on exams.
4. Any student missing a scheduled exam will receive 0% grade pending completion of the exam.
5. Any student, who has not maintained satisfactory academic progress in a marking period, shall be placed on academic probation.
6. Any student, who fails to meet satisfactory academic progress at the end of the next marking period, shall be dismissed.
7. To graduate, a student shall achieve an average of 70%, on all exams up to the Final Written and Practical Exams.
8. The Final Written and Practical exam passing grade is 70%.
9. To graduate, a student shall complete all Practical skills as assigned by the school.



LA MANILLE SCHOOL OF ESTHETICS & WELLNESS

2240 Chino Roces Ave., Makati City (behind Cancio Building)

Tel No.: (02) 819-5881 / Fax No.: (02) 810-7196

ATTENDANCE POLICY (Students must complete the contracted clock hours to graduate.)

1. Students are expected to treat class responsibilities in a professional manner. This includes making the effort to be on time, and ready for the day's exercises. Students are expected to be in class and ready at the beginning of class.
2. When students cannot come to school, or are running late, call the office at telephone no. 819-5881 or leave a text message at cp no. 0955-478-1036 / 0948-890-1503. Please note that the student is still considered late or absent.
3. Lateness is a disruption to the class and is to be avoided. Three lateness (15 minutes after class start) in one month are equal to one absence.
4. Three absences may result in expulsion. And in case of expulsion, no paid tuitions may be refunded.

By my signature, I verify that I have read and received a copy of :

Enrollment Agreement

And agree to abide by all the conditions therein.

Student Signature _____ *Date* _____



LA MANILLE SCHOOL OF ESTHETICS & WELLNESS

2240 Chino Roces Ave., Makati City (behind Cancio Building)

Tel No.: (02) 819-5881 / Fax No.: (02) 893-7537

Email: lamanille@ymail.com

DRESS CODE:

The following dress code applies to all students:

White lab coat
White pants/slacks
White T-shirt/Polo-shirt/blouse
White undergarments
White socks
White nursing shoes
Sneakers are allowed but must be all white.

1. A clean-ironed uniform with a name tag must be worn at all times.
2. No jewelry other than a wedding ring is to be worn. Only watch is allowed.
3. No perfume or cologne.
4. Nails must be short enough not to see a free edge.
5. No nail polish; hands must be well manicured (natural buffed).
6. Hands must be kept clean at all times.
7. No jeans or tank tops.
8. Footwear must be a closed flat white shoe, no open toes or heels.
9. Hair must be worn tied back away from the face.
10. Underclothing must be nude or white.
11. Vinyl gloves must be worn during facials and waxing treatments.
12. No hats or head dress are to be worn in class.
13. No cell phones permitted in classroom.
14. Smoking is strictly prohibited in front of the building while in uniform.
15. Personal hygiene and grooming are important.
16. No chewing gum or sucking on any kind of sweets.

STUDENTS FAILING TO COMPLY WITH THE DRESS CODE WILL BE SENT HOME WITHOUT HOURS.