



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 FACIALIST

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)

COURSE OUTLINE:

The course is generally about skin care and beauty regimens.
The course covers the following lectures;

1. Layer of the skin
2. Skin type
3. Sanitation & Disinfection
4. Treatment room set-up
5. Preparation of client
6. Facial Massage Techniques
7. Facial Products
8. Facial protocol
9. Basic Facial Massage
10. European / Nourishing Massage
11. Extraction
12. Masque application

SCHEDULE OF CLASSES

WEEKDAY CLASS (11 Weeks Program)

Friday & Saturday ----- 8:30 am to 4:30 pm



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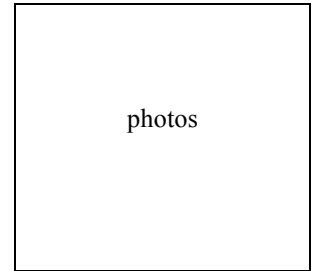
Email: lamanille@ymail.com

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:
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6. SEX

7.

Male []	Female []
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HEIGHT: _____	WEIGHT: _____
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8. CIVIL STATUS

Single []	Married []	Separated []	Widowed []
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9. CITIZENSHIP

Pilipino []	Foreign (Specify)	Dual (Specify)
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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?

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Facialist 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

16-Hours Program

(2 DAYS PROGRAM)

BASIC FACIALIST COURSE (16 hours)

Full Time:

2 days, 8 hours per day

Friday & Saturday, 8:30 am to 4:30 pm

Start Date : _____

Graduation : _____

Credit Hours : _____ 16 hours _____

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



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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

- To graduate, a student shall complete all Practical skills as assigned by the school.

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 nos. 0948-890-1503 / 0955-478-1036. Please note that the student is still considered late or absent.
3. Lateness is a disruption to the class and is to be avoided.

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* _____



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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 upper dress is a priority. White T-shirt or Polo-shirt for men. White Blouse or shirt for women.

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