

Express Lash & Makeup Academy

Class Expectations

1. Students must attend each class meeting and arrive on time and stay for each class scheduled. If an emergency arises that prevents class attendance, late arrivals, early departures, inform the instructor as soon as possible in an email. Keep in mind if you have an un- excused absence, you cannot participate and this will affect your participation grade.
2. Turn all cell phones off during class. If you are involved in a crisis and need to be available via cell phone during class, please talk with your instructor prior to the start of class.
3. Laptops must be closed during class activities unless told otherwise.
4. You must be an active participant during class by thoughtfully contributing to discussions, tasks, and assignments.
5. Support the development of a classroom community of mutual respect, collaboration, and support.
6. Complete all assignments on time. Late assignments will not be given credit unless pre- approved by the instructor.
7. It is the student’s responsibility to contact the instructor to catch up on missed class content and /or obtain class handouts.
8. No make-up opportunities for assignments unless there is a written excuse is provided by a physician or in case of death, appropriate documentation.
9. All assignments must have student’s full name and ID number to get credit.
10. Students must make a passing mock state board exam to graduate from the course.
11. If Tuition is not paid on time with no notification, student will not be permitted to clock in until cleared by administrator.

Student’s signature Date