



SOMA SENSE ACADEMY (Pty) Ltd

Reg. 2010 /018995 / 07

BASIC REQUIREMENTS FOR REGISTRATION AND ENROLMENT

Please read the information contained in this booklet carefully. The contents of this booklet, the Registration Form, the relevant Prospectus and the Fee Schedule (and any applicable documentation of a cessionary of Soma Sense Academy (Pty) Ltd's rights all constitute the contract between the student, her/his parent(s)/guardian(s) and Soma Sense Academy (Pty) Ltd's cessionary.

Documents to be submitted on Registration to the Administration Office at Soma Sense Academy (Pty) Ltd:

1. The Fully Completed and signed registration form.
 2. Certified Copy of identity or original identity document of student and of the sponsor/legal guardian if the student is a minor (under 21 of age).
 3. A letter of confirmation from the Company on an original letterhead if her/his employer sponsors the student's fees.
 4. A letter of confirmation from the bursar who may have granted the student bursary.
 5. Certified copy of Passport or original passport of student, in the event of the student being a foreign citizen.
 6. Certified copy of study permit of student, in the event of the student being a foreign citizen.
 7. Student reference letter from school.
 8. Medical certificate.
 9. Two (2) I.D. photographs.
 10. Proof Of Residence (Not Older Than 3 Months)
 11. A registration/deposit fee of **R6600.00** is payable by all **full-time** and the full amount is payable by part-time students.
 12. For re-enrolment, please ensure that you quote your student number.
- Please ensure that you comply with the admission requirements before you submit your application for registration.
 - Should any personal information change, please inform Soma Sense Academy (Pty) Ltd immediately.

CANCELLATION OF REGISTRATION

An applicant may cancel her/his registration for the current/ future academic year of study and could be exonerated from liability for the fees which is in accordance with the cancellation policy set out below. The applicant will remain responsible for the securing non-refundable placement or registration fee and / or deposit fee. The reason for cancellation will be submitted in writing to the Soma Sense Academy Principal. **All Issued Kits ,Books ,Uniforms, and Intellectual Property Of Soma Sense Academy remains the property of the company until all fees are fully paid up.** Issued kits may not, under any circumstances, be returned for a refund, should the student decide to cancel/discontinue the course.

CANCELLATION STRUCTURE:

Reasons for written notification Cancellation	Registered Course	Financial Liability
Cancellation two (2) months Prior to commencement of course	Cancellation/Change of course allowed	A placement fee of R6600.00
If (1) Week of lectures has been attended	Cancellation/change of Course Allowed	Fee of 50% of Full Course Fees
If More than (1) week of lectures has been attended	Course Change / Cancellation is Prohibited	Liable for Full Course fees as per fees schedule for chosen course

It is required that all correspondence in the above regard be made by way of registered mail or by hand delivery. The correspondence is to be received and signed for by the Soma Sense Academy Principal.

INSTRUCTIONS FOR COMPLETING REGISTRATION AND CONTRACT FORMS

To be completed by all students

Please carefully read instructions given below before completing the Soma Sense Academy (Pty) Ltd Registration and Contract Form.

- Fully and accurately complete the contract forms, duly signed by both the student and sponsor / legal guardian if the student is a minor.
- For re-registration, a new registration/enrolment form should be completed.
- Please print clearly.
- If any of the required student information is not sent directly to Soma Sense Academy (Pty) Ltd's Administration Office, we will be unable to complete the registration of enrolment and therefore will not allow the student to gain access to classes until such time as the registration has been processed.

LEARNER INDUCTION POLICY

Introduction:

Prior to the commencement date of the learning programme, all new learners will receive an informative letter from the Principal and the staff at the Academy.

On commencement of course:

On the date of commencement of the course, an Information session is held to discuss and explain topics, such as:

- Welcoming speech, including a motivational talk
- Rules and regulations of the Academy, which includes:
 - Language Policy
 - Learner Confidentiality and Feedback Policy
 - Assessment Policy
 - RPL policy
 - Moderation Policy

- Appeals Policy
- The year's timetable and course timetables
- Introduction of teaching staff
- Review of prospectus
- Support systems of the Academy
 - Finance
 - Human Resources
 - Administration
- Facilities on the premises
- Mentoring / Learner support assistance
- Fundraising opportunities
- Social events of the year
- Basic hygiene at the Academy
- Basic health and safety (First Aid)
- Facilitation of a lift club system to assist learners without transport
- Learner's Youth Camp – to get to know one another
- Lay out and floor plan of the Academy
- Emergency procedure
- Research opportunities at the Academy
 - Library access
 - Computer access
- Dress code
- Assembly on Mondays – optional
- Gauteng School Holiday Roster
- Questions and Answers

1. Academy Hours

Full-Time Lectures will run from Monday to Thursday from 8:00 till 15:00 and Fridays from 8:00 till 15:00 (longer hours will become applicable, should the need arises)
i.e. Assessments / Examinations / client care / Professional House Training
Saturdays and Public Holidays are reserved.

Part-Time Lecturers will take place according to the specified Time-table

2. Please Note:

- Computer Literacy for research / assignments will be an advantage to the student
- External Examination Fees are excluded in the Fee Structure of all courses
- Additional Professional Beauty House Training & Certification included (Where applicable)

3. Registration & Administration Fees are non-refundable

4. Book fees

Book fees are inclusive of all Learner Guides, Assessment Guides, Training Material, Printed Note's, Assessments and Textbooks, for the full duration of the course Unless specified.

5. Kit Fees are payable prior to commencement of each programme

- No training kit will be issued without full payment - No exceptions will be made
- In order to prevent cross-contamination, each student is required to have his / her own training kits
- Prices may change without prior notification
- Kit content subject to availability of suppliers
- Consumables serve as **starter** packs only and it is the responsibility of the student to replace finished items at their own cost.
- **Additional** kit items may be obtained by the student him/herself
- Kits are exclusively available to the students of the Soma Sense Academy

6. Academic Progress

- **ABSENTEEISM (hours not worked in)** may have a negative effect on the learner's academic progress and development. This will result in:
 - The learner be refused to sit any assessment [internal and external] and / or
 - Further studies at the Soma Sense Academy.

It will be expected from learners to :

- In their own time, complete all absentee hours.
- Do self-study on theory work as Theory Lectures cannot be repeated.
- **Be present in all practical sessions.**
- **Have their training kits ready for practical sessions.**
- Learners must obtain at least 70% in all subjects to be able to progress into the 2nd year of studies.