

# carla brown

Makeup and Beauty

**26 BELVEDERE ROAD CLAREMONT**

**TELEPHONE: 021 671 5611**

**EMAIL: [carla@carlabrownmakeupandbeauty.co.za](mailto:carla@carlabrownmakeupandbeauty.co.za)**

**Website:** [www.carlabrownmakeupandbeauty.co.za](http://www.carlabrownmakeupandbeauty.co.za)

**LIKE, SHARE AND FOLLOW US ON OUR SOCIAL MEDIA LINKS:**

**Facebook:** <https://www.facebook.com/carlabrownmakeupandbeauty>

**Instagram:** @carlabrownmakeupandbeauty

**FOLLOWING DOCUMENTS TO BE ATTACHED WITH PROOF OF PAYMENT**

- *Sign and initial each page on bottom right hand corner*

Copy of student ID/Passport	
Application form	
Copy principal debtor ID/proof of address	
Copy of Grade 10/12 cert or equivalent	



**LEARNER APPLICATION/CONTRACT**

Name(s): \_\_\_\_\_ Surname: \_\_\_\_\_

Identity Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Black Top/ Tunic Size with CBMB Logo & pants (30,32,34,36,38,40 etc): \_\_\_\_\_

- **NAMES & SURNAME TO APPEAR ON CERTIFICATE/**
- **DIPLOMA:**

\_\_\_\_\_  
\_\_\_\_\_

Postal address

\_\_\_\_\_  
\_\_\_\_\_ CODE: \_\_\_\_\_

Residential address

\_\_\_\_\_  
\_\_\_\_\_ CODE: \_\_\_\_\_

Tel (w): \_\_\_\_\_ Tel(h): \_\_\_\_\_

Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Home Language: \_\_\_\_\_

Email: \_\_\_\_\_

Marital status: \_\_\_\_\_

**MATRICULATION / HIGHEST LEVEL OF EDUCATION**

Year Completed / To be Completed: \_\_\_\_\_

Name of School:

\_\_\_\_\_



Telephone Number:

\_\_\_\_\_

Subjects:

\_\_\_\_\_

Qualification(s):

\_\_\_\_\_

Reference / Contact: Name & Number:

\_\_\_\_\_

Learning/Physical difficulties?

\_\_\_\_\_

Medical Condition:

\_\_\_\_\_

(Mention any serious or chronic illness e.g. Asthma, Epilepsy, Heart, Back or Feet problems, Sight or Hearing)

### HOW DID YOU COME TO HEAR OF CARLA BROWN MAKEUP AND BEAUTY?

(Please state your answers and specify details)

#### 1. Word of Mouth

- Former/ Ex-student: \_\_\_\_\_
- Talk / School Visit: \_\_\_\_\_
- Current Student: \_\_\_\_\_
- Career Consultant: \_\_\_\_\_

#### 2. Exhibitions

- Career Expo: \_\_\_\_\_
- School: \_\_\_\_\_
- Open Day: \_\_\_\_\_
- Other: \_\_\_\_\_

#### 3. Advertisements

- Facebook: \_\_\_\_\_
- Magazine: \_\_\_\_\_
- Website: \_\_\_\_\_
- Newspaper: \_\_\_\_\_
- Instagram: \_\_\_\_\_
- Twitter: \_\_\_\_\_



**DETAILS OF PARENT / GUARDIAN AND OR THE PERSON RESPONSIBLE FOR THE PAYMENT OF THE FEES.**

Name: \_\_\_\_\_

Surname: \_\_\_\_\_

ID Number: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_ code: \_\_\_\_\_

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

\_\_\_\_\_ code: \_\_\_\_\_

Tel (w): \_\_\_\_\_ Tel(h): \_\_\_\_\_

Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

**EMERGENCY CONTACT PERSON:**

Name: ..... Telephone: .....

Relationship: .....

Address: .....



- **CHOOSE FULL TIME OR PART TIME COURSE YOU WOULD LIKE TO ATTEND BELOW. MARK WITH AN X**

<b>COURSE</b>	<b>PRICE</b>	<b>DATES</b>	<b>MARK WITH AN X</b>
ITEC Diploma for beauty specialist level 2 (1year)	R80 000,00	DURATION: 1 year full-time - Monday to Thursday  14 January 2019 - 5 December 2019	
ITEC Diploma for beauty specialist level 2 (6 months)	R55 000,00	Full time:14 January 2019 -July 2019(6 months- Monday to Thursday )  Part time Saturdays: 26 <sup>th</sup> January to 7 <sup>th</sup> December 2019	
ITEC Diploma in Fashion, Theatre and Media Makeup level 3 (6 months) &hairstyling	R60 000,00	5 <sup>th</sup> February 2019 - 31 <sup>st</sup> July 2019 F/T Tuesday to Friday	
ITEC Certificate in makeup level 2 (3months)	R25 000,00	14 <sup>th</sup> January to 15 <sup>th</sup> April 2019 P/T (Every Monday)	
ITEC Certificate in Fashion and Photographic Makeup Level 3	R34 000,00	May 2019-November 2019 Part time (Mondays)	
ITEC Certificate in Bridal Makeup level 2	R16 000,00	TBC-new date coming soon	
ITEC Certificate in Body Massage level 3	R15 000,00	18 <sup>th</sup> January 2019 P/T (Every Friday)	
ITEC Certificate in Waxing level 2	R16 000,00	17th January - 18th April 2019 P/T (Every Thursday)	
ITEC Certificate in Skincare and Eye Treatments	R18 000,00	15 <sup>th</sup> January 2019- 4 <sup>th</sup> June 2019 P/T- (Every Tuesday)	

ITEC Certificate in Manicure and Pedicure level 2	R14 000,00	16 <sup>th</sup> January - 10 <sup>th</sup> April 2019 P/T Every Wednesday	
ITEC Diploma in Nail Technology Level 3	R18 000,00	<p><u>PART TIME</u> (Every Monday) 28th January 2019 9am to 2pm to 25<sup>th</sup> November 2019(every Monday) Times: 9am to 2pm</p> <p><u>PART TIME</u> Saturdays (Every alternative /second Saturday) 2 February 2019-7<sup>th</sup> December 2019 Times: 09h00am to 17:00pm</p>	

### ADMISSION REQUIREMENTS

Carla Brown Makeup and Beauty looks for students who can succeed in the Beauty Industry, with emphasis on good interpersonal and communication skills.

**What do I need to have completed before I can apply to study this course?**

- Grade 10 or equivalent for entry into Level 2
- Passed ITEC Level 2 for entry into Level 3
- Students must meet the personality profile of a prospective Beauty Therapy Candidate
- Students must be physically fit

### **APPLICATION PROCEDURE:**

1. Choose the course you would like to attend.
2. Complete the registration/application form and Email the fully completed form, copy of your ID, matric results (where applicable) to: carla@carlabrownmakeupandbeauty.co.za
3. A letter confirming your registration will be sent via e-mail.
4. Pay your deposit & send proof of payment to carla@carlabrownmakeupandbeauty.co.za
5. The deposit is non-refundable.
6. Fees include the international assessment.

7. Student must be 16 years of age or older, be able to understand, speak and write in the English language.

8. Courses are strictly from 09h00 - 14h00. Students will miss the class if late.

9. **Excludes:** Re-assessment/Re-writes, sundries and case studies.

10. There are no hidden fees or additional items to pay for. EVERYTHING you need is included.

11. **Accredited/Recognized with:** ITEC (London) <http://www.itecworld.co.uk/>

<http://www.itecworld.co.uk/qualification-category/beauty-therapy/>

12. **STUDENT LOANS ARE AVAILABLE FROM FINANCIAL INSTITUTIONS.**

**Funding:** Students loans can be applied for through the banks (Absa, Standard Bank etc.) and [www.fundi.co.za](http://www.fundi.co.za)

**Please see Fundi Student loan application**

Email: Chroma Achelous: [chiomaa@fundi.co.za](mailto:chiomaa@fundi.co.za)

13. **PAYMENT PLAN:** PLEASE CONTACT US FOR PAYMENT PLANS

14. **FINANCE:** All fees are payable upfront before the commencement of the course.

No student will be allowed to start their course without full payment of tuition, exam fees and apparels.

**NB:** We only have 10 spaces (learners per class) available for Short and Full time Courses therefore if you are interested in applying, please do so as soon as possible to avoid disappointment

### **Important Information:**

#### ***Payment Terms:***

- All course & exam fees, kits, books and uniforms are payable upfront when registering for the course.
- Cash, Credit Card and EFT's are acceptable forms of payment.
- No refunds are given on courses booked and paid for.
- Prices as at January 2019.
- Prices subject to change during the year. All quotes will be honored should prices increase
- 5% early bird special on course fee paid before commencement of course

#### ***Uniforms:***

- **Uniforms** are required to be worn.
  - **Uniforms** comprise of black pants, black top and/or black tunic with black closed shoes.
- Uniforms** (Black top compulsory).

## **Examinations**

ITEC international examinations take place in June and November.

## **SCHOOL OPERATING TIMES**

Day	Times
Monday	09:00 am -15:00 pm
Tuesday	09:00 am -15:00 pm
Wednesday	09:00 am -15:00 pm
Thursday	09:00 am -15:00 pm
Friday	09:00 am -15:00 pm

## **CONTACT US TO GUIDE YOU THROUGH THE INFORMATION**

**Tel:** 021 671 5611 /0723923140

**WhatsApp:** 079 6322 639

**Email:** carla@carlabrownmakeupandbeauty.co.za

**Website:** www.carlabrownmakeupandbeauty.co.za

**Address:** 26 Belvedere road Claremont

## **TERMS AND CONDITIONS:**

1. Should the learner start the course and then wish to de-register at any stage cancellation fee equaling 50% of the total fee will be payable. This cancellation fee is used for administration and overhead costs associated with the cancellation.

***For clarity on 1, fees are neither refundable nor transferable upon cancellation at any stage after signature hereof and shall be retained as damages / penalty.***

1. No certification will be issued until fees are paid in full
2. Right of admission to this school is reserved.
3. Learners are bound by the rules, regulations, policies and procedures as set down by Carla Brown Makeup and Beauty and the associated disciplinary measures in the case of non-compliance.
4. In the case of a learner being suspended or expelled from the college, the learner will be held liable for full payment of course fees.
5. Learner and/or Sponsor agree to their address as provided on the Enrolment Form to be used as their domicile citandi et executandi (address for any legal notices of process in terms of this agreement).
6. Relevant Identification or Study Visa + Passport is required and compulsory. -
7. Additional Terms and Conditions Apply.



We hereby wave all claims against Carla Brown Makeup and Beauty for any damages or loss suffered while the learner is, or as the result of being, a student of this institution resulting in death, mental harm or arising from physical injury, or illness suffered by me (the student) or any other person, howsoever the damage or loss caused by, but not limited to, the negligence of Carla Brown Makeup and Beauty or any official employee or representative of this institution. Carla Brown Makeup and Beauty shall have the right at its sole discretion, to cancel tuition in any course or subject initially advertised and offered, on the basis of insufficient demand.

I, the undersigned Applicant/Student/Co-Principal Debtor undertake to abide by the policies and rules of Carla Brown Makeup and Beauty and sign surety as co-principal debtor.

\_\_\_\_\_  
Student & Date

\_\_\_\_\_  
Co principal debtor/Witness & Date

**Person Responsible for Payment:**

I \_\_\_\_\_, the (SPONSOR) hereby confirm that I have read and understood the terms and conditions as set out in the above contract and understand that I am responsible and am bound to the full payment for the following learner.

(Learner Name) \_\_\_\_\_ fees. I fully understand and agree to the above terms and conditions and the contents of this contract.

Signature :( SPONSOR) \_\_\_\_\_

Signature :( LEARNER) \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

**Banking details for Carla Brown Makeup and Beauty**

*Carla Brown Makeup and Beauty*

*First National Bank (FNB)*

*Account number: 62269608372*

*Fnb code:250655*

*REF: Learner name and Surname*

Email proof of payment to [carla@carlabrownmakeupandbeauty.co.za](mailto:carla@carlabrownmakeupandbeauty.co.za)

**LEARNER APPLICATION HAS BEEN APPROVED AND ACCEPTED**

\_\_\_\_\_  
CBMB Admission

\_\_\_\_\_  
Date

Carla Brown Makeup and Beauty

Beauty specialist



**ITEC**

## WHAT IS ACCREDITATION AND WHY IS IT SO IMPORTANT?

Accreditation is a voluntary activity initiated by the institution that requires a rigorous self-evaluation and an independent, objective appraisal of the overall educational quality by peers. Accreditation emphasizes quality assurance and a commitment to continuous quality enhancement. To achieve accreditation, an institution must:

- Comply with rigorous standards;
- Develop and implement Policies and Procedures;
- Undergo an annual review of its financial stability, retention and placement rates; and
- Undergo announced and unannounced site visits.

If judged to be in compliance with established standards, an accreditation status may be granted for a specific period, ranging from three to eight years.

### Why is Accreditation Important?

Accreditation is important because it:

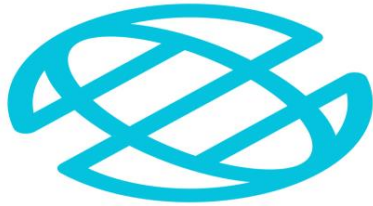
- Helps determine if an institution meets or exceeds minimum standards of quality.
- Helps students determine acceptable institutions for enrollment.
- Assists institutions in determining acceptability of transfer credits.
- Helps employers determine the validity of programs of study and whether a graduate is qualified. Employers often require evidence that applicants have received a degree from an accredited school or program.
- Enables graduates to sit for certification examinations.
- Involves staff, faculty, students, graduates, and advisory boards in institutional evaluation and planning.
- Creates goals for institutional self-improvement.
- Provides a basis for determining eligibility for federal student assistance. Students must attend an accredited institution to apply for federal grants or loans.

Carla Brown Makeup and Beauty is Internationally Accredited with ITEC and awaiting registration approval with the DHET (Department of Higher education and training - South Africa).



**ITEC**





# ITEC

ITEC has been awarding high quality and respected industry qualifications since 1947. It is now one of the world's leading and most successful awarding bodies specializing in Beauty and Complementary Therapy, Sport, Fitness and Hairdressing sectors. In 2011 ITEC awarded over 38,000 Certifications in over 38 countries.

ITEC fosters a close working relationship with our College partners who total over 655 across the world, and has offices in London, South Africa and Asia Pacific and representation in Ireland and the United States of America. ITEC offers Colleges and learners one of the largest Beauty and Hairdressing qualification portfolios including qualifications for employability, specialist subjects and skills enhancement (CPD).

What are the benefits of an ITEC International Qualification?

ITEC's international specialist examination board provides high quality qualifications that are recognized worldwide.

So, whether you want to learn a new specialist skill or update your CV, there is a range of ITEC qualifications available to suit anyone interested in working in the Health and Fitness and related sectors. With employment opportunities sparse these days, it's all about making your CV stand out. An ITEC qualification can give you that extra feature that will be sure to catch an employer's attention. As these qualifications are internationally recognized; completing an ITEC training course could also be the perfect passport for working abroad. Opportunities are plentiful when you are well qualified so be sure to check out an ITEC course near you.

International qualifications meet stringent international standards in many nations across the world. With international qualifications, the opportunities are much wider for working when traveling or living overseas. International examinations are also independently assessed and moderated, which ensures the examinations are fair, valid and consistent. You never know where you'll be in 10 years' time, so it's best to ensure you've got international qualifications. You'll also be able to add letters after your name, like "Jane Smith, ITEC Dip. Aesthetician". One of our graduates based in England summed it up best: "My ITEC diplomas have proven my best asset."



## IMPORTANT INFORMATION REGARDING ITEC POLICIES

We would like to make all our students aware of the policies governing ITEC International that are there to support and protect the Students who register to sit ITEC Examinations: All the policies are available for viewing on the ITEC World website:

<http://www.itecworld.co.uk/>

Hard copies thereof are also available through the College filed under “International Policies”.

For your own benefit and knowledge, you are encouraged to make yourself aware of these policies:

### Policy Categories:

- Application for Qualification approval form Fees and Invoicing Policy
- Equal Opportunities and Diversity Policy
- Reasonable Adjustments and Special Considerations
- Special Considerations Request Form
- Reasonable Adjustments Request Form
- Appeals Policy
- Complaints Policy
- Malpractice and Maladministration Policy
- Malpractice and Maladministration Guidance
- Customer Service Statement
- Sanctions Policy
- Withdrawal of a Qualification
- Dealing with Requests RPL
- Whistleblowing Policy

*carlabrown*  
Makeup and Beauty

THE CREATION OF BEAUTY IS ART

**CARLA BROWN**  
OWNER

**Salon Landline:** 021 671 5611 | **Salon Mobile:** 079 632 2639 | **Carla Brown:** 072 392 3140  
**Web:** [www.carlabrownmakeupandbeauty.co.za](http://www.carlabrownmakeupandbeauty.co.za) | **Address:** 26 Belvedere Road, Claremont, Cape Town

