

## **RULES OF AMERICAN BEAUTY TRAINING ACADEMY**

**CAR PARK** - use only one spot. Park within the lines.

**SMOKING** – outside. Put butts in tin. I don't want to smell smoke on students inside.

**TRASH** – Bring your own trash home with you or bin it!

**KITCHEN** – it's your kitchen! Clean it! Keep counter tops dry.

**STARTING LATE** – after 5 minutes you will not be able to attend class. Make sure you're early.

**MISSING CLASS** –If you can not make a class for any reason, and need to re-schedule or repeat the class a fee of €60.00 will be charged. Doctors note not acceptable unless it states why your illness was serious enough that you couldn't attend. If there is a death relating to - mother, father, sister or brother you will not be charged for missing a class. If you miss more than 1 class you will be re-scheduled to the next dated course since it would not be practical or possible to catch-up on missed work.

**MOBILE PHONES – OFF!!!** Do NOT check them in class – give our phone number if there's someone that needs to reach you in case of emergency.

**CLEANLINESS** – Do NOT smell like smoke! – No one wants to smell it on you when you're in the class. You should come to class smelling FRESH & CLEAN!

**LUNCH** – Be back on time! Or you will hold up the rest of the class which will not be tolerated by the management.

**CALLING IN** – The weather can sometimes cause difficulty when travelling long distance, for example, snow and ice. If you think this may be an issue we would appreciate a phone call the day or night before and definitely no later than the morning of the scheduled day's training to inform us of your difficulty or a charge of 50 Euro will be applied for a missed class. On some occasions if a large number of students cannot make the journey due to weather conditions it may be necessary for the college to close. If this was to happen we would make every effort to notify Students the evening or night before.

**DRESS CODE** – Black Clothes or uniform. (clean)

**MONEY** - All money needs to be paid directly to the academy by the student attending the course only!

**Academy does not take any responsibility for loss of property on the Premises.**