

Evolution School of Beauty, Nail, Massage and Spa



Student Agreement Handbook 2022

Hāpaitia te ara tika pūmau ai te rangatiratanga mō ngā uri whakatipu

Foster the pathway of knowledge to strength, independence and
growth for future generations

Equilibrium by Elite Ltd t/a Evolution School of Beauty, Massage & Spa

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Noa'ia, Mauri, Ni Sa Bula Vinaka, Fakaalofa lahi atu, Tālofa, Kia orana, Mālō e lelei, Mālō nī, Talofa lava, Tēnā koutou katoa, haere mai, welcome and warm greetings to you all

Congratulations on embarking upon your fabulously exciting career in beauty & massage and congratulations for choosing evolution school as your training establishment!

Evolution is dedicated to giving its students the best training and the best start in the industry both here and overseas. We have high success rate in National and International level. We think we have cracked the winning formula!

We are all industry professionals, experienced and trained and have many tricks up our sleeves to make life a little more enjoyable for you during your training. We do understand that you must have a life outside School and we will help to make the two work very well together.

The school is yours - everything here is for your benefit. Please respect it and look after it. We ask that you treat your colleagues, tutors and all visitors the way in which you would like to be treated, with kindness, respect, dignity and professionalism at all times.

We are a highly respected school whose graduates are sought after by employers. We have employers waiting internationally and nationally for graduates from our school, every year. The world is your oyster and you can go as far as you want to in this fast growing and ever-expanding industry.

Remember, you are all on the same journey and will need support from all those around you. Your peers and your team are the best people to offer this. Just ask!

We are your tribe for the next 12 months.

Our Mission Statement

Evolution School of Beauty & Massage is a small, boutique PTE dedicated to providing high quality, relevant, worthwhile Internationally and Nationally recognised robust beauty, nails and massage training in a manner which encourages participation, learning & achievement, and addresses the needs of our industry/employers/all stakeholders.

We aim to be a facilitator in the lifelong learning ambitions of our students and will motivate & train our students to evolve towards their greatest potential in order to create the future they aspire to.



We do things a little differently here at Evolution. Our school is an adult place of learning and we encourage personal growth as well as career growth. We are like a family and we see you every day you are here – we will drink coffee with you and eat lunch with you. We are here for you to chat to and ask questions of at any time during your studies.

Remember we have all been in your shoes and we understand the pressures and challenges. We will be your cheerleaders and hold your hand when you need it, guide you and push you to stick with it through the harder moments.

We ask that you bring your very best self to school every day. Be kind not only to others but to yourself also. If you are having a bad day let us know so we can help you cope with it and not let it interfere with your learning. If your support network breaks down, come and talk to us about how we can help.

Before you know it, you will be graduating and starting your new future.

We can't wait to see where you are in 12 months' time.



Rules and regulations, Policies and Procedures

We can't avoid it – everywhere has them – they are boring but essential. Here are the rules, regulations and policies you need to know to make sure we have a happy and productive learning environment.

Happy Reading!

ABOUT COMMITMENT

All the staff at Evolution are dedicated to giving you as much information and help as they possibly can. In the few occasions where something is out of our skill area, we will endeavour to bring in the experts from industry. We are committed to giving you the very best training you can have and we will endeavour to ensure all students achieve at national or International level.

We cannot however, guarantee your success – that's down to you! You will achieve with motivation, commitment and a willingness to co-operate and succeed.

This will ensure a clear path to success. Remember at all times, that we have been doing this for a long time now and we know what works.

Some things you will like, some you won't; some you will agree with and some you may not but whatever happens, remember it's because it's the best for you and it works!

Our industry is a growing one and we must grow to accommodate the its needs. There will be some aspects of your course that you may not enjoy – stick with them as they are important and are included for a reason.

We will not give you anything you do not need.

We will, however, expose you to as much extra knowledge as time allows ensuring you have a full grasp of the vastness of this exciting industry.

We have certain responsibilities and obligations to NZQA and industry and as such, we can afford only a small amount of flexibility within the syllabi.

Self-discipline is of utmost importance. We are an adult School and we all expect adult behaviour and commitment from all.

You must take responsibility for your own learning.

Learn from experiences had whilst at school, make connections and contacts and strive towards excellence at all times. When you

graduate, you will be up against tough opposition but you can easily exceed anything anyone else has to offer.

To enable each student to get the very best from our staff, it is important for you to identify areas of concern in your learning. We cannot help you if we are not aware of problems you may be experiencing. These problems may not be related to your course but if they impact upon it and we can help, we will do so. You just need to let us know.

Together we must commit to making this the hugely respected career it should be – an industry made up of incredible professionals.

We want you to get the best from us and we can only do that if we get the best from you.

EQUAL OPPORTUNITIES POLICY

We do not discriminate. It's as simple as that. We don't accept discrimination of any sort at all. Everyone is equal and we encourage you to think and feel the same way.

We are committed to equal opportunities for anyone and everyone regardless of age, disability, learning difficulties of any sort (medical / educational / personal) employment status, ethnic or national origins, family status, marital status, political opinion, race, colour, religious or ethnic belief, gender and sexual orientation.

HEALTH AND SAFETY POLICY

We will do our utmost best to keep you safe and away from harm whilst you are with us here at Evolution, we also expect you to ensure your own safety and that your colleagues are safe too.

We make sure we comply with all current Health and Safety Legislation now and in the future.

This is what we do as a school – our policy is: -

- a) to establish and maintain a healthy and safe environment and working procedures and practices throughout the School

- b) to ensure the observance of all relevant statutory provisions and to promote an active health and safety culture within the organisation as a whole
- c) to formulate and implement effective procedures for use in case of fire or other emergency and for evacuation of the School building
- d) to introduce effective training in first aid for all nominated staff and to establish procedures in case of accidents
- e) to teach health and safety as an integral part of students' studies rather than an isolated topic
- f) to develop safety consciousness and responsible attitudes towards safety on the part of all staff and students, via appropriate information, supervision and training programmes
- g) to establish and maintain monitoring processes to measure the effectiveness of this policy

This policy refers to all persons employed by the School, all students, all visitors and contractors involved in activities within the School.

Disclosure of Personal and Medical Information

To enable evolution school to provide you with the best training and a safe environment, if you have any medical alerts or disabilities that you have stated on the enrolment form, it is imperative that this information is to be shared with appropriate parties, including but not limited to staff members, government departments or medical professionals as deemed necessary.

INTERNET ACCEPTABLE USE POLICY

We recognise that the use of devices is a very common way for people to learn and store information and as such you are able to bring in your computers and use your phones in class if the tutor has said you can. We don't want phones being used for calls / messages/ social media etc during classes but you can use them to look up stuff if

your tutor says you can. So please don't bring your devices into class unless your tutor has specifically said you can.

Whilst you have temporary access to our internet while you are studying with us, we need to have some expectations and rules around its use.

Computer, email and internet usage

All Students and Staff are expected to use the Internet responsibly and productively. Internet access is limited to job and school-related activities only and personal use is strictly limited to break times and only Facebook, internet banking and personal webmail can be used during break time.

If we find that students are accessing inappropriate content or using the internet for purposes other than specified in the previous sentence, we will remove access to it.

Good things you can use the internet for while you are here are any related activities like research and educational tasks– YouTube is great for techniques and visual learning and so can be used at any time.

All Internet data that is composed, transmitted and/or received by evolution school's computer systems is considered to belong to evolution school and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties.

All sites and downloads may be monitored and/or blocked by evolution school if they are deemed to be harmful and/or not productive to business.

If a student is unsure about what constitutes acceptable Internet usage, then he/she should ask his/ her course tutor for further guidance and clarification.

Your usage

You will be given your temporary WIFI password at the beginning of the year and access to the internet is confirmed after you have read and signed this policy confirming you will stick to the rules.

Appropriate Use

Individuals at evolution school are encouraged to use the Internet to further the goals and objectives of evolution school. The types of activities that are encouraged include:

Communicating with fellow employees, business partners of Evolution School, and clients within the context of an individual's assigned responsibilities;

Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities; and

Participating in educational or professional development activities.

Usage terms and unacceptable usage

Unacceptable use of the internet by students includes, but is not limited to:

Access to sites that contain obscene, hateful, pornographic, unlawful, violent or otherwise illegal material

Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via evolution school's email service

Using computers to perpetrate any form of fraud, and/or software, film or music piracy

Stealing, using, or disclosing someone else's password without authorization

Downloading, copying or pirating software and electronic files that are copyrighted or without authorization

Sharing confidential material, trade secrets, or proprietary information outside of the organization

Hacking into unauthorized websites

Sending or posting information that is defamatory to the company, its products/services, colleagues and/or customers

Introducing malicious software onto the company network and/or jeopardizing the security of the organization's electronic communications systems

Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities

Passing off personal views as representing those of the organization

Security

For security purposes, Students may not share account or password information with anyone our side the student body and no staff can share the tutor password of the computer to any students or other persons. Internet accounts are to be used only by the assigned user of the account for authorized purposes. Attempting to obtain another user's account password is strictly prohibited. Users must take all necessary precautions to prevent unauthorized access to Internet services.

Disclaimer

Evolution school assumes no liability for any direct or indirect damages to any hardware or software arising from the student's connection to the Internet. Evolution school is not responsible for the accuracy of information found on the Internet and only facilitates the accessing and dissemination of information through its systems. Students are solely responsible for any material that they access and disseminate through the Internet.

COMPLAINTS PROCEDURES

We understand that sometimes you might feel you have something to complain about and that's ok! We can't please all of the people all of the time.

We are a small team and get to know each other on a very personal level. If you have a concern or complaint first of all please address it with the relevant person or your tutor. Don't let it fester – talk about it. We can usually solve it pretty quickly but if you stew on it, it will become HUGE! And then it's much harder to resolve.

Each group will elect a student rep who will join our monthly team meetings and raise any concerns from the group. We will respond immediately if we can and come back to you asap with a response.

If you have a formal complaint, this is what you do:

1. All complaints (students or client) should be brought to the relevant person or tutor's attention in the first instance.
2. If your tutor cannot resolve the issue, they will inform Lorna.
3. Wherever possible, the staff will work with you to resolve the issue.
4. If you are not satisfied with the resolution offered it may be necessary to hold a meeting and you will be invited to attend. You may bring a support person or Whanau member.
5. If you are still not satisfied with the outcome you may contact NZQA Wellington, Ph 0800 697 296 who will act to resolve the matter. They will in the first instance contact the School and then respond directly to you in writing.

WE ARE HERE TO HELP

What you do need to remember throughout your training is that your tutors have been through the same thing and we do understand the pressures and difficulties of being a student.

External pressures can affect your learning and we would like to help you to overcome these obstacles. Should you need extra help or just a bit of time with your tutors, please do not hesitate to let us know.

At any time, any member of staff is available to you should you require even just someone to talk to. Any advice given will be done so after careful listening to your concern and if we cannot advise you or help you, we will try our best to put you in touch with a professional who can.

You may inform any member of staff something that you require being kept confidential. This is absolutely fine and of course, if you don't want us to tell anyone, we won't but if it may impact upon any aspect of your training or your tutor feels that you need additional support, we will discuss this with you before talking to anyone else.

If there is something, we feel the other staff need to be aware of for health and safety reasons, you need to understand that we will have a legal obligation to pass on the information. We will however discuss this with you first.

A list of useful local experts and contacts is available on request.

A bit of pressure is a good thing and by being nervous and concerned shows you are committed to your future.

SPECIAL ASSESSMENT PROVISIONS

If you have a diagnosed, recognised and/ or documented learning difficulty – e.g. dyslexia – we can get some extra help for you:

- ❑ Documentation from a specialist must be forwarded to your programme tutor within 2 weeks of the commencement of the programme.
- ❑ Reader / writer provisions can be used for all theory assessments and school examinations. The school management team will approve the reader. When necessary a member of staff will be present during the reader / writer assessment.

- ❑ Where a student has a diagnosed learning difficulty / disorder and provides evidence of their condition all steps will be taken to ensure they are not disadvantaged in anyway throughout the course. Where a tutor recognises a student may have an undiagnosed learning difficulty assistance will be offered. Should changes to an assessment procedure be necessary for an individual student, that student must put their request in writing to the school manager as soon as possible.

TE REO MAORI PROVISIONS FOR ASSESSMENT

If you are fluent in Te Reo and wish to have your assessments in Te Reo Maori a provision exists as follows:

- ❑ The student must advise their course tutor at the commencement of the course. An interpreter / translator from the local iwi will be brought in to translate as far as possible, any assessment material.
- ❑ This will not apply to practical assessments – only theory / oral assessment.
- ❑ Assessments will need to be scheduled in advance to ensure the availability of the translator.
- ❑ This process will be at the student's costs and will require payment prior to each assessment. This is not covered by any school / course related fees.
- ❑ If this requirement is not specified to a staff member or within the first week of the programme commencement, the provision will not apply.

GENERAL STUFF

OFFICE HOURS

Office hours are from 8.45am until 2.30pm approximately Mondays, Tuesdays Wednesdays, Thursdays and Fridays (unless other arrangements are made; notification of which will be given). Tutors will be present until classes finish. They will, however be busy with their class and so if you need to see a member of the office team, please ensure you do so before 2.30pm.

ATTENDANCE

Your classes will begin at 9am and you will have a 30minute lunch break. Individual programme details regarding days, times, weeks and credits will be given to you by your Programme tutor.

It is essential that you are in your class **at least 5 minutes** before commencement, ready to start at 9am sharp. If you are not present the class will start without you.

The programme moves at a swift pace in order to keep the class time to a minimum and so any absence at all creates a "speed bump" for the whole class and so absences need to be kept to an absolute essential minimum.

In accordance with our governing bodies, absence of more than 10% of the total programme hours will jeopardise your eligibility for successful completion as it may be that the required standard have not been met.

In case of illness or special circumstance, meetings with Tutors and management may offer some solution.

Where there are accumulated absences of more than 10% at any one-time warning letter no1 will be issued advising the number of hours needed to be made up. Where there are subsequent absences warning letter no2 will be issued outlining consequences of non-attendance.

All absence must be reported to the School at least **30 minutes** prior to the start of the class. We have a dedicated absence cellphone number (020 41938755) that you can text to say that you will be absent. Or you can phone reception on 09 438 6583 and leave a detailed message. Please do not call or text your tutors as they will either be driving, preparing or teaching. Please only call reception.

All class material must be caught up within 7 days of returning and it is the individual student's responsibility to ensure this is done.

Holidays are to be taken only in School holiday time – these will be confirmed during induction. It is essential that all doctors /Dentist and other types of appointments are made after school hours or on your day off.

PROFESSIONAL IMAGE REGULATIONS

We require that students be in the appropriate uniform at all times when at School. The uniform for training is specific to the programme you have enrolled on and is worn at all times unless stated by the Tutors.

We recommend that you change into your uniform at the School to ensure it stays clean and pressed and that shoes are kept immaculately clean. This also ensures you can adapt to temperature changes outside by bringing in your own clothes to wear upon arriving and leaving the School for the day.

However, should any of the uniform become unhygienic or marked it is essential that you purchase new if the problem cannot be rectified.

BEAUTY THERAPY UNIFORM REQUIREMENTS

*** HAIR**

All hair that reaches the shoulders or falls in the face must be tied up and off the face and shoulders. A short fringe is acceptable. There are no exceptions to this rule. This is applicable at all times. All hair accessories should be discreet. Use either navy or black.

*** MAKE UP**

At the least, a light day make up must be worn every day. This consists of a BB Cream / foundation / base cover / eyeshadow and liner with mascara plus lipstick / gloss.

*** NAILS**

Nails always have to be short and unpolished for the safety of you and your clients. If you can feel the nail over the top of your finger, it is too long. Acrylic nails and any other type of nail extension are not permitted.

*** JEWELLERY**

All that is permitted is **ONE** pair of small stud type earrings (no dangly earrings or sleepers) in the ears and one flat wedding band if applicable. We strongly suggest that you remove your wedding band when in practical sessions.

Name badges must be worn on the uniform and professional badges are acceptable.

Watches should be a nurse's watch. Wristwatches will have to be removed during practical classes for safety and hygiene reasons.

Although we have not had any occurrences of theft so far, we still ask you to not bring any valuables into School.

Body, facial and tongue piercing of any kind are not permitted at any time. Plastic retainers must be worn for health and safety reasons.

The School accepts no responsibility for loss / damage to students due to non-compliance with this ruling.

Tattoos – please refrain from getting tattoos while studying. This is a health & safety issue as well as disadvantaging to your training partner as treatments may not be able to be carried out.

* **SHOES**

Shoes for beauty should be full plain slip-on black shoes with no laces, metal or colour.

MASSAGE THERAPY UNIFORM REQUIREMENTS

* **HAIR**

All hair that reaches the shoulders or falls in the face must be tied up and off the face and shoulders. A short fringe is acceptable. There are no exceptions to this rule. This is applicable at all times. All hair accessories should be discreet. Use either navy or black.

* **NAILS**

Nails always have to be short and unpolished for the safety of you and your clients. If you can feel the nail over the top of your finger, it is too long. Acrylic nails and any other type of nail extension are not permitted.

* **JEWELLERY**

All that is permitted is **ONE** pair of small stud type earrings (no dangly earrings or sleepers) in the ears and one flat wedding band if applicable. We strongly suggest that you remove your wedding band when in practical sessions.

Name badges must be worn on the uniform and professional badges are acceptable.

Watches should be a nurse's watch. Wristwatches will have to be removed during practical classes for safety and hygiene reasons.

Although we have not had any occurrences of theft so far, we still ask you to not bring any valuables into School.

Body, facial and tongue piercing of any kind are not permitted at any time. Plastic retainers must be worn for health and safety reasons.

The School accepts no responsibility for loss / damage to students due to non-compliance with this ruling.

Tattoos – please refrain from getting tattoos while studying. This is a health & safety issue as well as disadvantaging to your training partner as treatments may not be able to be carried out.

* **SHOES**

Shoes for massage should be supportive and comfortable, preferably black sports type. If you are unsure, please ask.

NAIL TECHNOLOGY UNIFORM REQUIREMENTS

* **HAIR**

All hair that reaches the shoulders or falls in the face must be tied up and off the face and shoulders. A short fringe is acceptable. There are no exceptions to this rule. This is applicable at all times. All hair accessories should be discreet. Use either navy or black.

* **MAKE UP**

At the least, a light day make up must be worn every day. This consists of a BB Cream / foundation / base cover / eyeshadow and liner with mascara plus lipstick / gloss.

* **NAILS**

Nail requirements will change throughout the duration of your study and will be advised by your Tutor

* **JEWELLERY**

Jewellery is allowed on the Nail Technology course but nothing below the elbow.

* **SHOES**

Shoes for Nail Technology should be full plain slip-on black shoes with no laces, metal or colour.

* **PERSONAL HYGIENE**

We are in close contact with each other and clients all day and so personal hygiene is of the utmost importance.

Hand washing regularly is essential to avoid cross infection.

Smoking and vaping is not permitted in School uniform, on the school premises or surrounding areas. If you do smoke, you must realise that working with you is not nice for your partner / client. It is essential that you brush your teeth, wash your hands and freshen your body before coming back into the classroom. Smoke smells radiate throughout the school and we would rather you didn't smoke at all during the day. You

can't smell it but everyone else can. Please ensure you bring your hygiene pack with you.

Please don't be offended if we ask you to freshen up.

No food is to be consumed in classrooms; however, a water bottle is permitted in the rooms.

Uniforms must be clean and odour free.

If you have a cough or the end of a cold, you will need to supply and wear a face mask.

It is essential that each student maintain a supply of the following at all times: -

A good reliable deodorant, foot spray, mouth spray or mints, toothbrush and paste, sanitary protection where appropriate, hair spray, air clips, hair ties.

Please ensure you are sweet smelling at all times, body, hands and breath.

Alcohol, cigarette, vape machines or illicit drugs are not permitted on or near the premises.

CARE OF EQUIPMENT AND PROPERTY

You are provided with access to a range of equipment and products and we appreciate your consideration and care at all times. Everything we have here is for your benefit and usage. Equipment and products are expensive and for this reason, we ask for your respect of the property and equipment and that you follow safe storage and handling instruction at all times. Please do not take any products or equipment from the school. Things are not easy to replace if broken or lost. Please secure your own personal items when not in use. There are day lockers provided.

Please advise the tutors when items become damaged or broken. Do not just return it to the shelves as it is really frustrating when a class begins and the tutors find items are not working. If we know beforehand, we

can make adjustments. If the damage is deliberate and wilful, the item must be replaced immediately at your own expense.

We have great relationships with our suppliers and can recommend suppliers and special student offers should you wish to purchase your own equipment or products. It is a good way to start your relationship with a supplier by opening a student account and purchasing directly.

DISCLAIMER: The School cannot be held responsible for loss or damage to student's personal items whilst attending the School, nor damage to health due to facial or body piercing.

HEALTH AND SAFETY

A really important part of the programme and a good preparation for industry is carrying out specific health and safety duties at the beginning and end of each session. These will include cleaning, tidying and other housekeeping duties, along with safety checks and observations. We do not ask you to do anything unreasonable or anything that is not required by prospective employers. We have consulted with many employers regarding this and all clinic staff have jobs to carry out in order to maintain the clean and hygienic, safe operation of the workplace. So, we do the same to give you a real-life experience as well as to maintain the school environment. A list of housekeeping responsibilities will be given and rosters drawn up to make sure everything gets done fully.

HAPPY TEAMS AND DISCIPLINE

Naturally a productive and happy learning environment is a result of a well-disciplined team; both of staff and students.

We do NOT tolerate unacceptable conduct such as bullying, intimidation, theft, illegal substances on school property, alcohol or any grossly indecent act will result in expulsion from the School. This does not terminate any financial obligations by the students to the School; therefore, all outstanding fees to date will be due and payable.

Students exhibiting behaviour contrary to the rules and regulations will be given one verbal warning. Should the behaviour re-occur, they will be issued a written request to abide by the rules; copies will be stored in the student file. If the behaviour continues, they will be asked to leave the programme. The offending student will remain liable for all unpaid fees.

Grievances are dealt with firstly at source i.e. with parties involved. Please refer to the complaints procedure.

Any grievance will be documented and a confidential statement filed in a lockable cabinet.

We ask that you are able to differentiate between normal personality clashes and actual grievances.

NOT USING STUDYLINK OR FEES FREE?

If you do not require a student loan or are not fees free, you will be asked to confirm your choice of payment option.

Once agreed, payments not made on the advised date, will incur a 10% penalty fee (compounding) and consistently late payments will result in the agreed payment option being stopped and full and final payment will be required immediately to ensure your training can continue.

In extreme cases of non-payment, invoices will be sent to Baycorp for collection. The student will then incur all costs involved in recovery of this debt. In the most extreme cases, assistance from the courts will be sought.

Where a student has not completed fee payment prior to cut off date, Evolution School reserves the right to refuse entry to any examinations and / or retain certificates, diplomas until such time as full payment has been made.

Students applying for a student loan must ensure the loan application is completed within the first week of their programme. Most students will undertake the application process well in advance of their training but for those whose place is confirmed close to the beginning of term, we ask that you undertake the process with study link as soon as you can.

NO SMOKING AND VAPING

The School is a non-smoking/vaping area. We would rather you didn't smoke or vape but if you must smoke/vape, you must be out of sight – not near the front of the building or in front of any of the businesses in the area and you must bring a change of clothes with you to ensure you

do not smoke/vape in your uniform as it picks up the smell and you will smell of smoke/vape upon your return.

If your hands, hair, skin, clothes or breath smell of smoke/vape you will be asked to leave the class until you are fresher smelling. It is extremely unpleasant to work on or be worked on by someone who has had a cigarette/vape.

TREATMENTS

All students must have all treatments performed on them by any member of the group. This is imperative to everyone's learning.

CASE STUDIES AND CLIENT SESSIONS

You will be given the opportunity to work on "real people" i.e. clients. Client sessions are run as close to a real working environment as possible and as such are an important part of your training, enabling you to complete your case studies and preparing you for industry. It is for your benefit that you attend all case study sessions and carry out the treatments requested by your client. Your first client session can be made up of family members. There is no charge to your friend or family member for this first session, however, subsequent client sessions will carry a minimal charge for everyone other than immediate family members (Parents, grandparents and siblings).

Attendance for case study sessions is compulsory; it is an important part of your programme. Industry have told us they want students who have had plenty of hands-on experience.

CROCKERY

Students are expected to provide their own crockery and cutlery for hygiene reasons. It is your responsibility to keep them clean and well-marked with your name. Once your training has ended please take all your belongings with you or they will be disposed of.

ORDERING OF GOODS

From time to time the suppliers will give you package deals on kits. Should you wish to take up these wonderful offers or purchase any items, you can deal with them directly.

GUEST SPEAKERS AND VISITORS

We love all our visitors regardless of who they are or what they have come for and so everyone who walks into the school building **MUST** be treated with respect, professionalism and in a warm, friendly manner.

You have no idea who these people are or who they could be connected to! They may even be a local employer.

If you see someone standing at reception, unaided or looking a little lost, ask if you can help.

These people could be industry people, employers, community members, clients, family or anyone and as such should be greeted respectfully and students must be on their best behaviour whenever any visitor is in the School.

These people make their first impression of you (and us) in the first 15 seconds and they take their first impressions of you out into industry and you want people to be talking highly of you. If a student is displaying disruptive behaviour during a guest speaker or presence of any visitor / client session, they will be removed from the class.

LEAVING THE CLASS

It is imperative that students request permission to leave the class for any reason. This is because if there is a fire evacuation, we need to know where you are at all times.

USE OF CELLPHONES

Cell phones are to be switched off during class and left outside the classroom unless advised otherwise by your tutor.

If you are expecting an urgent call or concerned you may need to take a call, then let management know and leave your phone with them. They will take urgent calls for you if the caller ID is clear.

TESTS, ASSESSMENTS AND REASSESSMENTS

Each course will consist of input from the tutor, either theory or practical or both. You will have revision and practice sessions and progress assessments to ensure you are grasping the information and understanding it.

Once the input and practice are complete then you will be given the opportunity to be assessed. Some courses consist of a practical assessment, some are assignment based. There will be case studies, activity booklets, assignments, blended learning, oral questions and evidence gathering – all of which will be used to prove your achievement of the course. If you are unsuccessful at your first attempt you will be given further opportunities for reassessment throughout the year. Dates will be given at the beginning of each term and diarised.

Where evidence is outstanding at the time of assessments, the tutors will give you a final date for submission but late submission may affect your marks.

In order to gain your qualification, all coursework must be complete, you must be competent in all practical assessments, achieved 70% plus in all theory assessments and present for 90% of the course duration. If coursework is not brought up to date, certificates and results will be withheld until such time as all is complete.

There will be ongoing advice and explanation of the procedures and their requirements in order to assist you to be successful. Please ask lots of questions – we are happy to advise.

PLAGIARISM AND CHEATING

As per the NZQA directive dated 13th September 2013, entitled “Guide to Effective Practice in preventing and detecting academic fraud” we are obliged to use measures to identify occurrences of plagiarism and cheating. Evolution School takes cheating and plagiarism very seriously. We have IT measures in place to detect any plagiarism and your tutors get to know you very well and can recognise writing styles, capabilities and levels of confidence, making it a relatively simple exercise to identify material that is not a student's own work

Plagiarism is the act of taking another person's writing, conversation, song, or even idea and passing it off as your own. This includes information from web pages, books, songs, television shows, email messages, interviews, articles, artworks or any other medium. Whenever you paraphrase, summarize, or take words, phrases, or sentences from another person's work, it is necessary to indicate the source of the information.

Consequences of plagiarism and/or cheating will be on an individual basis but will include the need to redo and resubmit any material/work before marks are allocated. Serious cases of fraud could result in disciplinary action.

GENERAL INFORMATION

All notes and training material given during the programme remain the property of the School until such time as all courses are completed and all fees paid. Notes are copyrighted to the School. Any breach of copyright will attract immediate and full legal action by the School. In the event of a student withdrawing from the programme, all notes and materials provided by the School must be returned immediately.

PRIVATE TUITION

We endeavour to give you the best support we can and will from time to time offer individual guidance. This is all part of your fees and so is free to you. However, should you require help, over and above this then a standard hourly rate may be applicable following negotiations with the Tutor.

STAR AND OTHER PROGRAMMES

From time to time throughout the term we will be holding STAR and other programmes. This means that we will have students coming in from high schools around Northland. You may get the opportunity to do treatments on them, but they are here to learn as well. Things may get a little chaotic at times but we will endeavour to ensure that programmes will run smoothly.

WITHDRAWAL AND REFUND POLICIES AND PROCEDURES

This is important information regarding withdrawals and refunds. If you find yourself in the situation of having to withdraw, please talk to us first as we may be able to help you. Don't just disappear!

These are your rights as per the Education Amendment Act (please ask if you don't understand them):

Student Withdrawals and Refunds

Domestic students are entitled to a refund if they withdraw from a programme or training scheme as per section 235 of the Education Act 1989, and if:

- the programme is of three months duration or more
- the withdrawal occurs up to the end of the eighth day after the start of a programme.

The private training establishment (PTE) must refund an amount equal to the sum of the amount paid less a deduction of the lesser of 10 per cent of the fees paid or \$500.

With effect from 2 June 2018, domestic students withdrawing from programmes of less than three months duration are entitled to a refund, under section 235(1A) of the Education Act 1989.

iii. **Cancellation of training by Evolution:**

Evolution reserves the right to cancel training programmes due to insufficient demand, unavailability of suitable training staff or facilities or similar major problems. In all cases if you are enrolled on the cancelled programme you will be offered alternative training dates or a refund based on the remaining programme time for which fees have been paid.

Your Reason(s) for Withdrawing

You are required to give your reason(s) for withdrawing, because, amongst other things:

- Government agencies require us to hold information on why a student withdraws; and
- Your feedback, in some cases, may help us assist future students in somewhat similar situations; and
- We may be able to assist you further, if required.

Withdrawal due to Medical Reasons

You will need to supply a valid medical certificate from a registered medical practitioner stating, in his or her opinion, you are no longer medically able to complete the programme. Your medical certificate must be supplied with the withdrawal form.

If you withdraw due to medical reasons, you should be able to prove to government agencies and education providers you may wish to

enrol with in the future that you withdrew from our programme due to legitimate medical reasons.

Withdrawal (Exit) Interviews

You may need to meet with a member of our staff to have a withdrawal (exit) interview.

Fees Due and Refunds

Please be aware you may not be eligible for a refund or may owe the school a portion of or your entire programme fee, depending on when you withdraw. **If you withdraw within the refund period, you must contact us for a Public Trust Refund Form, and you must complete this with your Withdrawal Form.**

If we have to pursue you to withdraw, or if your withdrawal is not complete the first time around, we reserve the right to charge you for our time and resources used.

Your Withdrawal and StudyLink

If you have a student loan and/or allowance, and you are withdrawing from your programme, you are legally required to inform StudyLink once you have left the programme. We are also required by law to let them know you have withdrawn.

You can contact them via their Web site at www.studylink.govt.nz or by phone on 0800 88 99 00, and they can give you further information on what information you need to provide. Please have your client number available.

Your withdrawal and fees free

What are the rules around withdrawals and tuition fee refunds if a learner withdraws from their programme?

A. Note the following answer applies to provider-based study only. Withdrawal and refund conditions remain the same whether a learner is eligible for fees-free and/or accessing fees-free support or not.

If a learner withdraws before your organisation's withdrawal date:

they are entitled to receive a full refund of fees and course costs, and they will retain their full fees-free entitlement (fees-free support is capped at \$12,000 [including GST]).

If a learner withdraws after your organisation's withdrawal date:

they are not entitled to receive a full refund of fees and course costs. This may differ if the student is withdrawing due to exceptional circumstances (you will need to apply your organisation's withdrawal policy in this case), and any EFTS/credits they undertake will be counted as prior study and may affect their future eligibility (see point below) and the amount of fees-free support they can access in the future.

FEES FREE

To be eligible for fees-free tertiary education, a learner must “not have previously undertaken more than half a year of equivalent full-time tertiary education (0.5 EFTS or 60 credits) at level 3 or above on the New Zealand Qualifications Framework (NZQF), including tertiary education at an equivalent level undertaken in any other country, but excluding any tertiary education undertaken while enrolled in a school.”

In both cases, learners who don't use a full 1 EFTS in 2020 can use the balance later. It is likely that carryover into 2021 will take into account the EFTS a student has undertaken and the dollar amount they have consumed.

Non-contact and withdrawal

Where a student is absent for five (5) consecutive programme days and has not made contact with the school, it will be deemed that that student has withdrawn and studylink or any other relevant funding body will be advised. All fees remain the responsibility of the student. Should a student wish to return after this time, they will need to reapply for a place on the next available programme and as such pay the full programme fee again.

You will be required to complete a Withdrawal Form which will be retained in your student file. This may see your student loan and/or allowance frozen and repayment required immediately.

STUDENT PROTECTION IN THE UNLIKELY EVENT OF RECEIVERSHIP OR LIQUIDATION or Another serious event

In the unlikely event of Evolution going into receivership or voluntary liquidation or some unforeseen catastrophe occurring, all fees are held

in the individual public trust account and so a pro rata refund will be available.

PHOTOGRAPHS AND VIDEOS

From time to time we take photos and make videos for our school library, Facebook, careers expos etc. We assure you we will not take any incriminating or offensive pictures / videos. You can opt to not have your photo published and if you feel you would like to opt out of being in photos or videos, please let the staff know immediately before signing this document. You can see the types of photographs we take by looking on the Facebook page. They are usually fun photos and group shots. We create some lovely mementos and we would like you all to be in them!

ABOUT FUTURE EMPLOYMENT

You are entering the industry at the most exciting time – we are seeing growth that out-performs most industries worldwide and it shows no sign of decline.

We have a number of contacts and pathways that can assist you find the perfect job, hopefully even before graduating! Let us know your aspirations and where you want to be and we will do all we can to put you in touch with employers or job opportunities in your wish list areas! We have support from experts to assist with CV's and cover letters.

NATIONAL EMPLOYMENT

We have a great reputation for our excellent standards within the national industry and as such, employers call the school to place their vacancies with us. This ensures you have the first golden opportunity to apply for employment as soon as it becomes available. You may find your perfect job whilst you are still training; there is no reason why you cannot offer yourself work experience until such time as you have graduated. Look at every vacancy and interview as a possibility and opportunity. You are the only one who can make your future the way you want it.

INTERNATIONAL EMPLOYMENT

Also, at Evolution we are in close liaisons with worldwide recruitment companies. These companies have information on new job opportunities from all over the world.

We have a large number of international employer contacts and also have a great rapport with Steiner International, a worldwide cruise ship enterprise who uses our School to host their Northland national interviews.

We have already had a number of graduates cruising all over the world with Steiner International.

We have contacts all over the world. If you have a certain country in mind, let us know early so we can point you in the right direction.

For international interviews, you will be required to provide a high-quality CV and full-length digital photo. This needs to be in a format that can be emailed across the world.

We do our very best to ensure you are exposed to all the best employment not just here in New Zealand but all over the world.

We will be delighted to help you with CV's, references, etc. - anything you can think of that we can do to help; we will endeavour to do so.

Once your reputation is built in industry you may even be head hunted! This means someone will ring us looking for you! What a buzz!!

Whatever happens, although we cannot guarantee you all employment at the end of the programme, we will do everything in our power to help you find it.

ABOUT GRADUATION

Yippee! The Day has come. Oh Joy! You have finished and all exams are over!

Graduation will take place at the end of the year and to celebrate you will be invited to small ceremony.

Ticket sales will be available for your friends and family.

Then it's off you go! Out into the industry. The future is all yours!

We are excited for you and thank you once again for choosing Evolution to be the team to start your amazing new career with.



Internet Acceptable Use Policy Internet User Agreement

I hereby acknowledge that I have read and understand the Internet Acceptable Use Policy of Evolution School. I agree to abide by these policies and ensure that persons working under my supervision abide by these policies. I understand that if I violate such rules, I may face legal or disciplinary action according to applicable law or departmental policy.

I hereby agree to indemnify and hold Evolution School and its officers, trustees, employees, and agents harmless for any loss, damage, expense or liability resulting from any claim, action or demand arising out of or related to the user's use of Evolution School-owned computer resources and the network, including reasonable attorney fees. Such claims shall include, without limitation, those based on trademark or service mark infringement, trade name infringement, copyright infringement, unfair competition, defamation, unlawful discrimination or harassment, and invasion of privacy.

Name (printed): _____

Signature: _____

Date: _____

Student Agreement Handbook

I hereby acknowledge that I have read and understand the contents of the Student Induction Handbook.

I will abide by the rules and regulations of Evolution School of Beauty, Massage & Spa.

I will abide by the Policies and Procedures including Health & Safety Policies, professional appearance and conduct policy and all details contained within this document.

I give evolution school permission to share my personal and medical information with appropriate parties, including but not limited to staff members, government departments or medical professionals as deemed necessary.

I understand that I will be required to have all treatments performed on me and that I need to perform all treatments and attend all client sessions.

I understand that I will be required to carry out any housekeeping duties as part of my training.

I understand all course work, projects and activity booklets must be completed and handed in for marking on the due dates. If any are outstanding at the end of my programme, my certificates will be withheld until such time as all my course work and associated work is complete and marked.

I understand that any outstanding fees or expenses must be paid in full before any Certificates / Diplomas can be issued.

Student Name (printed).....

Signature.....

Date.....
