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Branch: _____
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Name: _____ Tell: _____ ID: _____ Next of Kin: _____
Surname: _____ Cell: _____ Age: _____ Next of Kin Tel: _____
Date of Birth: _____ Email: _____ Address: _____ Date: _____

NAIL COURSES	DAYS	PRICE	NOTES	INCLUDES
Acrylic Dip	2	R 2,599	Overlays + Tips	Kit
Acrylic	4	R 3,999	Overlays + Tips	Kit
Acrylic + Sculpture	6	R 5,399	Overlays + Tips + Sculpture	Kit
Gel (No Lamp)	3	R 3,299	Overlays + Tips	Kit
Gel + Sculpture (No Lamp)	5	R 4,699	Overlays + Tips + Sculpture	Kit
Silk/Fibre	2	R 2,599	Overlays + Tips	Kit
Gel + Acr (Incl Lamp)	6	R 6,499	Overlays + Tips	Kit + UV/LED
Gel + Acr + Sculpture (Incl Lamp)	9	R 8,999	Overlays + Tips + Sculpture (Gel & Acr)	Kit + UV/LED
Full (No Lamp)	8	R 8,199	Overlays + Tips	Kit + Habbill
Full + Sculpture (No Lamp)	11	R 9,699	Overlays + Tips + Sculpture (Gel & Acr)	Kit + Habbill
Special (Incl Lamp)	9	R 10,999	Overlays + Tips	Kit + Habbill + UV/LED
Special + Sculpture (Incl Lamp)	12	R 12,999	Overlays + Tips + Sculpture (Gel & Acr)	Kit + Habbill + UV/LED

Acrylic Dip Course Date: _____ Amount Paid: _____ Trainer: _____
 Acrylic Course Date: _____ Amount Paid: _____ Trainer: _____
 Acrylic + Sculpture Course Date: _____ Amount Paid: _____ Trainer: _____
 Gel Course Date: _____ Amount Paid: _____ Trainer: _____
 Gel + Sculpture Course Date: _____ Amount Paid: _____ Trainer: _____
 Silk/Fibre Course Date: _____ Amount Paid: _____ Trainer: _____
 Gel + Acr Course Date: _____ Amount Paid: _____ Trainer: _____
 Gel + Acr + Sculpture Course Date: _____ Amount Paid: _____ Trainer: _____
 Full Course Date: _____ Amount Paid: _____ Trainer: _____
 Full + Sculpture Course Date: _____ Amount Paid: _____ Trainer: _____
 Special Course Date: _____ Amount Paid: _____ Trainer: _____
 Special + Sculpture Course Date: _____ Amount Paid: _____ Trainer: _____

Learner Name: _____ Date: _____ Sign: _____ P1

BEAUTY COURSES	DAYS	PRICE	NOTES	INCLUDES
Manicure/Pedicure	2	R 2,599	Colour + French Mani/Pedi	Training Kit
Wax/Tint	3	R 4,399	Leg, Arm, Underarm, Facial, Bikini, Tint	Training Kit + Warmer
Wax/Tint Intimate	4	R 5,899	Above + Brazilian + Hollywood Wax	Training Kit + Warmer
Make-Up	3	R 6,999	Day, Evening, Bridal, Fantasy	Kryolan Training Kit

Mani/Pedi Course Date: _____ Amount Paid: _____ Trainer: _____

Wax/Tint Course Date: _____ Amount Paid: _____ Trainer: _____

Wax/Tint Intimate Course Date: _____ Amount Paid: _____ Trainer: _____

Make-Up Course Date: _____ Amount Paid: _____ Trainer: _____

Full Course Includes: Acrylic, Acrylic Dip, Gel, Silk/Fibre

Full Course + Sculpture Includes above + Gel Sculpture, Acrylic Sculpture

Special Course Includes: Acrylic, Acrylic Dip, Gel, Gel Polish, Mirror, Stamping

Special Course + Sculpture Includes above + Gel Sculpture, Acrylic Sculpture

Overlays: When you apply product on natural nails, without making them longer.

Tip Overlay: Apply Tips on the natural nails to make them longer, and then you apply product over it.

Sculpture: When you make the natural nail longer without using a Tip. You "build" it longer with product.

I, _____ hereby acknowledge, that the Course content was explained to me and that I am satisfied with the Course I have chosen to attend. I understand that once my deposit is paid, my Training Kit will be ordered. Should I change the Course I want to attend I will be liable for delivery charges for the Kits to be exchanged. I cannot exchange the Kit once the Kit has been used.

REGISTRATION

-) A 50% deposit of the Course price is payable when Training is booked. The deposit secures the student's space in the class. 30% of the Training Price is non-refundable. Should the student cancel the Training, the 30% of the Training Price will be deducted from the deposit, and student will forfeit that amount. Should the student want to cancel the Course but keep the Training Kit, the Training Kit can be purchased. This is an extra and separate amount from the deposit amount.
-) Any Course taken at a Planet Nails Training School must be paid in full before the start of the Course.
-) The student must request and receive a receipt for payment and a copy of the completed Registration Form.

SPECIAL NEEDS STUDENTS

-) Students with special needs might need extra Training days. It costs R550 per day.
-) If student needs translator during Training, translator must pay to attend the Course too. Student must provide translator.
-) Students with special needs might need to make special arrangements for their Exam. Translated or oral Exam can be done, and are charged at R850 per system. Student must provide translator.
-) Does student have special needs? Please specify.

TRAINING

-) During Training, the student must wear closed shoes, formal pants and a semi-formal shirt. Hair must be tied.
-) All Courses must be attended in full by the student and class hours must be completed:
Nail Courses: Acrylic Dip 14 hours, Acrylic 28 hours, Acrylic + Sculpture 42 hours, Gel 21 hours, Gel + Sculpture 35 hours, Silk/Fibre 14 hours, Gel & Acrylic 42 hours, Gel & Acrylic + Sculpture 63 hours, Full Nail Course 56 hours, Full Nail Course + Sculpture 77 hours, Special 63 hours, Special + Sculpture 84 hours
Beauty Courses: Mani/Pedi 14 hours, Wax/Tint 21 hours, Wax/Tint Intimate 28 hours Make-Up 21 hours
-) Classes are from 9am - 4pm unless otherwise arranged between the educator and the student/s. This must include a daily 30-minute break. And 2X 10-minute breaks during the day. The breaks cannot be cancelled to leave early.
-) Planet Nails reserves the right to refuse Training to any student should the student not attend classes on the times and dates agreed upon or if the student disrupts the class.
-) If student changes the agreed upon Training Dates, a R550 penalty per day will be payable by the student to book new days.

Learner Name: _____ Date: _____ Sign: _____ P2

-) If student arrives late or not at all, or starts the Training, and cannot attend the Training in full (for whatever reason), R550 per day must be paid extra to complete the days not attended.
-) Training Kits may only be removed from the Training Venue once the Training hours has been completed.
-) Students may request extra Training at R550 per day.
-) Photos of students and their work done during class hours might be used on the Planet Nails Facebook page.
-) When booking for a Full Nail Course, student gets a Habbill Nail Trainer to work on. For the rest of the Nail Courses students work on a Rubber Hand. Students have the option to buy a Habbill Nail Trainer at R850 (normal price R1899).
-) Student will receive a Letter of Attendance as proof that they attended a Course.
A Letter of Attendance will only be issued if the class hours for a system has been completed.

) **VERY IMPORTANT:** Students must provide live models during Training.
This is important as working on a Practice Hand and a live model is not the same at all.
If student does not bring a live model on below days, extra days will have to be booked and paid for at R550 per day.

Acrylic Dip	1 model - on last day of Course (1)	Mani/Pedi	1 model - on each day of Course (2)
Acrylic	1 model - on last day of Course (1)	Wax/Tint	1 model - on each day of Course (3)
Acrylic + Sculpture	1 model - on day 4 + 6 of Course (2)	Wax/Tint Intimate	1 model - on each day of Course (3)
Gel	1 model - on last day of Course (1)		+
Gel + Sculpture	1 model - on day 3 + 5 of Course (2)		3 models - on day 4 of the Course (3)
Silk/Fibre	1 model - on last day of Course (1)	Make-Up	1 model - on each day of Course (3)
Gel + Acr	1 model - on day 4 + 6 of Course (2)		
Gel + Acr + Sculp	1 model - on day 4 + 6 + 9 of Course (3)		
Full	1 model - on day 4, 5, 7, 8 of Course (4)		
Full + Sculpture	1 model - on day 4, 5, 7, 8, 11 of Course (5)		
Special	1 model - on day 4, 5, 7 of Course (3)		
Special + Sculpture	1 model - on day 4, 5, 7, 12 of Course (4)		

Students are required to attend Courses without any artificial product on their nails.
Demonstrations will be done on student's nails.

) **TRAINING ON SATURDAYS** (Only available at certain Planet Nails Schools)
Saturday Training R350 per day extra. Shops hours 9am to 1pm - 4 hours per Saturday. No break included.

Silk Fibre Course / Mani Pedi Course / Acrylic Dip Course - 4 Sat (16H) - R1400 extra
Gel Course / Wax Tint Course / Make-Up Course - 6 Sat (24H) - R2100 extra
Acrylic Course / Wax Tint Intimate Course - 7 Sat (28H) - R2450 extra
Gel Sculpture Course - 9 Sat (36H) - R3150 extra
Acrylic Sculpture Course / Gel + Acrylic Course - 11 Sat (44) - R3850 extra
Full Course - 14 Sat (56H) - R4900 extra
Gel + Acrylic + Sculpture Course / Special Course - 16 Sat (64H) - R5600 extra
Full Course + Sculpture - 20 Sat (77H) R7000 extra
Special Course + Sculpture - 21 Sat (84H) R7350 extra

) **PRACTICAL HOURS**
Once the Course has been completed, the student must complete practical hours. Educator will provide the student with a POE (Portfolio of Evidence) on which the student must provide proof of practical hours completed. Practical hours are minimum 50 hours per system. Class hours cannot be deducted from the practical hours.
) A Colour Portfolio must also be compiled of Practical Hours completed on live models, and handed in on the day of the Exam. The Colour Portfolio will be sent to Planet Nails Head Office and not returned to the Student.

Below shows what your Colour POE must include.

Acrylic Dip	natural tips/clear powder	2 before & 2 after photos of full sets done
	french tips/clear powder	2 before & 2 after photos of full sets done
	natural tips/clear & white powder	2 before & 2 after photos of full sets done
	natural nails/clear powder	2 before & 2 after photos of full sets done
	natural nails/ clear & white powder	2 before & 2 after photos of full sets done
Acrylic	any of above	2 before & 2 after photos of fills done
	natural tips/clear powder	2 before & 2 after photos of full sets done
	french tips/clear powder	2 before & 2 after photos of full sets done
	natural tips/clear & white powder	2 before & 2 after photos of full sets done
	natural nails/clear powder	2 before & 2 after photos of full sets done
	natural nails/ clear & white powder	2 before & 2 after photos of full sets done
	any of above	2 before & 2 after photos of fills done

Acrylic + Sculpture	everything the same as acrylic french sculpture french sculpture	3 before & 3 after photos of full sets done 2 before & 2 after photos of fills done
Gel	natural tips/clear gel natural tips/colour gel french tips/clear gel natural tips/clear & white gel natural nails/clear gel natural nails/ clear & white gel any of above	2 before & 2 after photos of full sets done 2 before & 2 after photos of full sets done 2 before & 2 after photos of full sets done 2 before & 2 after photos of full sets done 2 before & 2 after photos of full sets done 2 before & 2 after photos of full sets done 2 before & 2 after photos of fills done
Gel + Sculpture	everything the same as gel french sculpture french sculpture	3 before & 3 after photos of full sets done 2 before & 2 after photos of fills done
Silk/Fibre	natural tips/silk natural tips/fibre french tips/silk french tips/fibre natural nails/silk natural nails/fibre any of above	2 before & 2 after photos of full sets done 2 before & 2 after photos of full sets done 2 before & 2 after photos of full sets done 2 before & 2 after photos of full sets done 2 before & 2 after photos of full sets done 2 before & 2 after photos of full sets done 2 before & 2 after photos of fills done
Gel + Acr	everything the same as gel everything the same as acrylic	
Gel + Acr Sculpture	everything the same as gel everything the same as acrylic everything the same as gel sculpture everything the same as acrylic sculpture	
Full	everything the same as gel everything the same as acrylic everything the same as silk/fibre everything the same as acrylic dip	
Full + Sculpture	everything the same as full everything the same as gel sculpture everything the same as acrylic sculpture	
Special	everything the same as gel everything the same as acrylic everything the same as acrylic dip	
Special + Sculpture	everything the same as special everything the same as gel sculpture everything the same as acrylic sculpture	
Mani/Pedi	colour manicure french manicure colour pedicure french pedicure	3 before & 3 after photos of manicure done 3 before & 3 after photos of manicure done 3 before & 3 after photos of pedicure done 3 before & 3 after photos of pedicure done
Wax/Tint	leg wax arm wax under arm wax facial wax brow shape lash & brow tint	3 before & 3 after photos of wax done 3 before & 3 after photos of wax done 3 before & 3 after photos of wax done 3 before & 3 after photos of wax done 3 before & 3 after photos of shape done 3 before & 3 after photos of tint done
Make-Up	day make-up evening make-up bridal make-up fantasy make-up	3 before & 3 after photos of make-up done 3 before & 3 after photos of make-up done 3 before & 3 after photos of make-up done 3 before & 3 after photos of make-up done

Learner Name: _____ Date: _____

Sign: _____ P4

EXAM

-) Once practical hours are completed, Assessment (Exam) can take place. The purpose of Assessment is for the student to prove competency towards the Unit Standard that he/she was Trained towards. A Theory and Practical Exam must be done. The pass rate for all Exams is 80%.
-) Exam must be done within 6 months after completion of a single Course. And within 12 months for the Gel + Acrylic or Full or Special Course. Exam Fees are R550 per system. If you don't do your Exams in this time frame, your Exam Fees will increase to R850 per system. If you don't do your Exams within 24 months (2 years) after your Course, the Course will have to be re-done before Exams can be attended.
-) Exam Fees are R550 per system. Bank details and Exam Venues will be provided when the students books for Exam. R550 Silk/Fibre, R550 Gel, R550 Acrylic, R550 Acrylic Dip, R550 Wax/Tint, R550 Make-Up, R550 Mani/Pedi
-) To book for your Exam, email training@planetnails.co.za Exams are done 4 times per year at different Exam Venues.
-) Exam Venue might be different to Course Venue. Exam Venue options will be provided when you book for your Exam.
-) Once the student has completed the Exam and proven to be competent, the educator will request for the Certificate to be issued. Certificates will be issued within 4 weeks of completion of Exam and sent to the Exam Venue for collection.
-) If you have completed your Course at a different company, and wish to be Assessed by Planet Nails, the Exam Fee is R850 per system.
-) To attend an Exam, you will be required to hand in a completed POE (Portfolio of Evidence) to show that you completed a minimum of 50 hours per system (class hours excluded) as well as a Colour Portfolio as proof of your work.
-) Only Planet Nails products are allowed to be used during Exam. Practical Exams can only be done on live models. It is the student's responsibility to provide models for the Practical Exam. The students must bring along their Training Kit or Planet Nails products to use during the Practical Exam.
-) You cannot book for your Exam if your class hours were not completed.
-) You cannot book for your Exam if you have not completed a POE and Colour POE.

EXAM - STUDENT MUST BRING

-) POE (Portfolio of Evidence) with a minimum of 50 practical hours completed per system. No POE - No Exam.
-) Colour POE (Portfolio of Evidence) with before and after photos of work done as discussed on Registration Form.
-) No Colour POE - No Exam.
-) Live model to do Practical Exam on. Training Kit to do Practical Exam with. Towel for the Table.
-) Copy of ID Document + Copy of Registration Form + Proof of payment for Exam. If student does not bring along copies of these to hand in at Exam Venue, the Exam cannot be attended.
-) If student books and pays for Exam and does not attend on agreed date (for whatever reason), the Exam Fees will be forfeited.

EXAM RULES

-) No eating or drinking allowed during Exam (only water).
-) Cell Phones must be switched off and put away during Exam (student, model and educator).
-) Exam start at 9:30am - be at the venue from 9am to set up.
-) Practical Exam is from 9:30am - 12:30pm (3 hours)
-) Break is from 12:30pm - 1pm (30 minutes) - the student can pack away Kit, clean up desk and eat.
-) Theory Exam is from 1pm - 4pm (3 hours)
-) No models allowed in venue during Theory Exam.

EXAM - PROVIDED BY TRAINING VENUE

-) Tables + Chairs + Foam Rests + Desk Light (if needed) + Roller Towel + Rubbish Bins & Liners.

EXAM RESULTS

-) Student will be informed of Exam Results within 1 week of Exam Date.

CERTIFICATES

-) Certificate of Achievement will be issued within 4 weeks of Exam Date.