

PRIVATE COLORS
Beauty & Makeup Academy

**STUDENT
RULES & REGULATIONS
HANDBOOK**

(Revised: 8th March 2019)

PREFACE

PRIVATE COLORS BEAUTY & MAKEUP ACADEMY STUDENT RULES AND REGULATIONS

The Student Rules And Regulations Handbook is designed to assist you to be familiar with the practices of the Academy on matters relating to academic and general administration. However, for further clarification, on all the procedures or guidelines, you need to refer to the respective departments or administration. Hence, it is your responsibility to comply and abide by all the Rules and Regulations stated.

The Academy has the right to amend or delete any part of this Handbook or its content in line with the Academy's policy from time to time without any prior notice. You may also find the softcopies of this Student Rules & Regulations Handbook on the Academy's website at <http://www.privatecolorsacademy.com/student-rules-and-regulations-forms>.

Student's Responsibility

Students have the responsibility to abide by all the rules and regulations of Private Colors Beauty & Makeup Academy, and to observe the following responsibilities in order to enable the Academy to effectively administer and deliver efficient services to the Academy community.

Students have the responsibility to:

- Read and understand all the regulations stipulated in this Student Rules & Regulations handbook.
- Familiarize themselves and fulfil all the academic requirements of the respective programme and the Academy.
- Check email and Academy bulletin board on a regular basis.
- Pay the course fees within the stipulated time.
- Attend lectures / tutorial / practical / industrial training and other assigned activities by the Academy.
- Adhere to scheduled appointments
- Be proactive in obtaining advice and guidance from lecturer(s) and the administrative staff when faced with any form of problems or difficulties.
- Be fully responsible for all the consequence(s) of failing to act according to the stipulated guide and regulations.

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1.0 GENERAL INFORMATION

1.1 Introduction

The Academy was officially established in year 2016, offering wide range of professional makeup and beauty courses with its content designed according to professional standard.

The Academy provides platform for students to obtain essential certificates on professionalism such as certificate of SKM (Sijil Kemahiran Malaysia), and other related profession certificates. The Academy is dedicated to provide quality education and produce highly-trained professionals in field.

1.2 Academy Vision and Mission

Vision

To be a gateway to opportunities for students to achieve their full potential and to meet academic or career goals.

Mission

- Provide extensive enhancement courses to enrich students' knowledge and skills for future career opportunities.
- Endeavour to promote hard, as well as soft skills to increase students' market value.
- Committed to provide exclusive and intensive professional training to ensure high quality graduates.
- Strive to create a flexible educational platform to embrace various students' personality and learning style.

1.3 Operating Hours

The operating period of the Academy is from Tuesday to Sunday, while the operating hours is from 11:00am to 8:00pm. The Academy will be closed on Public Holiday (according to Public Holidays applicable to Selangor area) and any designated day of occasions or events being informed.

1.4 Class Time

- Students will attend the class according to class time arranged for Full-Time and Part-Time study mode. Class Time and Class Schedule are shown as below.
- Class Time and Class Schedule exhibited is a general guideline. The Academy shall reserve the rights to amend them without any prior notice.

Class Time		
Day	Study Mode	
	Full-Time	Part-Time
Monday		
Tuesday	✓	
Wednesday	✓	
Thursday	✓	
Friday	✓	
Saturday		✓
Sunday		✓

Class Schedule	
Time Period	Class Content
12:00pm – 2:00pm	Class Session
2:00pm – 3:00pm	Break
3:00pm – 7:00pm	Practice Session

2.0 GENERAL BEHAVIOR

- 2.1 All student is required to wear Academy uniform in accordance with the resolutions adopted by this Academy, whoever unable to comply shall be warned or be given punishments accordingly if necessary.
- 2.2 Student is required to carry Student Identification Card or Name Badge which issued by this Academy at all time during the presence in the compound of this Academy unless given further notice.
- 2.3 Student should attend classes at the Academy regularly and punctually. Student should contact the Academy at the earliest opportunity if they expect to be late.
- 2.4 During lecture time, cell phones must be switched to silent mode.
- 2.5 Student must notify the Academy of any medical conditions or special requirements they may have. Supporting documentation might be required.
- 2.6 On a daily basis throughout the duration of all courses, students are required to work and practice on each other. This is the case for all modules including makeup, hairstyling, airbrush, special effect and body art module. If you have a medical condition preventing you to be worked on, then you must advise Lecturer in prior. Supporting documentation might be required.
- 2.7 Students should not remove any materials from the Academy without prior consent.
- 2.8 Students shall report without delay regarding loss and damages of the Academy's property whether accidental or otherwise direct to the appropriate officer in charge of the section. The cost of replacement of any loss or damage to the Academy's property arising out of malicious, reckless, or negligent act shall be catered by the student(s) concern. Where damage or loss is caused by student whose identities are not known the cost of repair or replacement shall be shared by all the students involved. All facilities should be left in an acceptable state.
- 2.9 Students leave personal belongings at the Academy at their own risk. While the Academy will take all reasonable care to ensure the security of the Student's belongings whilst at the Academy, the Academy does not accept any responsibility for the loss or theft of, or damage to, any of the Student's property.
- 2.10 Smoking is strictly prohibited in the compound of this Academy.
- 2.11 The services of members of the Academy staff may not be used by students either in person or in an official capacity without any authorization of the Principal.
- 2.12 The Principal or the person to whom this power has been delegated by is the only spokesman of the college. No individual student is allowed to communicate with outside people on college matters without authorization of the Principal or a person delegated to do so.
- 2.13 Students are not allowed to conduct any kind of trading or business within the compound of this Academy without the consent from the Academy.

3.0 PAYMENT

- 3.1 All instalment fees must be paid no later than 7th of each month according to the respective course package or instalment plan agreed.
- 3.2 If payment are expected to be late, student must contact the administrator to explain the position. If student is in genuine difficulty with payment, the administrator will try to agree a plan of payment with the student within Academy regulation that s/he can afford.
- 3.2 The Academy is available to accept an amount of deposit to hold the promotion or student place for a maximum of 6 months. Official notification via email will be sent when near expiration.
- 3.3 Deposits are strictly non-refundable. However, a deposit can be transferred to next available course provided.
- 3.4 Should a student fail to attend a confirmed course, opt out from the course, or complete the course within the course duration, no refunds of deposits or fees will be made.
- 3.5 Any student who has outstanding debts to the Academy out of either credits or loss or damage of property of the Academy, shall not be allowed to attend classes or sit for any related examination(s) until s/he clears the debt or enters special agreement with the Academy on how to redeem the debt.
- 3.6 Textbook, worksheet, homework template, information sheet and any related academic instrument are being provided without any charges for once. Reprinting of any instrument will be charged accordingly.

4.0 SCORING SYSTEM AND CERTIFICATION

- 4.1 Academic performance is assessed by a student’s portfolio, examination projects, and participation in on-the-job training. Different scoring system is utilized for students who study in Full-Time mode and Part-Time mode. In order to graduate with distinction and be granted with Certification of Distinction, a student must achieve a total score of equal and more than 60% ($\geq 60\%$); whilst a total score of less than 60% will be granted with a Certification of Completion.

No.	Aspect	Scoring System	
		Full Time	Part Time
1.	Portfolio	40%	50%
2.	Examination Projects	50%	50%
3.	On-the-job training	10%	0%
TOTAL		100%	100%

No.	Total Score	Certification
1	Less than 60% (< 60%)	Completion (COC), Academic Transcript
2	Equal and more than 60% ($\geq 60\%$)	Distinction (COD), Academic Transcript

- 4.2 In any case that a student is unable to be graded due to reason such as (a) no portfolio is submitted throughout the whole course duration, (b) no participation in examination projects, (c) no participation in on-the-job training, and (d) termination of course, the Academy reserves the right to fail the particular student and not issuing any form of certification. The particular failed student will be receiving a “Letter of Dismissal from Academy” from the Academy.
- 4.3 The course fee is included with issuance of Certificate and Academic Transcript for once. Any re-issuance of Certificate and Academic Transcript will be charged at RM10 per document.

4.5 Portfolio

- A portfolio is a set of pieces of work collected throughout a student's learning progress, it might inclusive of textbook, information sheet, worksheet, homework, project, pictures, creative work and other related documents.
- Student will be provided a due date by the lecturer(s) to submit the portfolio for assessment and evaluation purpose. Late submission of portfolio will not be entertained.
- If student has expect to submit the portfolio later than the due date provided, s/he must inform the lecturer(s) at the earliest opportunity with valid reason, and apply for another date of submission. Nevertheless, the Academy reserves the rights to not entertain any form of late submission.
- Portfolio will take a score of 40% for full-time student, or 50% for part-time student out of the total score. Several criteria are considered in grading a student's portfolio:-

No.	Portfolio Grading Criteria	Description
1	Organisation	<ul style="list-style-type: none">• The content of portfolio is organised according to guideline provided and presented in a flow that a reader can view with comfort.
2	Level of Completeness	<ul style="list-style-type: none">• Content of portfolio is complete according to checklist provided.• Content of work is complete and has fulfilled the requirement provided.
3	Quality of Work	<ul style="list-style-type: none">• High quality content of portfolio is presented through excellent selection and quality of picture, font choice, color choice, and layout template.
4	Creativity	<ul style="list-style-type: none">• The overall presentation and design of portfolio is creative.• The work outcome of overall makeup look and styling presented has a strong sense of creativity.

4.6 Examination Project

- Examination project is a project-based examination in which the student demonstrate his or her competency after the completion of designated course content through submission of project proposal, design chart, and practical outcome.
- Student will be provided a due date to complete and submit the project proposal and design chart according to guideline provided. Examination will be arranged once project proposal and design chart is approved by the lecturer(s). Student without completion or submission of the project proposal and design chart is not allowed to enter the examination.
- In examination, student will execute the project proposed and the outcome is evaluated by the lecturer(s) for scoring purpose.
- The Academy reserves the right to bar a student from entering examination if s/he is late on the examination day or does not meet any certain requirement provided by the lecturer(s) or the Academy.
- Examination project will take a score of 50% equally for both full-time student and part-time student out of the total score. Several criteria are considered in grading a student's examination project:-

No.	Examination Project Grading Criteria	Description
1	Project proposal	<ul style="list-style-type: none">• Content of project proposal is according to guideline and requirement provided.• Content of project proposal demonstrate excellent understanding of the project design concept.• Excellent knowledge on material to use while carrying out the project proposed is demonstrated in the project proposal.• Application technique is well listed in detail.• Logical and detailed analysis of problems and possible solution are demonstrated.
2	Design chart	<ul style="list-style-type: none">• Design concept demonstrated is clear and related to topic.• Design concept is infused with creative elements and high originality.• Content of design chart is complete and has fulfilled the requirement provided.
3	Practical outcome	<ul style="list-style-type: none">• Outcome presented has high similarity with design proposed.• Excellent proficiency is demonstrated in terms of application technique and interpretation of knowledge.

4.7 On-The-Job Training

- On-the-job training, also known as OJT, is a hands-on training method for students to perform a specific job in a workplace or environment where they will practice the skills and knowledge obtained during training at the Academy.
- By OJT, students are expected to gain experience, learn from mistake, and improve in competencies in terms of skill proficiency and dealing with customer.
- On-the-job training is compulsory for all full-time students. It is not compulsory for part-time students.
- Position placing and assignment of work is up to the discretion of the Academy. If in any case that student has any request, s/he may inform to the lecturer(s) to acquire approval.
- The Academy reserves the right to restrict any student from participating in an on-job-training if s/he does not fulfil requirement indicated by the lecturer(s) or the Academy.
- Should a student rejects the on-the-job-training at last minute without provision of ample time to find replacement, or without any valid reason, or does not turn up at the on-the-job-training agreed, or received severe complaints, the Academy reserves the right to not offer to the particular student any more on-the-job training and opportunities.
- On-the-job-training will take a score of 10% for full-time students out of the total score. Several criteria are considered in grading a student's on-the-job training performance:-

No.	On-the-job Training Grading Criteria	Description
1	Punctuality	<ul style="list-style-type: none">• Student turns up at the on-the-job training venue on time.• Student complete the task assigned in on-the-job training in a timely and efficient manner.
2	Working attitude	<ul style="list-style-type: none">• Student shows excellent positive attitude throughout the whole conduct of on-the-job training.
3	Teamwork	<ul style="list-style-type: none">• Student works cooperatively and effectively with others throughout the whole conduct of on-the-job training to achieve common goals.
4	Work outcome	<ul style="list-style-type: none">• The work outcome of overall makeup look and styling presented has fulfilled the requirement provided.
5	Customer Relation	<ul style="list-style-type: none">• Students provides positive customer service through monitoring and meeting the needs of customer, and responding to them with appropriate manner.
6	Execution of responsibility	<ul style="list-style-type: none">• Student performs assigned responsibility with reliability and effectively.

5.0 TERMINATION OF STUDENT STATUS

- 5.1 The Academy is concerned with students' conduct both on and outside the compound of the Academy and reserves the right to take disciplinary action in respect of the misconduct whether it occurred on or off Academy. Inappropriate behavior will lead to dismissal. The Academy reserves the right to terminate a student on any of the following grounds:
- a. Non-compliance with rules and regulations
 - b. Unsatisfactory academic progress
 - c. Excessive absences or tardiness
 - d. Failure to pay fees when due
 - e. Cheating or falsifying records
 - f. Breach of enrollment agreement
 - g. Disobedient or disrespectful behavior to faculty or other students
 - h. Carrying a concealed or potentially dangerous weapon
 - i. Possessing, selling drugs, appearing under the influence of alcohol or other drugs on school premises
 - j. Harassment of any kind including intimidation and discrimination
 - k. The use of abusive language
 - l. Wearing indecent dresses
 - m. Plagiarism, disrupt the learning of self and others
 - n. Interfere with the Academy operations
 - o. Inhibit or prevent staff members from carrying out their duties
 - p. Endanger the health and safety of own self or other students or staff
 - q. Any other unwanted behavior shall not be tolerated.

6.0 APPLICATION FOR LEAVE, CLASS REPLACEMENT AND COURSE EXTENSION

- 6.1 In any case that student has expect to be absent from any class, student may apply for leave and class replacement with valid reason provided. Student may request the "Application Form for Leave & Class Replacement" form from the administrator or download it from the Academy's website at <http://www.privatecolorsacademy.com/student-rules-and-regulations-forms>. The form is expected to be submitted to the administrator at least TWO (2) weeks before the applied first day of absence, with attachment of proof or supporting documents (if required). Late submission of form might result in unavailability of arrangement on indicated leave and class replacement.
- 6.2 Application for leave is only available for application for leave lesser than ONE (1) month, in which equivalent to lesser than 16 days of class for full-time student, or lesser than 8 days of class for part-time students.
- 6.3 In any case that student has expect to be absent from classes for a duration equal to or longer than ONE (1) month, student may apply for course extension with valid reason provided. Student may request the "Application Form for Course Extension" form from the administrator or download it from the Academy's website at <http://www.privatecolorsacademy.com/student-rules-and-regulations-forms>. The form is expected to be submitted to the administrator at least TWO (2) weeks before the applied first day of absence, with attachment of proof or supporting documents (if required). Late submission of form might result in unavailability of arrangement on indicated course extension.
- 6.4 The Academy reserves the right to not approve application for leave, class replacement, and course extension if the given reason is not reasonable or not valid, or without any proof or supporting documents.

7.0 WORK OPPORTUNITIES

- 7.1 All work opportunities are subject to availability and is up to the Academy discretion in terms of hiring, selection, and position placing.
- 7.2 Amount or proportion of payment is depending on the arrangement of the Academy, student is deemed agreed to the payment detail and related terms and conditions of the particular work once the request is accepted.
- 7.3 Should a student rejects the work at last minute without provision of ample time to find replacement, or without any valid reason, or does not turn up at the work agreed, or received severe complaints, the Academy reserves the right to not offer to the particular student any more work and opportunities.

8.0 COPYRIGHT

- 8.1 Learning materials, textbook, information sheet is licensed to the Academy for use by students and staff for educational purposes. This does not permit those materials being used for commercial purposes such as a student's part time employment, or shared with colleagues while on work placement. Infringement may result in disciplinary action taken against the particular student by Academy.
- 8.2 The Academy reserves the right to make use of students' handwork, portfolio, and any kind of production as official teaching material of the Academy, marketing material, and for exhibition purpose.