

Brushstroke
Media Make-up School
Shepperton Film Studios
Studios Road Shepperton Middlesex TW17 0QD
Telephone 01932 592463 Fax 01932 592023
Website: www.brushstroke.co.uk Email: info@brushstroke.co.uk

BRUSHSTROKE ENROLMENT FORM

To confirm your place on your chosen course this form must be completed in full and sent to us together with your Deposit, signed Terms and Conditions, Guarantee Agreement, Rules of the Make-up School and 4 x Passport Photographs.

Payment to Brushstroke must be made by the following:

Cheque/ Bankers Draft: Payable to "Media Make-up Services Ltd t/a Brushstroke"

Bank Transfer: HSBC – Account No: 61374362 Sort Code: 40-45-22. Please use your name as a reference

PayPal (fee 2.75%) via our website www.brushstroke.co.uk/course-fees/

Please note: Deposits are non-refundable or transferable: As a policy Brushstroke is unable to accept cash payments

The balance of fees must be received in line with the course payment structure, unless payment is being made by the Professional and Career Development Loan (PCDL). Any alteration to the terms of payment is at the discretion of Brushstroke.

I enclose full payment of £.....or deposit of £.....

Own Funds/ Professional & Career Development Loan/ Private Loan (*delete appropriate*)

Make up brush set £60.00: YES / NO (Brushes included on 2yr & 3yr Course)

Course Title:

Course Date:

Name:.....

Address:.....
.....
.....

Home Telephone:.....

Mobile:.....

Email Address:.....

Date of Birth:.....

Age at start of course:.....

Ethnicity: (*delete appropriate*) White Mixed Asian/Asian British Black/Black British Chinese Other

Medical Conditions/ Allergies:

Dyslexia: YES / NO

Name & Address of Previous School/ College:.....
.....

Previous Experience/ Examinations Passed:

Vehicle Registration Details: (*registration, make, model, colour*)

Non UK National students will need to complete an additional form

Signed:.....

Date:.....

Brushstroke

Media Make-up Services Ltd
Shepperton Film Studios
Studios Road
Shepperton
Middlesex TW17 0QD

Rules of the Make-up School

Brushstroke is the trading name of Media Make-up Services Limited, and in this document Media Make-Up Services will be referred to as Brushstroke.

Students should not:

- Be disruptive in classes or create an atmosphere not congenial to a productive working environment
- Display rudeness or a discourteous manner to fellow students, tutors and other staff members
- Cause damage to Brushstroke's facilities
- Remove training equipment without prior authorization
- Leave work stations in an unacceptable state, work stations must be clean and tidy at all times. This includes both the toilet and kitchen facilities.
- Use mobile 'phones during classes
- Smoke on the premises
- Consume alcohol, drugs or any other substance on the premises or attend class intoxicated
- Approach lecturers during the course for work placements or contacts within the industry, as this puts lecturers in a difficult position. All work placements and contact information can only be dealt with through the Brushstroke office.

Students should note that:

- Each make-up tutorial is allocated a certain amount of time; therefore punctual daily attendance is of paramount importance. A daily register is taken and monitored regularly. Punctuality and readiness to begin each class must be standard procedure.
- Excessive absences from classes without a valid reason will not be looked favourably upon, and should such a situation arise, continuation of the course for the individual concerned will need to be assessed.
- The school will be closed on Public Holidays and in the case of extreme weather conditions
- Class size can vary from 16 to 27, please remember that the teaching ratio size is 1:13 maximum as the other 1:13 will sit as models. This process will be rotated and those having just completed their make ups will then sit as models. Sitting as a model is an integral part of your training.
- Students are responsible for their own photographs for their portfolios.
- On commencement of the course the balance due on your 'statement account' shall be deemed as payable in full.
- Any personal belongings are left on studio premises at students' own risk, and Brushstroke cannot be held responsible for any loss or damage caused to them at any time.
- Although we are called upon often by production companies for assistant make-up artists, do understand that we are not obliged to find any representatives for the company
- Students must notify us of any medical conditions, allergies, etc, and any special requirements they may have and a doctor's note will be required.
- Students must notify Brushstroke by 10am if they are going to be absent that day

- Whilst the internet and social networking is an integral part of your learning and your future career, students should note that careless misuse e.g. slanderous, libellous or defamatory comments on a public forum can leave you open to a claim being made against you. These comments can reflect on you personally and may affect your prospective employment.
- Any literature found, marked "Private and Confidential" should not be read and handed into the office immediately

Brushstroke reserves the right to:

- Combine courses and alter the course syllabus without notice
- Vary the class size as appropriate
- Change lecturers without notice due to them being actively working in the industry
- Change make up kits and make up brushes course to course
- Ask students to leave the course if seen to be causing disruption or who have poor attendance
- Ask any student to leave the course in accordance with our complaints and disciplinary procedure (a copy of which is available upon request)

Please note the following:

If you are unable to pay the second payment or balance you will not be allowed to start the course.

If you are unable to continue your training at anytime the course fees will remain payable in full.

Refund Policy – Payments of deposits and any balance of course fees are non refundable. However, at the complete discretion of Brushstroke a refund may be made or transfer to a future course permitted.

Important- Please Note Non UK Nationals:

Non UK students are required to notify Brushstroke regarding any day they may be absent, before 10am. Failure to attend without notification, will lead to Brushstroke notifying appropriate authority. In addition Brushstroke will release any relevant information they are required to do so to the Home Office.

Dated:

Signed by Student:

Signed by Brushstroke:

Terms and Conditions of Business

Brushstroke is the trading name of Media Make-up Services Limited, and in this agreement Media Make-up Services Limited will be referred to as Brushstroke.

Name: BRUSHSTROKE
Company: MEDIA MAKE SERVICES LIMITED (COMPANY NUMBER 3817992)
Address: SHEPPERTON FILM STUDIOS STUDIOS ROAD SHEPPERTON MIDDLESEX
TW17 0QD

Student

Name:

Date of Birth:

Home Address:

Term time address:

Home telephone:

Mobile telephone:

Nationality:

Passport Number:

National Insurance Number:

Course

Name of course:

Date course to start:

Date course to finish:

Total cost of fees inclusive of VAT:

Payment Schedule (applicable to our 9month, 2 year and 3 year courses)

	Amount	Date Due
First Payment		
Second Payment		
Third Payment		
Fourth Payment		
Fifth Payment (3year Course)		
Sixth Payment (3year Course)		

Brushstroke offer the course to you (the Student) for yourself on the terms set out below. References to 'Student' are to the person to whom the course is provided. This agreement is made when signed by us.

Dated:

Signed by Brushstroke:

Signed by Student:

Terms of Agreement

Fees

1. The student will pay Brushstroke's fees as set out above. Any alterations to the terms of the payment are at the complete discretion of Brushstroke and must be confirmed in writing.
2. It is a condition that on commencing all courses that you are liable for the full course fees.
3. If any instalment is not paid in accordance with the Schedule set out above the Student will not be permitted to start or continue the course.

Refund Policy

4. The Student is not entitled to any refund in respect of the fees paid. However, at the absolute discretion of Brushstroke if the Student is unable to start the course on the specified date due to a medical condition or severe personal circumstances beyond the Student's control and satisfactory evidence is provided, then Brushstroke may refund some or all of the fees to the Student or transfer the student onto a future course.

Equipment

5. Brushstroke reserves the right to change the make-up kits and make-up brushes course to course.

Photographs

6. Students are responsible for providing their own photographs for their portfolios.

Course

7. Brushstroke reserve the right to: combine courses and alter the course syllabus without notice; vary the class size as appropriate; change lecturers without notice.

Complaints and Disciplinary Procedure

8. Brushstroke reserve the right to ask the Student to leave the course if the Student: is causing disruption: has poor attendance: has breached the Rules of the Make-up School, after following the complaints and disciplinary procedure. The Student should note that fees paid are non-refundable and any fees outstanding will have to be settled in full.
9. Brushstroke's complaint and disciplinary procedure is attached to this document.

Other documents forming part of the terms and conditions of business

10. The Brushstroke Rules of the Make-Up School and Prospectus should be read as an integral part of the agreement.

Contract (Rights of Third Parties) Act 1999

11. This agreement excludes the rights of third parties given by Contract (Rights of Third Parties) Act 1999.

Guarantee Agreement

Brushstroke is the trading name of Media Make-up Services Limited, and in this agreement Media Make-up Services Limited will be referred to as Brushstroke.

Name: BRUSHSTROKE
Company: MEDIA MAKE SERVICES LIMITED (COMPANY NUMBER 3817992)
Address: SHEPPERTON FILM STUDIOS STUDIOS ROAD SHEPPERTON
MIDDLESEX TW17 0QD

Name of Student (the Student):

Name of Guarantor (the Guarantor):

Relationship to Student:

Address (the Guarantor):

Telephone Number:

I/We, _____ hereby guarantee that I/we will be responsible for the payment to Brushstroke of the course fees in full, and this liability for the payment begins on the day the fees become payable and are not paid in full.

A schedule of the fees and the terms and conditions of business are attached to this agreement.

Dated:

Signed by Guarantor:

Signed by Brushstroke:

DISCIPLINARY PROCEDURE

This procedure is designed to deal fairly and appropriately with possible performance and conduct issues on the part of students of the school. Minor performance issues and misconduct will be dealt with informally by advice or constructive criticism but where necessary a more formal procedure will be used as follows.

In the interests of fairness, proportionality and efficiency the procedure set out in this note may be adapted in appropriate cases in the discretion of the School.

Stage 1 – Formal Oral Warning

This will often apply for less serious misconduct or where performance remains unsatisfactory. It may follow from persistent failure to respond to informal warnings or advice about such matters as time keeping or performance. Where a formal oral warning is issued this will be recorded on your file. The warning will indicate how long it will remain on your disciplinary record.

Stage 2 – First Written Warning

If misconduct is more serious or persistent or if your performance or conduct remains unsatisfactory following a previous warning, a First Written Warning may be appropriate.

Stage 3 – Dismissal

If you either commit an act of gross misconduct, fail to improve following a First Written Warning, as detailed in Stage 2, or commit a further misdemeanor following a previous warning, you may be dismissed.

Illustrations of misconduct that might result in warnings

1. Poor work
2. Bad attitude
3. Failure to carry out instructions
4. Poor timekeeping
5. Disruptive behaviour
6. Minor unauthorised use of the telephone/internet/e-mail system
7. Failure to maintain required standards of dress and appearance
8. Unsatisfactory record of sickness
9. Failure to follow our rules and procedures
10. Unauthorised absence
11. Rudeness to fellow students and staff
12. Minor inappropriate behaviour to fellow students and staff

These are examples only and should not be considered as exhaustive or exclusive.

Gross Misconduct

The following list provides examples of misconduct generally regarded as gross misconduct:

- 13 Serious breach of the rules of the School
- 14 Discriminating on the grounds of gender, marital status, race, racial group, colour, ethnic or national origins, nationality, religion or belief, age, sexual orientation or disability, (or any other grounds not permitted by statute from time to time), including harassment and bullying against a fellow student or member of staff.
- 15 Theft, fraud, deliberate falsification of records
- 16 Willful damage to or unauthorised possession of the School's property
- 17 Breaking statutory regulations that would render us liable to prosecution
- 18 Being under the influence of drink at work or use of illegal drugs
- 19 Committing a criminal offence
- 20 Action that has resulted in a high risk or potentially high risk of personal danger to other students or third parties, e.g. breach of Health & Safety procedures
- 21 Dangerous behaviour, fighting or physical assault
- 22 Serious, deliberate or reckless damage to property
- 23 Bringing the school into disrepute

- 24 Accessing or downloading any rude or obscene images or other material from the Internet or by email or otherwise being in possession of rude or obscene material or publications or images in any media
- 25 Unauthorized entry to computer records or serious breach of our email and internet /intranet policy

The above lists are examples only and should not be considered exhaustive or exclusive.

Suspension

During the course of any of the above stages you may be put on suspension pending investigation into the matter. Such suspension is not to be regarded as a form of disciplinary action and will be for as short a period as possible.

BRUSHSTROKE ADDITIONAL ENROLMENT FORM NON UK NATIONAL

First NameSurname.....

Other Names

Date of Birth.....

Home Country Address (*If less than 3 years please state previous address*)
.....
.....
.....

Home Phone Number.....Mobile.....

Email Address.....

Temporary UK Address.....
.....
.....

Sponsors Name (*If Applicable*)

Sponsors Address (*If Applicable*)

Sponsors Telephone

Passport Number.....

Copy of Passport

- Yes
- No

UK Entry Number (*If known*)

I declare that the above information is true and correct

Signed:.....Date.....