

## ACADEMIC YEAR 2015

### COURSE IN SPA RECEPTION

The course in Spa Reception provides the ideal opportunity if you want to pursue a career in the Health and Wellness industry. This course provides you with a thorough understanding for the practise of front desk communication and administration in a salon and spa environment, while equipping you with selected practical skills.

#### As student, you will be equipped to:

- Take shared responsibility for the execution of front desk communication and administrative functions in a salon and spa environment;
- Support a professional team at a salon or spa in the capacity of administrative and/or office assistant;
- Provide exceptional customer service to clients;
- Communicate effectively with clients, staff and management;
- Demonstrate correct reception techniques;
- Work effectively in a team or group in a salon or spa environment;
- Understanding of basic business concepts and the business environment; and
- Perform selected practical services.

With this course, your entrepreneurial skills will be developed, enabling you to set up your own business, whichever exciting path you wish to pursue. The opportunity is there to make your dream a reality.

### ADMISSION REQUIREMENTS

National Senior Certificate (NSC) with a minimum of 40% in the language of learning and teaching;

Or

National Certificate (Vocational) Level 4, with compliance with the language of learning and teaching in the higher education institution. For any further information please contact or email [info@isacarstens.co.za](mailto:info@isacarstens.co.za)

## SPA RECEPTION PROGRAMME DESIGN AND FEES

### Non Refundable Registration/Admin fee

R4 000.00

The payment of a **non-refundable registration/admin fee** is payable upon acceptance.

This payment guarantees your place at the Academy provided you meet the entrance criteria for the respective course.

### Tuition fees 2015

Tuition fees (payable by 21 January 2015)

### COMPULSORY SUBJECTS

Front desk administration	R3 600.00
Sales	R3 600.00
Client service and ethics	R3 600.00
Business Numeracy and Basic Accounting	R3 600.00
Business Communication	R3 600.00

### ELECTIVES

**Students have to select two of the following modules**

Make-up including Tint and Shape	R4 000.00
Waxing	R4 000.00
Manicure and Pedicure (pre-requisite for Nail Technology)	R4 000.00
Nail Technology	R4 000.00

**(Students will also have the option of selecting all four of the electives)**

### UNIFORM, KIT & TEXT BOOKS

**\*Estimated costs** (payable on registration day – 2 February 2015)

**\*UNIFORM** \*R3 781.00

#### KIT

*Make-up	*R4 000.00
*Waxing	*R2 800.00
*Manicure and Pedicure	*R2 000.00
*Nail Technology	*R5 000.00

**TEXT BOOKS** \*R5 000.00

### Notes

1. A **non-refundable** registration/admin fee of R4 000 is payable on acceptance to secure your application, and the balance of the fees is due on registration day.
2. Uniforms, books and accessories are obtainable at the Academy on registration day and are not included in the class fees.  
The cost of these items must be paid in full on registration day.
3. The *Isa Carstens Academy* reserves the right to adjust material costs (uniforms & textbooks etc.) due to unforeseen cost increases.
4. The cost of accommodation and other personal requirements are not included in the aforementioned fees.
5. **This programme does not lead to a qualification on the NQF framework.**
6. **This course replaces the current GAP year programme.**

We look forward to receive your application form and welcoming you at the Academy.

Yours sincerely



**Isabel Carstens-Roos**  
**MANAGING DIRECTOR**

## SPA RECEPTION : 2015

### PAYMENT OPTIONS

#### Option 1 (Normal settlement as required)

Pay the full tuition fee before registration day as required. Settle the other fees (kit/text books/uniforms) before or on registration day (2 February 2015)

#### Option 2 (Advance Payment)

Start paying in 2014 towards the 2015 tuition fee and receive a discount of 1% per month on the monthly accumulated amount. This discount can be paid out after registration or be used towards paying for exam fees, kit, text books and uniforms. Please note that the R4 000 registration/admin fee has to be paid before qualifying for the 1% per month discount. (The 1% discount is not applicable on the R4 000)

#### Option 3 (Bank study loan)

Apply for a bank loan. Isa Carstens Academy has a very good relationship with the following banks:  
ABSA Student Loans  
First National Bank  
Standard Bank

#### Option 4 (Other study loan / bursary)

Apply at the following institutions for a study loan or bursary:

Helpmekaar Studiefonds  
Atterbury Trust

[info@helpmekaarfonds.co.za](mailto:info@helpmekaarfonds.co.za)

<http://www.atterbury.co.za/social-investment>

#### Option 5

##### Eduloan - monthly payments

Monthly instalments through Eduloan

[info@xtra.co.za](mailto:info@xtra.co.za)

**NB : No student will be allowed to register unless a written proof from the financial / relevant institution that the study loan has been approved, is presented on day of registration.**

#### Banking Details

ISA CARSTENS ACADEMY  
ABSA, STELLENBOSCH  
CHEQUE ACCOUNT: 410790874  
BRANCH CODE: 632005

Telephone : +27 21 883 9777  
Fax : 086 742 2060  
E-mail : [info@isacarstens.co.za](mailto:info@isacarstens.co.za)