



TRAINING POLICY

This policy is to ensure that trainer and trainees are fully aware of their responsibilities and work towards gaining mutual benefits.

Time and Location

Courses are carried out from 9:30 am to 5pm in Wellington and 9am to 5pm in other cities on the training date. Please aim to arrive on time as time being late is what you loose, we do not compensate in any way.

Courses in Wellington are currently held at VNZ International Nail & Beauty School – Level 5, Grand Centre Tower, 76 Manners street, Te Aro, Wellington. Venues of courses in other cities will be advised to students.

Please note for the safety when working with tools and chemicals, we do not have children on premise in our training facilities.

Model and Kit

Students will be provided models to work on during practical training session. A professional kit for students to practise on the training days and use after the training days is included in some courses. If it was sent to students before the practical days for the purpose of home practice, students need to bring the whole kit with her on the training day. If students choose not to buy the kit or part of the kit, they will need to bring their own tools (what's included in the kit) to use for the training days. Other necessary tools and equipment (apart from what's included in the kit) for the days of training will also be provided.

Online Learning and Homework

In some training programs, students are instructed to join online classes/groups/forums. These online platforms are created for an easy communication between Master and students about: instruction, advice, demonstration videos, experience sharing, useful information, technique update, questions and answers and assignments.

Assignments are assigned to students before the practical day with the purpose of increasing practice time, revealing student's mistakes to Master for correction, improve student's skill and confidence before working on live model.

To ensure the training quality, if students are assigned with home-works to do at home, they should have the liability to complete all the tasks and submit in those online platforms before coming to the practical day.

Practical Session

Apart from learning theory, students practise on live models that we provide. Students are welcome to bring their own models.

Students who want to practise with live models under Master Judy's supervision, which is outside the training program, can book with us to arrange time and model. The fee for Master's supervision is \$50 per hour per model. Students who want to practise on their own at the school without Master's supervision must take their own risk.

A fee of \$100 for each model is always to be paid to VNZ to cover our expenses of products, space, time and insurance.

Booking and Payment

Booking deposit is now required on every course to secure your place. The rest of the fee must be paid 2 weeks before the course starts. Please contact us to know the exact deposit amount for each course. A credit card will be required at the time of booking and will not be charged unless the aforementioned has occurred.

Deposit may not be applicable if the student's booking is at very short notice, thus, full payment for the course will be requested.

When you have made an appointment online, it does not mean that your booking is accepted. We might need to review and manually accept or decline your booking. We will email you to advise if your booking is confirmed or declined.

If course payments are not paid in full 2 weeks prior to course commencement then the learner will not be allowed to undertake the course and no deferral date will be offered. The student will not be refunded their fees previously paid as they would be deemed a non-attende.

Rescheduling, Cancellation, Fee & Refund

A deposit is required to secure your spot after registration and the rest is to be paid in full 2 weeks before the course starts. No rescheduling or cancellations by students are accepted for class booking. In case of rescheduling, cancellation or no-show, you will be charged 100% of your deposit as a cancellation fee.

Training in other cities will incur additional cost compared to training in Wellington. Please contact us for the cost details of each course. Private training is offered in Wellington only.

All classes in Wellington are confirmed until further notice. **All classes outside Wellington require a minimum of 4 students.** If we do not meet the minimum number of student for a class on a specific training date, we might have to reschedule or cancel the class. In case of insufficient number of student, we will inform you about the rescheduling or cancelation 2 weeks prior to the date of the class. You can either accept or decline to join the class on the rescheduled date.

We might also have to reschedule, cancel the class or not be able to accept your enrolment due to unforeseen reasons.

In case the class is cancelled without a rescheduled date, or you decline to join the class on a rescheduled date, or we cannot accept your enrolment due to any reason, your deposit will be refunded. The refund process will take up to 5-7 days.