



RULES AND REGULATIONS OF BHAAVYA KAPUR MAKE-UP ACADEMY

CANCELLATION POLICY
NO CASH REFUNDS

In case the student Cancels the Registration

- 1) 15 days prior to the beginning of the course –Product/service adjustments can be taken only after getting a memo from the academy & the Studio.
- 2) Within 15 days of beginning the course amount will be forfeited.

In Case the Student chooses to shift to another Course after registering for one

- 1) 15 days prior to the beginning of the course –An upgrade will be allowed only with the permission of the management & may attract a penalty.
- 2) Within 15 days of beginning the course amount will be forfeited.

**THE OFFICIAL TIMING OF THE ACADEMY IS 10:00 AM TO 6:00 PM
ALL COURSES SHALL BE SCHEDULED WITHIN THESE HOURS.**

THE MANAGEMENT AND STAFF IS NOT RESPONSIBLE FOR YOUR BELONGINGS

Please take care of your jewellery, cash, clothes, Make-up Products & any valuable belongings while you are in the Academy. Although the entire Academy is CCTV Monitored, yet we don't take responsibility of any item that gets lost.

Punctuality & Attendance

We have a strict punctuality & Attendance policy wherein the students are expected to have 90% Attendance to be allowed to appear in the exams.

DISCIPLINE

Students are expected to maintain the decorum & follow rules else it attracts a penalty.

EXAMINATION

It is mandatory for the students to appear in the exams on the specified dates else they do not get their certification.

Bhaavya Kapur
