



SHARLEEN COLLINS  
- METHOD -



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SHARLEEN COLLINS

## ABOUT SHARLEEN

SHARLEEN COLLINS BEGAN HER CAREER IN THE BEAUTY INDUSTRY AT JUST 17, WORKING WITH LUXURY BRANDS INCLUDING CRÈME DE LA MER, BOBBI BROWN, AND MAC. WITH OVER 20 YEARS OF EXPERIENCE, HER TALENT AND PASSION FOR BEAUTY LED HER TO LONDON, WHERE SHE JOINED MAC'S PRESTIGIOUS PRO TEAM.

DURING THIS TIME, SHE WORKED ON MAJOR PRODUCTIONS INCLUDING THE X FACTOR, STRICTLY COME DANCING, THE BRIT AWARDS, AND LONDON FASHION WEEK, ALONG WITH MANY OTHER HIGH-PROFILE FASHION AND ENTERTAINMENT PROJECTS.

HER WORK HAS BEEN FEATURED IN LEADING PUBLICATIONS SUCH AS VOGUE, TATLER, AND IMAGE, AS WELL AS NUMEROUS INTERNATIONAL FASHION AND BEAUTY MAGAZINES. THROUGH THIS WORK, SHARLEEN BUILT A STRONG REPUTATION WITHIN THE INDUSTRY AND BECAME KNOWN FOR HER EXPERTISE AND SIGNATURE APPROACH TO BEAUTY.

IN IRELAND, SHARLEEN IS ALSO WIDELY RECOGNISED FOR HER EXCEPTIONAL BRIDAL MAKEUP ARTISTRY, BECOMING ONE OF THE MOST SOUGHT-AFTER ARTISTS FOR BRIDES LOOKING FOR TIMELESS, FLAWLESS BEAUTY ON THEIR WEDDING DAY.

BUILDING ON HER SUCCESS, SHARLEEN LAUNCHED SHARLEEN COLLINS COSMETICS, BRINGING HER PROFESSIONAL EXPERTISE AND INDUSTRY KNOWLEDGE INTO HER OWN BEAUTY BRAND. HER COSMETIC LINE HAS BEEN USED ON MAJOR GLOBAL PRODUCTIONS, INCLUDING THE SPICE GIRLS WORLD TOUR, AND BY INTERNATIONALLY RECOGNISED ARTISTS AND PERSONALITIES INCLUDING NAOMI CAMPBELL, NICOLE SCHERZINGER, CHERYL COLE, KATIE PIPER, PAMELA ANDERSON, TRAVIS SCOTT, NE-YO, LITTLE MIX, AND MANY

~~MORE~~ ALONGSIDE THIS, SHE ALSO ESTABLISHED HER AGENCY, REPRESENTING TALENTED ARTISTS AND CREATIVES WITHIN THE BEAUTY INDUSTRY.

SHARLEEN LATER FOUNDED THE SHARLEEN COLLINS METHOD, OFFERING INTERNATIONALLY RECOGNISED ITEC TRAINING COURSES ALONG WITH IN-HOUSE DIPLOMAS FROM SHARLEEN COLLINS.

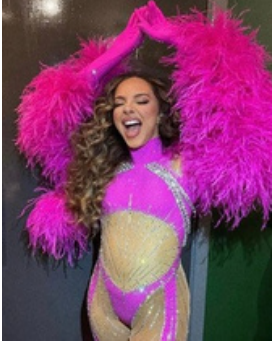
THROUGH EXPERT-LED CLASSES AND HANDS-ON TRAINING, STUDENTS RECEIVE THE HIGHEST STANDARD OF EDUCATION TO PREPARE THEM FOR SUCCESSFUL CAREERS IN THE BEAUTY INDUSTRY. SHARLEEN CONTINUES TO INSPIRE AND TRAIN THE NEXT GENERATION OF BEAUTY PROFESSIONALS THROUGH HER COMMITMENT TO EXCELLENCE AND EDUCATION.



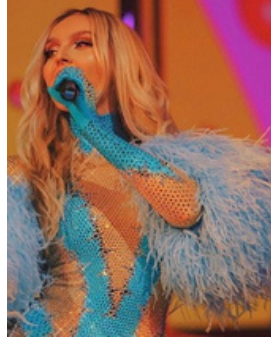
SHARLEEN COLLINS

# SHARLEEN COLLINS COSMETIC LUXURY BRUSH COLLECTION SEEN ON

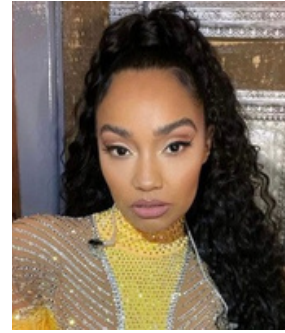
JADE THIRLWALL



PERRIE EDWARDS



LEIGH-ANNE PINNOCK



SUGABABES



DEMI ROSE MAWBY



JOURDAN DUNN



ELLA EYRE



PUSSYCAT DOLLS



NICOLE SCHERZINGER



CHERYL COLE



ZARA MCDERMOTT & GEORGIA STEEL



NAOMI CAMPBELL



SHARLEEN COLLINS

# SHARLEEN COLLINS COSMETIC LUXURY BRUSH COLLECTION SEEN ON

EMILY SANDÉ



ROCHELLE HUMES



VOGUE WILLIAMS



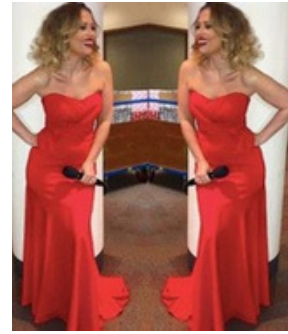
SPICE GIRLS



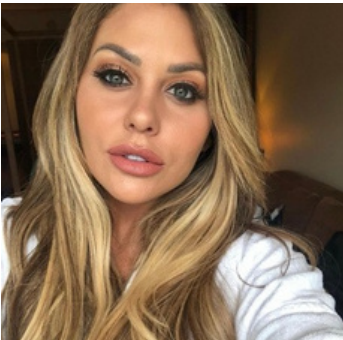
KATIE PIPER



KIMBERLY WALSH



BIANCA GASCOIGNE



CHLOE GOODMAN



GLENDA GILSON & LUCY FALLON



PAMELA ANDERSON



MIA REGAN



NEYO



SHARLEEN COLLINS

# SHARLEEN COLLINS COSMETIC LUXURY BRUSH COLLECTION SEEN ON

TEYANA TAYLOR



A\$AP ROCKY



LAW ROACH



Mabel & Neneh Cherry



SHARLEEN COLLINS

# IRISH INFLUENCERS



ELLIE KELLY



FACES BY GRACE



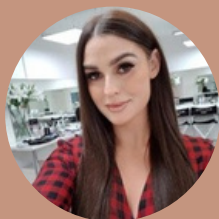
KEILIDH



AIDEEN KATE



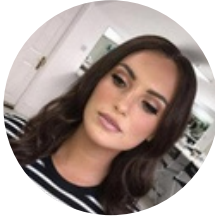
SO SUE ME



LYNN KELLY

SHARLEEN COLLINS

# IRISH INFLUENCERS



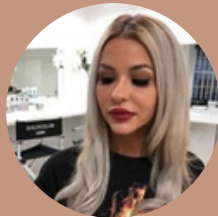
HOLLY CARPENTER



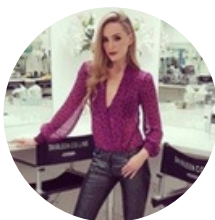
ASHLEY KEOGH



ZOE WHELAN



LENA LENA



SARAH MORRISSEY

SHARLEEN COLLINS

# MAKEUP SKILLS IMMERSION DAY

THE PRICE OF THIS COURSE  
IS €188.

PAYMENT PLANS AVAILABLE

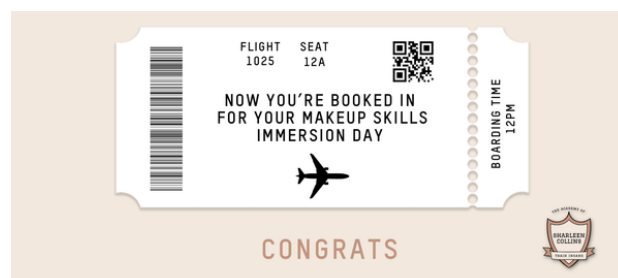
TOUCH UP ON YOUR GLAM MAKEUP SKILLS WITH THIS CLASS AT SHARLEEN COLLINS ACADEMY TAILORED FOR ANYONE AT ALL, YOUNG OR MATURE. IF YOU WANT TO UP-SKILL YOUR DAY-TO-DAY MAKEUP OR PERFECT YOUR SATURDAY NIGHT OUT LOOK, THIS IS THE PERFECT MASTERCLASS FOR YOU. THIS 1-DAY CLASS PASS IS FOUR HOURS LONG.

INCLUDED IN YOUR CLASS PASS IS:

- HYGIENE AND SKINCARE PROVIDED FOR THE DAY
- FREE FACE CHARTS PROVIDED
- FREE DEMO WORKSHEET PROVIDED
- STUDENTS MUST BRING ALONG YOUR OWN MAKEUP BAG / KIT ON THE DAY!

TOPICS COVERED:

- INDUSTRY TIPS AND TRICKS
- TOOLS OF THE TRADE
- SKIN STROBING
- PERFECTING COLOUR MATCH
- CONCEALER CONTOUR / HIGHLIGHT / BLUSH
- PERFECTING BROWS (BROW WORKSHOP)
- BLENDING OF SHADOWS
- PERFECTING LINER (LINER WORKSHOP)
- PERFECTING STRIP LASHES AND INDIVIDUAL LASHES (LASH WORKSHOP)
- LIP COMBO
- FREE INDUSTRY DEMO VIDEOS
- FREE INDUSTRY ONLINE COURSE INCLUDED AS WELL



SHARLEEN COLLINS

# BROW & LASH SPECIALIST CERTIFICATE

THE PRICE OF THIS COURSE IS €588!

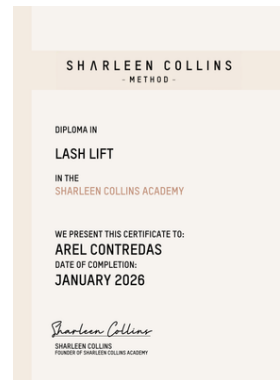
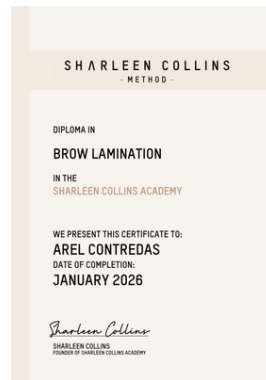
PAYMENT PLANS AVAILABLE.

BROW LAMINATION IS A NEW TREATMENT THAT REALIGNS BROW HAIRS AND CREATES A NEW SHAPE ADDING FULLNESS AND DEFINITION TO THE BROW! IT IS ALSO A NOURISHING, MOISTURIZING TREATMENT THAT ALLOWS YOU TO RESTORE SHINE AND ADD VOLUME TO EYEBROWS.

THE LASH LIFT TREATMENT IS THE NEW INNOVATION IN LASH TREATMENTS. IT USES A SIMPLE, SAFE AND EFFECTIVE PROCEDURE. THEY THICKEN AND LENGTHEN THE LASHES WITH IMMEDIATE RESULTS THAT LAST FOR UP TO ONE MONTH!

TOPICS COVERED ON THE DAY:

- BROW THEORY
- LASH THEORY
- BROW MAPPING
- BROW WAX
- BROW SHAPE
- BROW TINT
- BROW LAMINATION
- LIP WAX
- CHIN WAX
- BROW TRIMMING AND GROOMING
- LASH TINT
- LASH LAMINATION



UPON COMPLETION OF THIS COURSE YOU WILL RECEIVE A CERTIFICATE IN BROW LAMINATION AND A CERTIFICATE IN LASH LIFT! YOU WILL ALSO RECEIVE AN ONLINE COURSE SENT TO YOU IN AN EMAIL WITH VIDEOS ON LASH AND BROW TRAINING! AS WELL AS THIS YOU WILL ALSO RECEIVE A WISHLIST, PRODUCT RECOMMENDATION AND A STEP BY STEP BREAKDOWN OF THE COURSE!

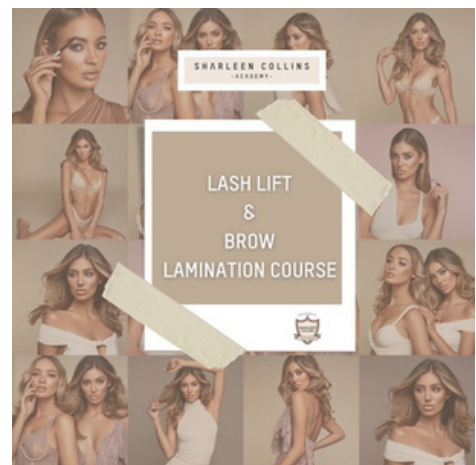
STUDENTS WILL NEED TO BRING THEIR OWN MODELS TO WORK ON AND ENSURE THEIR MODELS DO NOT HAVE ANY PERMANENT MAKEUP, BROWS OR LASHES. TWO MODELS WILL BE REQUIRED FOR THE LASH LIFT & BROW LAMINATION COURSE.

PLEASE NOTE THAT MODELS WILL BE REQUIRED TO DO A PATCH TEST PRIOR TO THE COURSE STARTING OR YOU WILL NOT BE ABLE TO COMPLETE THE COURSE. STUDENTS AND MODELS WILL NEED TO COME TO THE STUDIO FOR THEIR PATCH TEST AT LEAST 48 HOURS BEFORE THE COURSE START DATE. HOWEVER IF YOU ARE UNABLE TO COME TO THE ACADEMY WE ARE HAPPY TO POST THE PATCH TEST OUT TO YOU TO COMPLETE AT HOME! PLEASE READ OVER OUR LIST OF CRITERIA BEFORE BOOKING YOUR COURSE AND ARRIVING AT THE STUDIO.

A NON DISCLOSURE WILL NEED TO BE SIGNED AND SENT BACK TO US 48 HOURS BEFORE YOU ARRIVE AT YOUR COURSE. YOU CAN BOOK THIS COURSE ONLINE AT A DAY / TIME THAT SUITS YOU!

LIMITED AVAILABILITY! PLEASE CONTACT THE STUDIO TO SECURE YOUR DATE!

ENJOY AND BEST OF LUCK ON YOUR BROW AND LASH COURSE! XOXO



# ONLINE BROW & LASH SPECIALIST CERTIFICATE

THE PRICE OF THIS COURSE IS €264!

PAYMENT PLANS AVAILABLE.

BROW LAMINATION IS A NEW TREATMENT THAT REALIGNS BROW HAIRS AND CREATES A NEW SHAPE, ADDING FULLNESS AND DEFINITION TO THE BROW. IT IS ALSO A NOURISHING, MOISTURIZING TREATMENT THAT ALLOWS YOU TO RESTORE SHINE AND ADD VOLUME TO EYEBROWS.

THE LASH LIFT TREATMENT IS THE NEW INNOVATION IN LASH TREATMENTS. IT USES A SIMPLE, SAFE, AND EFFECTIVE PROCEDURE TO THICKEN AND LENGTHEN LASHES WITH IMMEDIATE RESULTS THAT LAST FOR UP TO ONE MONTH!

## TOPICS COVERED:

- BROW THEORY
- LASH THEORY
- BROW MAPPING
- BROW WAX
- BROW SHAPE
- BROW TINT
- BROW LAMINATION
- LIP WAX
- CHIN WAX
- BROW TRIMMING AND GROOMING
- LASH TINT
- LASH LAMINATION

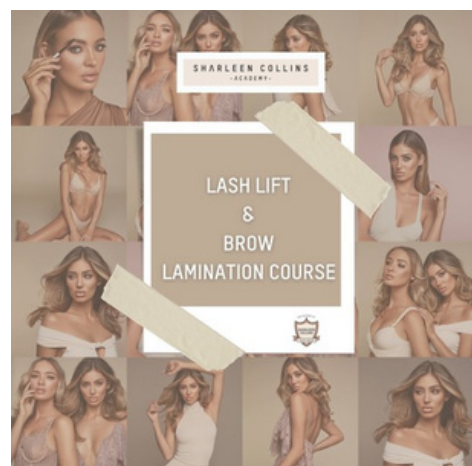
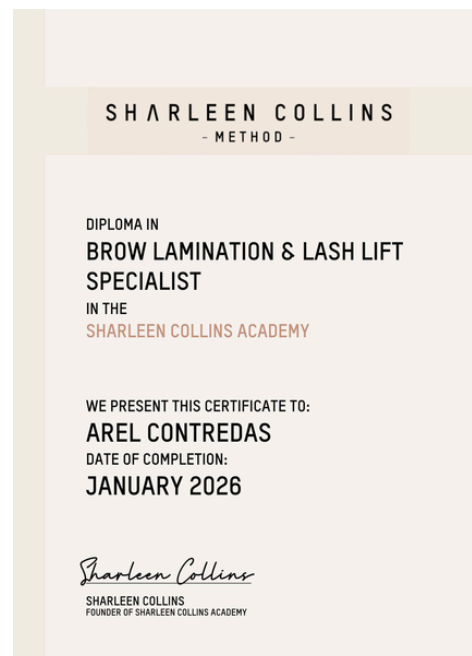
UPON COMPLETION OF THIS COURSE YOU WILL RECEIVE A CERTIFICATE IN BROW LAMINATION AND A CERTIFICATE IN LASH LIFT! YOU WILL ALSO RECEIVE A WISHLIST, PRODUCT RECOMMENDATION AND A STEP BY STEP BREAKDOWN OF THE COURSE!

- THIS COURSE IS COMPLETELY ONLINE
- NO IN-STUDIO TRAINING OR MODELS REQUIRED. YOU CAN COMPLETE IT FROM HOME, AT YOUR OWN PACE.
- A PATCH TEST IS STILL REQUIRED PRIOR TO USING ANY TINT OR LAMINATION PRODUCTS

INSTRUCTIONS WILL BE PROVIDED TO COMPLETE THIS AT HOME.

YOU CAN BOOK THIS COURSE AT A DAY / TIME THAT SUITS YOU!

ENJOY AND BEST OF LUCK ON YOUR BROW AND LASH COURSE! XOXO



SHARLEEN COLLINS

# PROFESSIONAL LASH TECHNICIAN DIPLOMA

THIS AMAZING 2 DAY COURSE IS NOW ONLY €888!

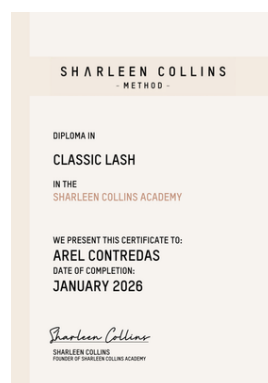
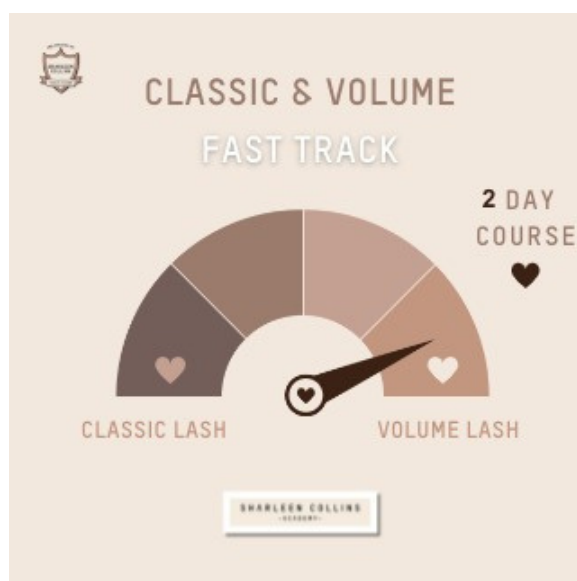
PAYMENT PLANS AVAILABLE.

THIS TWO DAY IN STUDIO COURSE IS THE ULTIMATE COURSE THAT WILL TAKE YOU FROM BEING A COMPLETE BEGINNER TO BECOMING THE ULTIMATE LASH BOSS COVERING TOPICS SUCH AS CLASSIC LASHES, PRE-FANNING AND VOLUME LASHES!

WHETHER YOU'RE LOOKING TO START A GROWING SIDE HUSTLE OR EXPAND ON THE SERVICES YOU OFFER TO YOUR CLIENTS OR TO BUILD A THRIVING LASH EXTENSION BUSINESS, YOU ARE IN THE RIGHT PLACE! THIS IS AN AMAZING OPPORTUNITY TO LEARN HOW TO CREATE CLASSIC AND VOLUME LASHES! THIS IS AN IN DEPTH COURSE AND OVER THE SHOULDER TRAINING TO HELP YOU LEVEL UP YOUR LASH BUSINESS!

## TOPICS COVERED:

- LASH THEORY
- SAFETY & SANITIZATION PROCEDURES
- EYE DISORDERS
- ANATOMY OF EYES
- PHASES OF LASH GROWTH
- HOW TO USE THE TOOLS
- EDUCATE CLIENTS ON AFTERCARE
- ALLERGIES COMMON MISTAKES
- WORKING WITH LAYERS
- DIRECTION OF THE LASHES
- DISTANCE BETWEEN EYELASH AND LID
- CORRECT USE OF CURLS & LENGTH
- HOW TO CHOOSE THE RIGHT THICKNESS FOR LASHES
- EYE SHAPE CORRECTION FOR EACH CLIENT TO SUIT THEIR EYES
- FANNING AND FANNING TECHNIQUES
- ENHANCING BEST FEATURES
- CHEMICAL BURN & PREVENTION
- LASH MAPPING
- TOOLS & LASHES / SIZES / CURLERS
- APPLICATION FILL & REMOVAL
- HOW TO CHECK IF YOUR WORK IS CLEAN
- MAINTENANCE
- BUSINESS, MARKETING & PRICES SALON CHECKLIST
- SECRET INDUSTRY
- TIPS AND TRICKS
- ONLINE & IN STUDIO TRAINING



A MODEL WILL BE REQUIRED FOR EACH DAY OF YOUR LASH COURSE. PLEASE NOTE YOUR MODELS WILL BE REQUIRED TO DO A PATCH TEST 48 HOURS PRIOR TO YOUR COURSE START DATE. THIS WILL BE SENT TO YOU APPROX 1 WEEK PRIOR TO YOUR COURSE.

YOU WILL RECEIVE CONTINUED SUPPORT WITH AN ONLINE COURSE SENT STRAIGHT TO YOUR EMAIL. YOU WILL RECEIVE TWO CERTIFICATES UPON COMPLETION OF YOUR COURSE, AN IN HOUSE CLASSIC LASH CERTIFICATE ALONG WITH A VOLUME LASH CERTIFICATE FROM SHARLEEN COLLINS ACADEMY.

SHARLEEN COLLINS

# ADVANCED SKIN & FACIAL THERAPY CERTIFICATE

ALL FOR JUST €888.

PAYMENT PLANS AVAILABLE!

A MODERN GUIDE TO HEALTHY SKIN.

SHARLEEN HAS DISTINGUISHED HERSELF AS A PASSIONATE ADVOCATE OF INNOVATION AND HOLISTIC EDUCATION IN THE FIELD OF HEALTHY SKIN. THE BEST MODERN AND CLINICAL TREATMENTS COMBINED WITH THE TRADITION OF 'OLD SCHOOL' TO CREATE NEW AND MODERN APPROACHES OF HEALTHY SKIN. ALL TREATMENTS ARE TAILORED TO YOUR PERSONAL SKINCARE GOALS AND CHOOSING YOUR OWN BESPOKE SKINCARE PLAN TO ENSURE OPTIMUM LASTING BENEFITS!

## WHAT YOU WILL LEARN:

- HEALTH & SAFETY
- CONSULTATIONS
- BASIC FACIALS
- DERMAPLANNING
- MICRONEEDLING
- MICRODERMABRASION
- EXTRACTIONS
- MASK APPLICATION
- JELLY MASK
- CHEMICAL PEEL
- LED LIGHT THERAPY
- BUSINESS & SOCIAL MEDIA TIPS



SHARLEEN COLLINS

# ONLINE PROFESSIONAL LASH TECHNICIAN DIPLOMA

THIS AMAZING 2 DAY COURSE IS NOW ONLY €288!

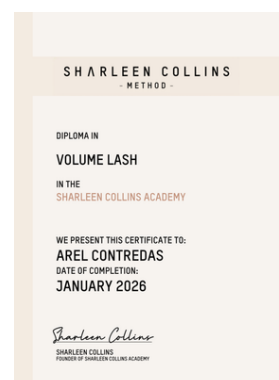
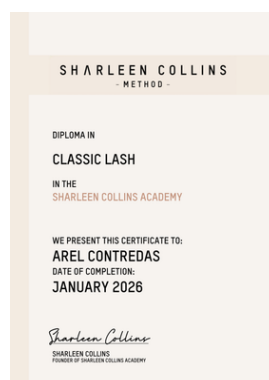
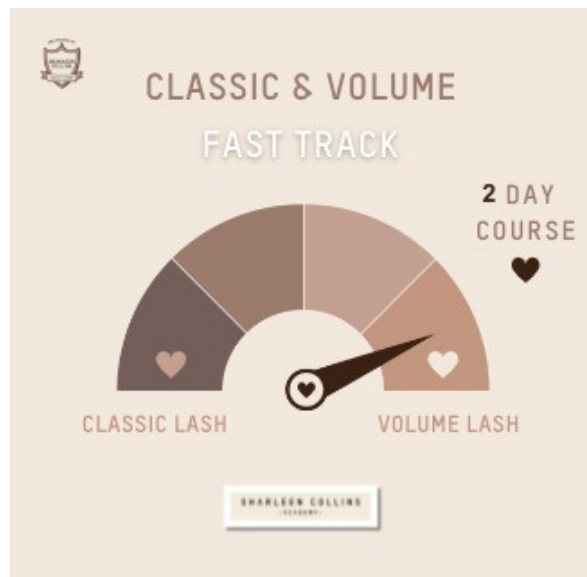
## PAYMENT PLANS AVAILABLE

THIS ONLINE COURSE IS THE ULTIMATE TRAINING PROGRAM THAT WILL TAKE YOU FROM COMPLETE BEGINNER TO ADVANCED LASH TECHNICIAN. YOU WILL MASTER CLASSIC LASHES, PRE-FANNING, AND VOLUME LASH TECHNIQUES — ALL FROM THE COMFORT OF YOUR OWN HOME.

WHETHER YOU'RE LOOKING TO START A GROWING SIDE HUSTLE OR EXPAND YOUR SERVICE MENU, THIS ONLINE COURSE IS YOUR OPPORTUNITY TO LEARN HOW TO CREATE CLASSIC AND VOLUME LASHES AT YOUR OWN PACE. THIS IS AN IN-DEPTH ONLINE TRAINING WITH STEP-BY-STEP VIDEO TUTORIALS AND FULL SUPPORT.

### TOPICS COVERED:

- LASH THEORY
- SAFETY & SANITIZATION PROCEDURES
- EYE DISORDERS
- ANATOMY OF EYES
- PHASES OF LASH GROWTH
- HOW TO USE THE TOOLS
- EDUCATE CLIENTS ON AFTERCARE
- ALLERGIES
- COMMON MISTAKES
- WORKING WITH LAYERS
- DIRECTION OF THE LASHES
- DISTANCE BETWEEN EYELASH AND LID
- CORRECT USE OF CURLS & LENGTH
- HOW TO CHOOSE THE RIGHT THICKNESS FOR LASHES
- EYE SHAPE CORRECTION FOR EACH CLIENT TO SUIT THEIR EYES FANNING AND FANNING TECHNIQUES
- ENHANCING BEST FEATURES
- CHEMICAL BURN & PREVENTION
- LASH MAPPING
- TOOLS & LASHES / SIZES / CURLERS APPLICATION
- FILL & REMOVAL
- HOW TO CHECK IF YOUR WORK IS CLEAN
- MAINTENANCE
- BUSINESS, MARKETING & PRICES
- SALON CHECKLIST
- SECRET INDUSTRY TIPS AND TRICKS
- ONLINE TRAINING



NO IN-STUDIO TRAINING OR MODELS ARE REQUIRED FOR THIS COURSE. YOU WILL BE ENCOURAGED TO PRACTICE AT HOME. A PATCH TEST IS REQUIRED BEFORE USING ANY LASH PRODUCTS — FULL INSTRUCTIONS WILL BE PROVIDED IN YOUR WELCOME EMAIL.

YOU WILL RECEIVE TWO CERTIFICATES UPON COMPLETION OF YOUR COURSE, AN IN HOUSE CLASSIC LASH CERTIFICATE ALONG WITH A VOLUME LASH CERTIFICATE FROM SHARLEEN COLLINS ACADEMY.

SHARLEEN COLLINS

# ACADEMY EDUCATOR & TRAINER DIPLOMA

ALL FOR JUST €3888!

PAYMENT PLANS AVAILABLE.

CERTIFICATE IN EDUCATION & TRAINING, ITEC LEVEL 4. THE CERTIFICATE YOU WILL RECEIVE IN EDUCATION & TRAINING IS AN ITEC LEVEL 4 CERTIFICATE. THIS IS AN INDUSTRY SPECIFIC COURSE AND IS RECOGNISED BY EMPLOYERS WORLDWIDE. THIS TEACHER TRAINING QUALIFICATION IS AIMED AT INDIVIDUALS THAT WOULD LIKE TO MOVE INTO A TEACHING ENVIRONMENT AND GAIN AN UNDERSTANDING OF HOW TO DELIVER A LEARNING SESSION TO YOUR STUDENTS.

TOPICS COVERED:

- IDENTIFYING LEARNER NEEDS
- UNDERSTANDING ROLES, RESPONSIBILITIES AND RELATIONSHIPS. UNDERSTANDING THE PRINCIPLES AND PRACTICES OF ASSESSMENT PLAN & PREPARE LEARNING
- ASSESSMENT OUTCOMES
- EVALUATION DELIVERING AND ORGANISING RESOURCES IN A SPECIALIST AREA
- FACILITATE LEARNING & DEVELOPMENT IN GROUPS
- UNDERSTANDING & USING INCLUSIVE TEACHING AND LEARNING TECHNIQUES



THIS COURSE IS A HYBRID COURSE MEANING IT WILL BE BOTH 'IN STUDIO' TRAINING AND ONLINE TRAINING. THIS COURSE WILL RUN ONE EVENING A WEEK EVERY SECOND WEEK IN THE STUDIO FOR 6 MONTHS.



SHARLEEN COLLINS

# BEAUTY SPECIALIST (ITEC LEVEL 2)

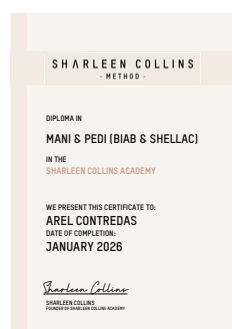
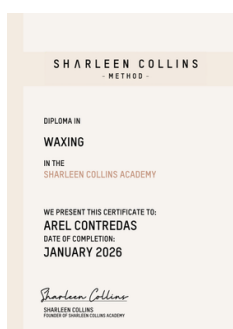
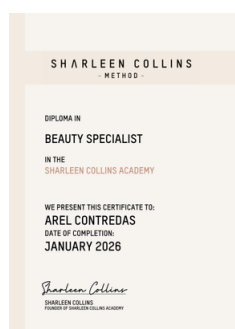
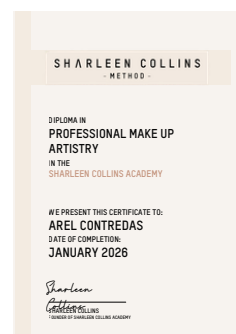
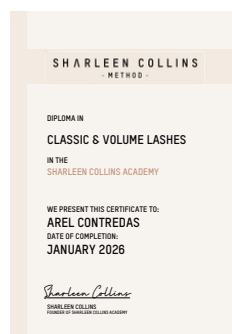
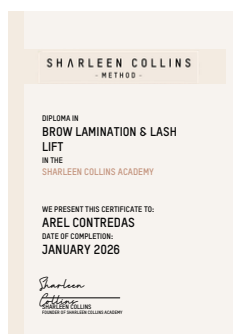
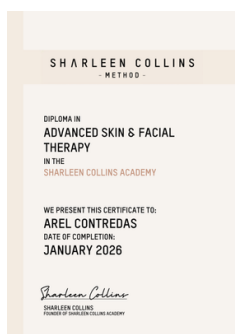
THIS COURSE IS €2888.

PAYMENT PLANS AVAILABLE!

SHARLEEN COLLINS ACADEMY ARE NOW OFFERING OUR AMAZING NEW BEAUTY SPECIALIST (ITEC LEVEL 2) COURSE. THIS COURSE IS HYBRID LEARNING AND WILL COVER ALL ASPECTS OF THE BEAUTY INDUSTRY. UPON COMPLETION OF THIS COURSE YOU WILL RECEIVE AN ITEC LEVEL 2 CERTIFICATE WHICH IS RECOGNISED WORLDWIDE ALONG WITH IN HOUSE DIPLOMAS FROM SHARLEEN COLLINS ACADEMY. THE BEAUTY SPECIALIST COURSE WILL PROVIDE YOU WITH THE KNOWLEDGE AND SKILLS TO WORK IN THE AREA OF SKINCARE, FACIALS, MANICURE/PEDICURE, WAXING, MAKEUP. CLASSIC LASH, PRE FANNING, VOLUME LASH, BIAB & SHELLAC!

## TOPICS COVERED:

- MAKEUP
- SKINCARE
- EYE TREATMENTS
- FACIALS
- WAXING
- MANICURE
- PEDICURE
- BIAB
- SHELLAC
- MASSAGE
- LASH LIFT
- LASH LAMINATION
- BROW LAMINATION
- CLASSIC LASH
- VOLUME LASH
- PRE FANNING
- ANATOMY & PHYSIOLOGY
- BUSINESS AWARENESS
- PROFESSIONAL CONDUCT
- PRODUCT KNOWLEDGE



# BEAUTY BUSINESS & BRAND AUTHORITY PROGRAMME

ALL FOR JUST €888!

## PAYMENT PLANS AVAILABLE.

### E-TEMPLATES

- INCLUDED:
- FACE CHART
- INTERVIEW PREP QUESTIONS
- HOW TO SEND AN EMAIL
- RECEIPTS
- BRIDAL TRIAL ENQUIRY FORM
- TEMPLATE OF LIST OF CLIENTS / INDUSTRY PROFESSIONALS TO WORK WITH INCLUDING: HAIRDRESSERS, PHOTOGRAPHERS, STYLISTS, BROW ARTISTS, BLOGGERS, INFLUENCERS, AGENCIES ETC.
- INCOME SHEET TRACKER HEALTH / MEDICAL QUESTIONNAIRE
- LATE PAYMENT LETTER
- CONSULTATION FORM
- IDENTIFY SKIN TYPE FORM
- SOCIAL MEDIA CONSENT FORM
- MAKEUP KIT CHECKLIST
- INVOICE TEMPLATE
- 30 DAYS OF CONTENT BRIEF
- DISCOUNTS

### DISCOUNTS

SHARLEEN COLLINS ACADEMY DOES NOT TAKE RESPONSIBILITY FOR DISCOUNTS FOR STUDENTS WITH ANY BRANDS. THIS IS A STEP BY STEP GUIDE ON HOW TO APPLY FOR DISCOUNTS FOR EACH BRAND. THE CRITERIA IS DIFFERENT FOR EACH BRAND.

WE HAVE COMPILED A LIST OF OVER 100 QUALITY BRANDS THAT OFFER PROFESSIONAL DISCOUNTS TO MAKEUP ARTISTS, THOSE WORKING IN THE INDUSTRY AND MAKEUP STUDENTS. THESE BRANDS RANGE FROM UK, USA, EUROPE AND IRELAND.

YOU WILL BE ABLE TO ACCESS INFORMATION ON HOW TO JOIN A BRANDS PRO PROGRAMME, ACCESS TO INFORMATION ON THE BRAND, HOW MUCH OF A DISCOUNT YOU WILL GET FROM EACH BRAND AND WHAT COUNTRIES THEY ARE AVAILABLE TO! THIS IS PERFECT FOR ANY MAKEUP ARTIST OR STUDENT WHO IS LOOKING TO STOCK UP THEIR KITS WHILE SAVING MONEY!

PLEASE NOTE THAT SHARLEEN COLLINS ACADEMY IS NOT RESPONSIBLE FOR YOUR APPLICATION TO EACH BRAND PROGRAMME. MAKEUP ARTISTS AND STUDENTS ACCEPTED ONTO EACH BRAND PROGRAMME IS AT THE BRANDS DISCRETION.

SHARLEEN COLLINS ACADEMY OFFER ALL STUDENTS AN IN HOUSE DIPLOMA HOWEVER SOME BRANDS MAY REQUIRE AN ITEC CERTIFICATION. IF THIS IS SOMETHING YOU WOULD LIKE TO COMPLETE, PLEASE CONTACT [WWW.SHARLEENCOLLINS.COM](http://WWW.SHARLEENCOLLINS.COM) AND WE CAN BOOK YOU IN ON OUR NEXT PREMIUM COURSE AVAILABLE.

### 30 DAYS OF CONTENT BRIEF

WHEN YOU HAVE A SOLID CREATION STRATEGY, YOU'RE FINALLY GOING TO BE ABLE TO SHOW UP ON SOCIAL MEDIA WITH CONFIDENCE AND REAL VALUE TO YOUR FOLLOWERS.

BUT FIRST, YOU MUST KNOW THE TOOLS TO HELP MAKE THIS WORK BEST FOR YOU:

- UNLOCK NEW CLIENT & JOB OPPORTUNITIES.
- BECOME AN EXPERT IN YOUR FIELD
- GET MORE RELEVANT EXPOSURE INCREASE REVENUE AND MORE SALES TO YOUR BUSINESS

THIS IS THE IDEAL GUIDE FOR YOUR SOCIAL MEDIA ACCOUNT!!

### SOCIAL MEDIA CONTENT PLANNER

THESE ARE AMAZING TEMPLATES THAT WILL HELP YOU WITH PLANNING YOUR SOCIAL MEDIA CONTENT. THIS CAN BE USED ALONGSIDE THE 30 DAYS OF CONTENT ALSO INCLUDED IN THIS PACKAGE!

### WHAT'S INCLUDED?

- HASHTAGS FOR MAKEUP ARTISTS
- SOCIAL MEDIA POSTING
- INSTAGRAM CONTENT PLAN
- TIKTOK CONTENT PLAN
- YOUTUBE CONTENT PLAN
- GIVEAWAY PLAN
- SOCIAL MEDIA POST PLANNING
- STORY PLANNER
- MONTHLY CONTENT CALENDAR
- SOCIAL MEDIA GOALS
- MY GOALS LIST
- INSTAGRAM CHECKLIST
- CAPTION IDEAS

YOU ARE GOING TO LOVE THESE TEMPLATES SO SIT BACK, RELAX AND ENJOY! XOXO



SHARLEEN COLLINS

# PROFESSIONAL MAKEUP ARTISTRY DIPLOMA

6 WEEK COURSE

€1888

PAYMENT PLANS AVAILABLE

- IN STUDIO TRAINING
- IN-HOUSE DIPLOMA FROM SHARLEEN COLLINS ACADEMY
- SECRET INDUSTRY TIPS AND TRICKS
- SMALL CLASS SIZES
- GUIDANCE THROUGHOUT COURSE
- STUDENT REVIEW
- COACH CALLS WEEKLY
- TOP TRAINERS FROM IRELAND AND UK ON OUR ONLINE COURSE
- PAYMENT PLANS
- FREE SOCIAL MEDIA TALK
- KIT TALK
- FREE PRO TEAM
- FREE BUSINESS SEMINAR
- BRANDING WORKSHOP

## COURSE TOPICS:

- SECRET INDUSTRY TIPS AND TRICKS
- SKIN ANALYSIS
- TOOLS OF THE TRADE
- KIT ESSENTIALS
- HYGEINE STERILISATION
- SKIN TYPES/TONES/TEXTURES
- PERFECTING SKIN
- SOFT GLAM
- NIGHT TIME GLAM
- BRIDAL GLAM
- FESTIVAL FREESTYLE
- LINER WORKSHOP
- STRIP & INDIVIDUAL LASHES
- CONTOUR / HIGHLIGHT PERFECTING BROWS
- BLENDING OF SHADOW
- STROBING
- BROW DEFINITION GELS AND POWDERS
- SCULPTING OF SKIN
- PERFECTING LIPS / LIP COMBOS



SHARLEEN COLLINS  
- METHOD -

DIPLOMA IN  
PROFESSIONAL MAKE UP  
ARTISTRY  
IN THE  
SHARLEEN COLLINS ACADEMY

WE PRESENT THIS CERTIFICATE TO:  
**AREL CONTREDAS**  
DATE OF COMPLETION:  
**JANUARY 2026**

*Sharleen Collins*  
SHARLEEN COLLINS  
FOUNDER OF SHARLEEN COLLINS ACADEMY

SHARLEEN COLLINS

# PREMIUM MAKEUP ARTIST DIPLOMA

10 WEEK COURSE

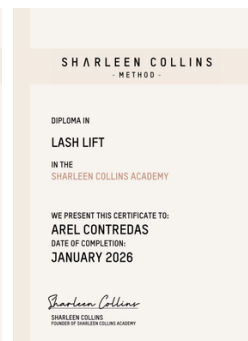
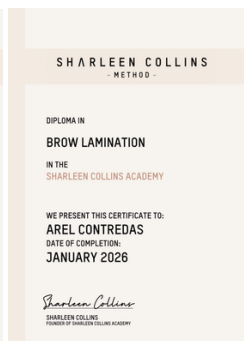
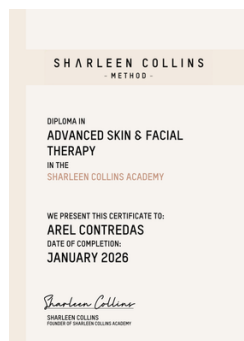
€3888

PAYMENT PLANS AVAILABLE

- ITEC INTERNATIONALLY RECOGNISED CERTIFICATE
- IN STUDIO TRAINING
- IN – HOUSE DIPLOMA FROM SHARLEEN COLLINS ACADEMY
- ADVANCED SKIN & FACIAL THERAPY CERTIFICATE
- BROW & LASH CERTIFICATE
- PRE – ASSESSMENTS
- MOCKS
- ITEC EXAMINATION
- COACH CALLS WEEKLY
- STUDENT REVIEWS ONCE A MONTH
- SMALL CLASS SIZES
- TOP TRAINERS AND EDUCATORS
- PAYMENT PLANS
- FREE BUSINESS SEMINAR
- FREE SOCIAL MEDIA TALK
- KIT TALK
- GUIDANCE THROUGHOUT COURSE
- FREE VIDEOS WEEKLY
- FREE OPEN DOOR POLICY
- FREE PRO TEAM
- ONLINE COURSE
- TOP TRAINERS FROM THE UK AND IRELAND

## COURSE TOPICS:

- SECRET INDUSTRY TIPS AND TRICKS
- SKIN ANALYSIS
- TOOLS OF THE TRADE
- KIT ESSENTIALS
- HYGEINE STERILISATION
- SKIN TYPES/TONES/TEXTURES
- PERFECTING SKIN
- SOFT GLAM
- NIGHT TIME GLAM
- BRIDAL GLAM
- FESTIVAL FREESTYLE
- LINER WORKSHOP
- STRIP & INDIVIDUAL LASHES
- CONTOUR / HIGHLIGHT PERFECTING BROWS
- BLENDING OF SHADOW
- STROBING
- BROW DEFINITION GELS AND POWDERS SCULPTING OF SKIN
- PERFECTING LIPS / LIP COMBOS
- BROW THEORY
- LASH THEORY
- BROW MAPPING
- BROW WAX
- BROW SHAPE
- BROW TINT
- BROW LAMINATION
- LIP WAX
- CHIN WAX
- BROW TRIMMING AND GROOMING
- LASH TINT
- LASH LAMINATION
- SKIN & FACIALS



# MAKEUP FOUNDATIONS CERTIFICATE (BEGINNER ONLINE)

ALL FOR JUST €188!

PAYMENT PLANS AVAILABLE

OUR MAKEUP FOUNDATIONS ONLINE COURSE IS THE ULTIMATE COURSE FOR COMPLETE BEGINNERS. THE PEARL COURSE WILL SHOW YOU HOW TO CREATE A BEAUTIFUL MAKEUP LOOK THAT WILL MAKE YOU FEEL YOUR BEST AND YOUR MOST CONFIDENT SELF, NO MATTER THE OCCASION! WE WILL SHOW YOU BRIGHT / BOLD COLOURS CAN BE BOTH BEAUTIFUL AND ACHIEVABLE WHILE ALSO SHOWING TECHNIQUES HOW TO MAKE IT LAST. LEARN HOW TO SOFTLY FLATTER AND ENHANCE YOUR NATURAL FEATURES THAT CAN BE ADAPTED TO SO MANY STYLES. LEARN TOP INDUSTRY SECRET TIPS AND TRICKS HOW TO KEEP YOUR COLOUR FRESH AND WEARABLE. YOU WILL HAVE SEVERAL DIFFERENT TRAINERS WITH A UNIQUE RANGE OF STYLES & TECHNIQUES THAT YOU WILL ACTUALLY LOVE! YOU WILL ALSO RECEIVE A CERTIFICATE OF COMPLETION WHICH WILL BE EMAILED TO YOU.

- SECRET INDUSTRY TIPS AND TRICKS
- TOOLS OF THE TRADE
- SKINCARE ROUTINE
- FOUNDATION
- CONCEALER
- POWDER
- CONTOUR
- HIGHLIGHT
- BLUSH
- BROWS
- BLENDING OF SHADOWS
- LINER
- STRIP AND INDIVIDUAL LASHES
- ALL ABOUT THE SKIN
- LIP COMBOS
- WISH LISTS
- PRODUCT RECOMMENDATIONS

Sit back, relax and take lots of notes!

Sharleen xoxo

SHARLEEN COLLINS



SHARLEEN COLLINS  
- METHOD -

DIPLOMA IN

MAKEUP FOUNDATIONS

IN THE

SHARLEEN COLLINS ACADEMY

WE PRESENT THIS CERTIFICATE TO:

AREL CONTREDAS

DATE OF COMPLETION:

JANUARY 2026

*Sharleen Collins*

SHARLEEN COLLINS  
FOUNDER OF SHARLEEN COLLINS ACADEMY

# PROFESSIONAL BRIDAL MAKEUP CERTIFICATE (BEGINNER ONLINE)

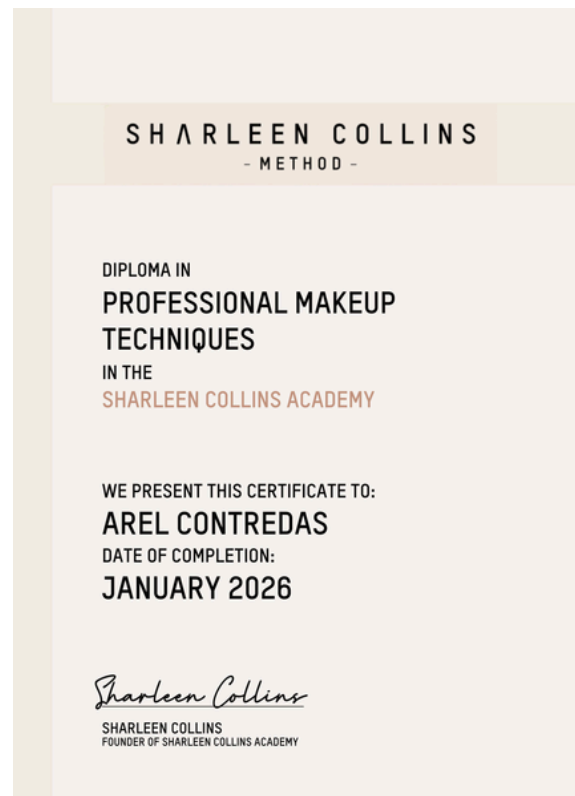
ALL FOR JUST €188!

PAYMENT PLANS AVAILABLE

LEARN HOW TO CREATE THE MOST BEAUTIFUL BRIDAL MAKEUP DEMOS. HOW TO BEAUTIFULLY ENHANCE YOUR EYES WITH VERSATILE SMOKED OUT LINER LOOKS. WE WILL FOCUS MAINLY ON SKINCARE ROUTINE FOR YOUR CLIENT PERFECTING SKIN WITH RADIANT, GLOWY COMPLEXION! YOU WILL HAVE SEVERAL DIFFERENT TRAINERS WITH A UNIQUE RANGE OF STYLES & TECHNIQUES THAT YOU WILL ACTUALLY LOVE!

YOU WILL LEARN:

- SECRET INDUSTRY
- TIPS AND TRICKS
- TOOLS OF THE TRADE
- SKINCARE ROUTINE
- FOUNDATION
- CONCEALER
- POWDER
- CONTOUR
- HIGHLIGHT
- BLUSH
- BROWS
- BLENDING OF SHADOWS
- LINER
- STRIP AND INDIVIDUAL LASHES
- ALL ABOUT THE SKIN
- LIP COMBOS
- BRIDAL MAKEUP
- BRIDAL PARTY
- BRIEDESMAID
- MOTHER OF THE BRIDE
- WISH LISTS
- PRODUCT RECOMMENDATIONS



WE KNOW HOW NERVOUS MAKEUP ARTISTS CAN BE DOING BRIDAL MAKEUP. WE WANT YOU TO RELAX AND NOT OVERTHINK OR STRESS ABOUT A BRIDAL PARTY. AS A MAKEUP ARTIST IT CAN GET OVERWHELMING KEEPING UP WITH THE LATEST TRENDS AND BEAUTY LOOKS AND PRODUCTS. WE WANT TO KEEP EVERYTHING SIMPLE AND EASY TO ACHIEVE!

SHARLEEN  
XOXO



SHARLEEN COLLINS

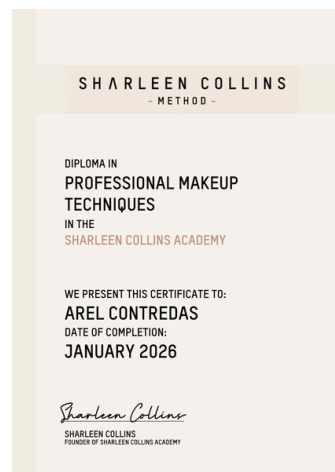
# PROFESSIONAL MAKEUP TECHNIQUES CERTIFICATE (ONLINE)

ALL FOR JUST €200!

PAYMENT PLANS AVAILABLE

THIS ONLINE COURSE IS THE ULTIMATE COURSE TO TAKE YOUR MAKEUP SKILLS TO THE NEXT LEVEL! THIS IS A MORE ADVANCED ONLINE COURSE WHERE YOU WILL LEARN OUR ARTISTS TIPS AND TRICKS AND BECOME THE MASTER OF YOUR OWN ARTISTRY, BUILD CONFIDENCE AND KEEP UP WITH THE LATEST BEAUTY LOOKS, TECHNIQUES, TRENDS AND STYLES. THIS AMAZING ONLINE COURSE FROM SHARLEEN COLLINS ACADEMY IS COMPLETELY DIFFERENT TO OUR COURSES IN THE STUDIO! IF YOU ALREADY KNOW YOU HAVE A PASSION FOR MAKEUP THEN JUMP RIGHT INTO THIS AMAZING ONLINE COURSE WITH UNLIMITED ACCESS TO OUR AMAZING TEAM OF DIFFERENT MAKEUP ARTISTS COVERING ALL LOOKS FROM DAYTIME TO EVENING WITH THEIR INCREDIBLE TALENT AND SKILLS! YOU WILL RECEIVE ACCESS TO STEP BY STEP VIDEOS ON HOW TO BECOME THE BEST VERSION OF A MAKEUP ARTIST IN THE INDUSTRY! THE BEST THING ABOUT OUR GOLD ONLINE COURSE IS THAT THIS CAN BE COMPLETED ANYWHERE AT ANYTIME! YOU CAN DO THIS COURSE IN YOUR OWN TIME SO IT IS TOTALLY TAILORED TO YOUR SCHEDULE! THIS COURSE WILL COVER ABSOLUTELY EVERYTHING YOU NEED TO KNOW AS A MAKEUP ARTIST! YOU WILL ALSO RECEIVE A CERTIFICATE OF COMPLETION, THIS WILL BE SENT VIA EMAIL.

- SECRET INDUSTRY
- TIPS AND TRICKS
- TOOLS OF THE TRADE
- SKINCARE ROUTINE
- FOUNDATION
- CONCEALER
- POWDER
- CONTOUR
- HIGHLIGHT
- BLUSH
- BROWS
- BLENDING OF SHADOWS
- LINER
- STRIP AND INDIVIDUAL LASHES
- ALL ABOUT THE SKIN
- LIP COMBOS
- WISH LISTS
- PRODUCT RECOMMENDATIONS



SHARLEEN  
XOXO

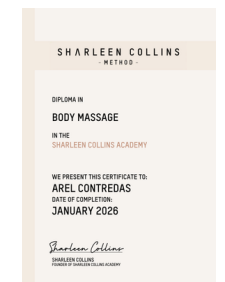
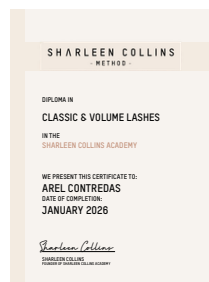
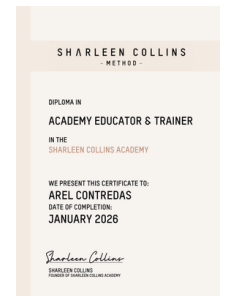
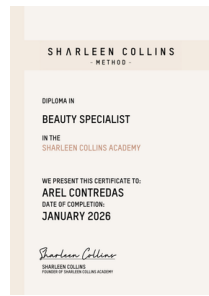
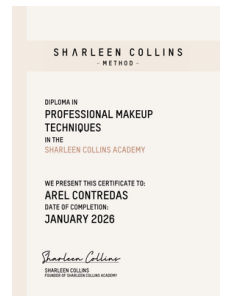
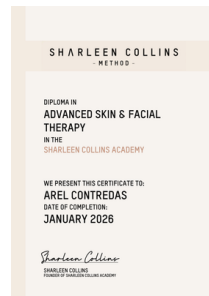
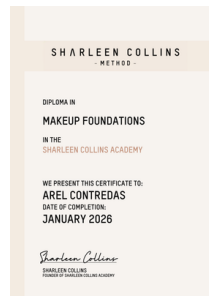
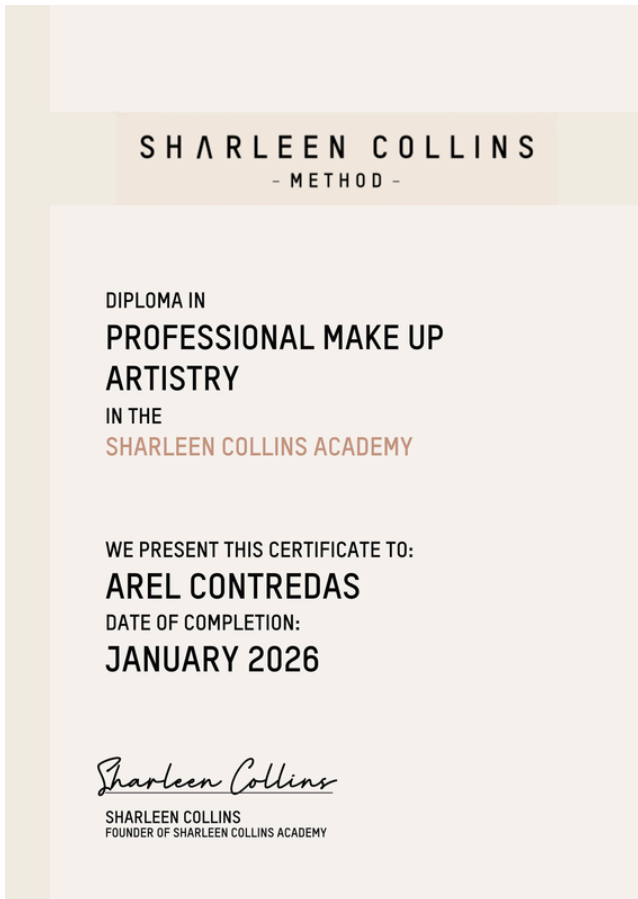
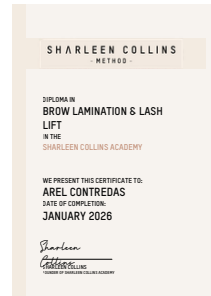
SHARLEEN COLLINS

SHARLEEN COLLINS

# QUALIFICATIONS

ON SUCCESSFUL COMPLETION OF FOUR DIAMOND COURSES YOU WILL RECEIVE AN IN-HOUSE DIPLOMA FROM THE SHARLEEN COLLINS ACADEMY.

IF YOU SUCCESSFULLY COMPLETE OUR PREMIUM COURSE YOU WILL ALSO RECEIVE AN ITEC LEVEL TWO QUALIFICATION IN MAKEUP ARTISTRY WHICH IS INTERNATIONALLY RECOGNIZED AS WELL AS OUR IN-HOUSE DIPLOMA.



# BUSINESS SEMINAR

---

AT SHARLEEN COLLINS ACADEMY WE TEACH OUR STUDENTS THE IMPORTANCE OF NOT ONLY HAVING THE SKILLS & TECHNIQUES TO BECOME AN AMAZING MAKEUP ARTIST, BUT ALSO THE KNOWLEDGE TO BUILD THEIR BRAND ONCE THEY GRADUATE! A BIG PART OF OUR BUSINESS SEMINAR IS TEACHING OUR STUDENTS HOW TO BECOME A SOCIAL MEDIA SENSATION!

SOCIAL MEDIA HAS CHANGED THE MARKETING GAME IN THE LAST FEW YEARS AND IS NOW ONE OF THE BIGGEST PLATFORMS FOR SHOWCASING YOUR WORK AS A PROFESSIONAL MAKEUP ARTIST.

THIS IS AN INDUSTRY BASED BUSINESS SEMINAR FROM THE SHARLEEN COLLINS ACADEMY THAT WILL TEACH YOU THE FOLLOWING:

- HOW YOUR CV NEEDS TO LOOK
- WHAT QUESTIONS COME UP IN INTERVIEWS
- HOW TO DRESS FOR AN INTERVIEW
- HOW TO BUILD A CLIENTELE BRIEF ON
- BRIDAL MAKEUP
- HOW TO TALK ON TV
- HOW TO BREAK INTO THE INDUSTRY
- ALL ABOUT FREELANCE
- SETTING UP YOUR OWN BUSINESS
- IMPORTANCE OF SHOTS/EDITORIAL
- TV + FILM SOCIAL MEDIA BRANDING WORKSHOP
- HOW TO BREAK THE BRIDAL INDUSTRY
- BACKSTAGE/FASHION WEEK
- PORTFOLIO TALK
- AND LOTS MORE TO GET EXCITED ABOUT!

# STUDENT REVIEW

---

EVERY 3/4 WEEKS, SHARLEEN WILL HAVE A PERSONAL 1 TO 1 REVIEW WITH EACH STUDENT. THIS IS WHERE WE WILL SIT DOWN AND LOOK OVER ALL THE MAKEUP LOOKS AND SEE IF THE STUDENT NEEDS TO BOOK IN FOR ANY EXTRA CLASSES, WE WILL IDENTIFY YOUR STRENGTHS AND WEAKNESS AND WILL WORK ON THEM UNTIL OUR NEXT MEETING. WE WILL ALSO FOCUS ON WHERE THE STUDENT WOULD LIKE TO WORK IN THE INDUSTRY. THIS REVIEW WILL 100% HELP KEEP YOU FOCUSED ON WORKING ON HOW TO BE THE BEST VERSION OF YOURSELF WITHIN THE INDUSTRY.

# OPEN DOOR POLICY

---

AT SHARLEEN COLLINS ACADEMY WE HAVE AN "OPEN DOOR POLICY" WHICH IS COMPLETELY FREE OF CHARGE TO OUR PAST PREMIUM STUDENTS! THIS ALLOWS THEM TO COME BACK TO THE ACADEMY AT ANY TIME TO RESIT ANY CLASSES THEY NEED EXTRA WORK ON OR WOULD LIKE FURTHER TRAINING IN! SHARLEEN COLLINS ACADEMY DECIDED TO INTRODUCE THIS POLICY TO ALL OF OUR PAST PREMIUM STUDENTS IN ORDER TO HELP THEM GROW & DEVELOP THEIR SKILLS EVEN FURTHER. WE KNOW HOW FAST THE INDUSTRY CHANGES AND HOW QUICKLY NEW TRENDS CATCH ON SO THIS GIVES OUR STUDENTS THE OPPORTUNITY TO COME BACK AND BRUSH UP ON THEIR SKILLS AND REALLY MASTER THEIR TECHNIQUES! ONLY INCLUDED FOR PREMIUM STUDENTS.

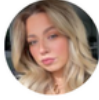
# STUDENT TESTIMONIALS

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SHARLEEN COLLINS  
- METHOD -

*"I am so grateful to Sharleen for running such an incredible course. It was so transformative that I still can't believe it's over—I'd do it all again in a heartbeat!"*

- Aoife A



SHARLEEN COLLINS  
- METHOD -

*"Sharleen and her entire team were incredibly helpful and supportive throughout my entire journey. Their deep industry knowledge is unmatched, and they provided the perfect foundation for my career in makeup artistry."*

- Aoife S



SHARLEEN COLLINS  
- METHOD -

*"Sharleen is incredibly hands-on and always there with expert advice. She doesn't just teach technique; she empowers you to believe that you can achieve anything you set your mind to."*

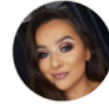
- Bronwyn C



SHARLEEN COLLINS  
- METHOD -

*"From start to finish, this was an amazing experience. There is no better feeling than learning from the very best in the industry—it truly sets you apart from the competition."*

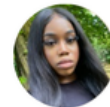
- Emma W



SHARLEEN COLLINS  
- METHOD -

*"From start to finish, this was an amazing experience. There is no better feeling than learning from the very best in the industry—it truly sets you apart from the competition."*

- Keila T



SHARLEEN COLLINS  
- METHOD -

*"I learned so much during my time here! Since finishing the course, I've already lined up interviews with world-class brands like Brown Thomas and NARS. My confidence and skills have reached levels I never thought possible."*

- Chloe O



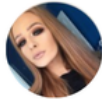
# STUDENT TESTIMONIALS

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SHARLEEN COLLINS  
- METHOD -

*"Since graduating, I landed my dream job as a Makeup Artist in an Inglot Pro Store! This course gave me the professional skills and the self-confidence I needed to succeed in the real world."*

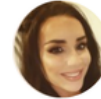
- Sinead B



SHARLEEN COLLINS  
- METHOD -

*"I absolutely loved this course from beginning to end."*

- Siobhan P



SHARLEEN COLLINS  
- METHOD -

*"I'm really excited for the future. I cannot recommend this course enough as you learn absolutely everything."*

- @amcmakeup\_



SHARLEEN COLLINS  
- METHOD -

*"I could see my makeup skills improve every week with the various tutors we had who are all so helpful, down to earth and insane artists"*

- Chloe C



SHARLEEN COLLINS  
- METHOD -

*"The support system here is wonderful. If you ever have an issue or feel like you're struggling, a quick chat with Sharleen is all you need to get back on track and feel inspired."*

- Chloe K



SHARLEEN COLLINS  
- METHOD -

*"I am thrilled to announce that I'm setting up my own beauty business! Thank you so much, Sharleen, for helping me make my dreams come true and giving me the tools to be my own boss."*

- Edel O



SHARLEEN COLLINS

- AGENCY -

## BEAUTY AGENCY

WE'RE SO PROUD TO LAUNCH THE SHARLEEN COLLINS BEAUTY AGENCY, AN EXCLUSIVE MEMBERSHIP CREATED TO SUPPORT OUR ACADEMY GRADUATES AS THEY GROW AND EVOLVE IN THE BEAUTY INDUSTRY.

LEVEL:  
TALENT + BRAND SUPPORT

MISSION:  
SUPPORT BRANDS THROUGH PEOPLE,  
STRUCTURE AND DELIVERY

SECTOR:  
BEAUTY.

BRAND:  
GLOBAL, CONTEMPORARY BEAUTY  
BRANDS

### THE STANDARD

CURATED.  
A DELIBERATELY SMALL, SELECTED ROSTER.

PREPARED.  
EVERY BOOKING BRIEFED IN ADVANCE.

AGENCY-LED.  
ALL COMMUNICATION AND BOOKINGS  
MANAGED THROUGH THE AGENCY.

### HOW WE CAN HELP

TALENT.  
PROFESSIONAL TALENT SUPPLIED FOR  
BRAND-LED WORK.

SUPPORT.  
STRUCTURED PREPARATION AND  
CLEAR COMMUNICATION FOR EVERY  
BOOKING.

DELIVERY.  
ATTENDANCE TRACKED, REPORTING  
COMPLETED, STANDARDS  
MAINTAINED.

### WHO WE WORK WITH

GLOBAL BEAUTY BRANDS  
WE WORK ALONGSIDE ESTABLISHED BEAUTY BRANDS  
OPERATING AT SCALE, SUPPORTING TEAMS AND  
DELIVERY ACROSS MULTIPLE TOUCHPOINTS.

EMERGING BRANDS  
WE PARTNER WITH FOUNDERS BUILDING MODERN  
BEAUTY BUSINESSES, OFFERING CONSIDERED  
SUPPORT AS BRANDS GROW AND EVOLVE.

PROJECT-BASED TEAMS  
SUPPORTING SHORT-TERM AND LONG-TERM BRAND  
INITIATIVES WITH CAREFULLY SELECTED TALENT.

## CONTACT

FOR BRAND PARTNERSHIPS & GENERAL ENQUIRIES:  
INFO@SHARLEENCOLLINSACADEMY.COM

FOR TALENT ENQUIRIES:  
INFO@SHARLEENCOLLINSACADEMY.COM

# TERMS & CONDITIONS

- IN THESE TERMS AND CONDITIONS, THE FOLLOWING WORDS WILL HAVE THE FOLLOWING DEFINITIONS: THE COLLEGE - SHARLEEN COLLINS STUDIO 50 WELLINGTON QUAY, TEMPLE BAR, DUBLIN 2
- **THE ACADEMY:** SHARLEEN COLLINS ACADEMY
- **THE ARTIST:** THE PERSON PLACING THE ORDER TO PAY THE REQUIRED FEE FOR THE COLLEGE COURSE AND/OR THE PERSON ATTENDING THE COLLEGE COURSE
- **COMMENCEMENT DATE:** THE FIRST DAY OF THE SPECIFIC COLLEGE COURSE APPLIED FOR AND CONFIRMED
- **FINAL DATE:** THE DATE ON WHICH THE STUDENT IS SCHEDULED TO HAVE HIS/HER LAST CLASS ON THE COURSE
- **CERTIFICATION:** CERTIFICATE FROM ITEC AND SHARLEEN COLLINS ACADEMY AND AN IN-HOUSE DIPLOMA FROM THE SHARLEEN COLLINS ACADEMY

# TERMS & CONDITIONS

## **GROSS MISCONDUCT**

WHAT AMOUNTS TO GROSS MISCONDUCT WILL BE AT THE DISCRETION OF THE ACADEMY

**THIS CONDUCT WILL INCLUDE BUT WILL NOT BE LIMITED TO THE FOLLOWING:**

- BULLYING/HARASSMENT
- THREATENING BEHAVIOUR/PHYSICAL VIOLENCE
- DELIBERATE DAMAGE TO COLLEGE PROPERTY
- A STUDENT UNDER THE INFLUENCE OF ALCOHOL OR PROHIBITED DRUGS
- THEFT OF COLLEGE OR STUDENT PROPERTY
- ANY ACT OF DEFAMATION ON SOCIAL MEDIA OR OTHERWISE

# TERMS & CONDITIONS

ALL COURSES ARE CHARGED AT A FIXED TOTAL FEE AS OUTLINED AT THE TIME OF BOOKING. ANY INITIAL PAYMENT MADE TO SECURE A PLACE IS APPLIED TOWARD THIS TOTAL COURSE FEE AND DOES NOT CONSTITUTE AN ADDITIONAL CHARGE. WHERE A PAYMENT PLAN IS SELECTED, ALL INSTALMENTS ARE CONTRIBUTIONS TOWARD THE AGREED TOTAL BALANCE, WHICH REMAINS PAYABLE IN FULL REGARDLESS OF PAYMENT STRUCTURE.

## **FEES & ENROLMENT**

THE STUDENT WILL ONLY BE FULLY ACCEPTED ON A COURSE RUN BY THE ACADEMY FOLLOWING COMPLETION OF THE ENROLMENT PROCEDURE SET OUT BELOW:

### **STEP 1.**

THE STUDENT WILL BE PROVIDED WITH AN APPLICATION FORM FOR COMPLETION, A COPY OF THE ACADEMY'S TERMS & CONDITIONS AND A COPY OF THE ACADEMY'S POLICIES & PROCEDURES. ALL OF WHICH ARE TO BE SIGNED AND RETURNED BY THE STUDENT CONFIRMING THAT HE/SHE UNDERSTANDS THE NATURE AND CONTENT OF THE COURSE TO WHICH THAT STUDENT IS APPLYING

# TERMS & CONDITIONS

## STEP 2.

A NON-REFUNDABLE DEPOSIT TO SECURE YOUR PLACE ON THE COURSE APPLIED FOR WILL BE PAID BY BANK TRANSFER, CHEQUE, CARD OR CASH AND ANY SUCH PAYMENT WILL BE MADE PAYABLE TO SHARLEEN COLLINS ACADEMY AND RETURNED TO THE ACADEMY ALONG WITH THE COMPLETED APPLICATION FORM, SIGNED TERMS & CONDITIONS AND SIGNED POLICIES AND PROCEDURES. IF CHOOSING TO USE A BANK TRANSFER, PLEASE ENSURE YOUR FULL NAME IS SHOWN.

## STEP 3.

AN ENROLMENT LETTER WILL BE SENT TO THE EMAIL ADDRESS OF THE PROSPECTIVE STUDENT INFORMING HIM/HER THAT THEIR APPLICATION HAS BEEN SUCCESSFUL. THE ENROLMENT LETTER WILL ALSO SET OUT THE AGREED PAYMENT PLAN AND PROPOSED COURSE COMMENCEMENT DATE. ALL COURSES MUST BE PAID FOR IN FULL IN ACCORDANCE WITH THE PAYMENT PLAN OUTLINED IN THE ENROLMENT LETTER.

# TERMS & CONDITIONS

IF A STUDENT FAILS TO MEET THE AGREED SCHEDULE OF PAYMENT THE FOLLOWING PROCEDURE WILL BE FOLLOWED:

- THE STUDENT WILL BE IMMEDIATELY CONTACTED WITH AN EMAIL FROM ACCOUNTS AND THEREAFTER WILL BE CONTACTED BY A MEMBER OF THE SHARLEEN COLLINS ACADEMY TEAM TO NOTIFY THEM THAT THEIR PAYMENT HAS NOT BEEN RECEIVED AND THAT THEY HAVE THREE WORKING DAYS IN WHICH TO ISSUE PAYMENT. THE STUDENT WILL BE ALLOWED TO ATTEND CLASS.
- ON THE MORNING OF THE THIRD DAY AFTER INITIAL NOTIFICATION- SHOULD THE PAYMENT NOT BE RECEIVED – THE STUDENT WILL BE ISSUED WITH A FORMAL LETTER FROM THE COLLEGE NOTIFYING THEM THAT THEY HAVE A FURTHER 2 DAYS TO ISSUE PAYMENT. THE STUDENT WILL NOT BE ALLOWED INTO CLASS.
- SHOULD THE MORNING OF THE THIRD DAY AFTER THE SECOND NOTIFICATION ARRIVE AND THE STUDENTS STILL HAS NOT PAID THE INSTALMENT AND /OR BALANCE DUE THEN THE TOTAL OUTSTANDING BALANCE OF THE COURSE FEE WILL BECOME IMMEDIATELY DUE AND PAYABLE. IN SUCH CIRCUMSTANCES THE MATTER WILL BE FORWARDED TO OUR DEBT COLLECTION FOR RECOVERY OF PAYMENT AND THE STUDENT WILL BE EXPELLED.

# TERMS & CONDITIONS

IF A STUDENT FAILS TO COMPLETE A COURSE FOR ANY REASON, ALL OUTSTANDING FEES WILL REMAIN PAYABLE TO THE ACADEMY. NON COMPLETION OF A COURSE WILL NOT WAIVE FEE OBLIGATIONS. STUDENTS WHO FAIL TO COMPLETE THE COURSE BUT HAVE BEEN APPROVED FOR FUNDING ARE STILL LIABLE FOR REMAINING COURSE FEES. DEPOSITS AND PAYMENTS MADE ARE NOT REFUNDABLE.

FAILURE TO COMPLETE ALL PAYMENTS IN FULL AT DEADLINE DATES WILL RESULT IN STUDENTS NOT BEING PERMITTED TO SIT EXAMS, PHOTOSHOOTS OR AND RECEIVE PHOTOSHOOT IMAGES AND EXAM RESULTS.

IN THE EVENT OF A STUDENT NOT COMPLETING A COURSE FOR MEDICAL REASONS, WHETHER FEES REMAIN PAYABLE WILL BE AT THE FULL DISCRETION OF THE ACADEMY.

THE ACADEMY RESERVES THE RIGHT TO MAKE CHANGES TO ANY ACADEMY COURSE INCLUDING BUT NOT LIMITED TO COMMENCEMENT DATES, COURSE DATES, COURSE CONTENT, APP CONTENT, PORTAL CONTENT, LAYOUT OF A COURSE. FEES ARE NOT REFUNDABLE IF THE COURSE IS POSTPONED AND/OR INTERRUPTED BY EVENT(S) OUTSIDE THE CONTROL OF THE ACADEMY, BY AN ACT OF GOD OR TERRORIST ACT. IN SUCH AN EVENT, AN ALTERNATIVE COURSE DATE WILL BE OFFERED AND THE COURSE WILL BE RESUMED AS SOON AS POSSIBLE.

# TERMS & CONDITIONS

## HEALTH

ANY HEALTH ISSUES THAT MAY AFFECT OR DISRUPT YOUR COURSE (PHYSICAL, OR MENTAL) MUST BE DISCLOSED ON YOUR ENROLMENT FORM, OR IN PERSON TO YOUR HEAD TUTOR.

## CHANGING CLASSES

PLEASE NOTE THAT WHEN ENROLLING IN SHARLEEN COLLINS ACADEMY, THE DAY YOU PICK TO TRAIN NEEDS TO BE FINALIZED PRIOR TO CONFIRMATION OF ENROLMENT. IF YOU NEED TO CHANGE THE DAY YOU TRAIN WITH US FOR ANY UNFORESEEN CIRCUMSTANCES, YOU ARE REQUIRED TO GIVE THE ACADEMY A MINIMUM OF TWO MONTHS NOTICE.

PLEASE NOTE THAT YOU CAN ONLY CHANGE TO ANOTHER DAY WITHIN THE SAME GROUPS STARTING.

## TRANSFERS

FOR ANY REASON A STUDENT WISHES TO TRANSFER TO ANOTHER ACADEMY COURSE, SUCH TRANSFER WILL BE AT THE SOLE DISCRETION OF THE ACADEMY AND SUBJECT TO AVAILABILITY. THE TRANSFER OF DEPOSITS AND/OR FEES TO OTHER ACADEMY COURSES WILL BE AT THE SOLE DISCRETION OF THE ACADEMY AND SUBJECT TO AVAILABILITY.

# TERMS & CONDITIONS

## UPSKILLING COURSE

- STUDENTS CAN ONLY UPSKILL TO A HIGHER COURSE WITHIN THE FIRST 6 WEEKS OF THAT COURSE.
- STUDENTS WHO WISH TO UPSKILL TO A HIGHER COURSE SHOULD PAY FOR YOUR NEW COURSE AFTER PAYING OFF YOUR CURRENT COURSE FEES.

## CANCELLATIONS

DUE TO COURSES BEING BOOKED OUT IN ADVANCE, CANCELLATIONS ARE ONLY ACCEPTED FOUR WEEKS IN ADVANCE OF YOUR ORIGINAL COURSE COMMENCEMENT DATE.

## CANCELLATION FEES APPLY FOR LATE CANCELLATIONS, AS FOLLOWS:

- IF YOU CANCEL LESS THAN FOUR WEEKS BEFORE A COURSE START DATE A CANCELLATION FEE OF €500 WILL INCUR AND;
- IF YOU CANCEL LESS THAN THREE WEEKS BEFORE THE START DATE A CANCELLATION FEE OF €1000 WILL INCUR

# TERMS & CONDITIONS

- PLEASE NOTE THAT THE CANCELLATION FEE DOES NOT INCLUDE THE INITIAL DEPOSIT PAID WHICH IS NON REFUNDABLE. \*YOUR
- ORIGINAL COURSE COMMENCEMENT DATE REFERS TO THE COMMENCEMENT DATE UPON WHICH YOU FIRST ENROLLED AND
- NOT TO ANY POSTPONED, RESCHEDULED, AMENDED OR CHANGE MADE TO COURSES EITHER BY THE ACADEMY OR THE STUDENT.

## HOURS AND ATTENDANCE

- COURSE HOURS CAN BE VARIED AT THE DISCRETION OF THE COLLEGE.
- ALL STUDENTS MUST HOLD A 90% ATTENDANCE RATE IN ORDER TO RECEIVE THEIR CERTIFICATION FROM THE COLLEGE.
- ALL STUDENTS MUST HOLD A 90 ATTENDANCE RATE WITHIN EACH COURSE IN ORDER TO SIT THEIR EXAMINATIONS
  
- IN THE EVENT THAT A STUDENT IS UNABLE TO ATTEND A CLASS FOR MEDICAL REASONS/UNFORESEEN
- CIRCUMSTANCES, THAT STUDENT MUST CONTACT THE ACADEMY VIA EMAIL AT THE EARLIEST OPPORTUNITY.
- CLASSES WILL COMMENCE PROMPTLY AT THE PUBLISHED TIMES IRRESPECTIVE OF WHETHER ALL STUDENTS ARE PRESENT.

# TERMS & CONDITIONS

CLASSES WILL NOT BE DELAYED TO WAIT FOR LATECOMERS AND TEACHERS ARE NOT RESPONSIBLE FOR REPEATING WORK MISSED. LATECOMERS MAY BE ASKED TO WAIT FOR A SUITABLE BREAK IN TEACHING BEFORE ENTERING A CLASS. PLEASE REFER TO OUR LATENESS POLICY.

IT IS NOT THE RESPONSIBILITY OF THE ACADEMY OR INDIVIDUAL TRAINERS TO PROVIDE ADDITIONAL TRAINING HOURS FOR STUDENTS TO 'CATCH UP' ON EDUCATION MISSED DUE TO LATENESS OR ABSENTEEISM FOR WHATEVER REASON. THIS IS THE RESPONSIBILITY OF THE STUDENT.

EARLY DEPARTURE OF A STUDENT FROM CLASS IS AT THE DISCRETION OF THE PARTICULAR TUTOR TEACHING THE CLASS. AN EMAIL MUST BE SENT ONE DAY PRIOR TO CLASS TO A MEMBER OF THE MANAGEMENT TEAM. THE TUTOR MUST BE INFORMED AT THE BEGINNING OF CLASS.

# TERMS & CONDITIONS

## EXAMS

IF A STUDENT FAILS TO ATTEND AN EXAMINATION FOR ANY REASON, THE ACADEMY IS NOT OBLIGED TO OFFER THE NEXT AVAILABLE EXAM DATE AND THE STUDENT WILL BE RESPONSIBLE FOR ANY RE-SIT FEES AND/OR ADMINISTRATION FEES. STUDENTS WHO FAIL EXAMINATIONS DUE TO POOR ATTENDANCE AND NEGLIGENCE OF COURSEWORK MAY IMAGES ARE ONLY ISSUED TO STUDENTS WHO COMPLETE AND PASS THEIR COURSE.

## LIABILITY

IF MAKE-UP/BEAUTY PRODUCTS OTHER THAN THE PRODUCTS PROVIDED TO STUDENTS BY THE ACADEMY CAUSE ANY ALLERGIC REACTION, OR ANY OTHER DAMAGE TO STUDENTS/MODELS, THE ACADEMY WILL NOT BE RESPONSIBLE. THE ACADEMY DOES NOT ACCEPT RESPONSIBILITY OR ANY LIABILITY FOR STUDENT'S BELONGINGS WHILST THEY ARE ON THE ACADEMY PREMISES. THE STUDENT SHALL INDEMNIFY THE ACADEMY AND KEEP THE ACADEMY INDEMNIFIED AGAINST ALL LOSSES, COSTS (INCLUDING LEGAL COSTS), ACTIONS, AWARDS, DAMAGES, EXPENSES, PENALTIES OR FINES WHICH THE COLLEGE MAY INCUR AS A RESULT OF THE NEGLIGENT ACTIONS OF THE STUDENT. THE ACADEMY WILL NOT BE LIABLE OR RESPONSIBLE FOR ANY FAILURE TO PERFORM, OR ANY DELAY IN THE PERFORMANCE OF ANY OF THE ACADEMY'S OBLIGATIONS UNDER THE TERMS AND CONDITIONS THAT MAY BE CAUSED BY EVENTS OUTSIDE THE ACADEMY'S CONTROL. THE ACADEMY ACCEPTS NO LIABILITY FOR BEAUTY TREATMENTS THAT STUDENTS PERFORM ONCE THE ACADEMY COURSE IS COMPLETED. THE ACADEMY IS NOT RESPONSIBLE IF A MODEL FAILS TO ATTEND A PHOTO- SHOOT.

# TERMS & CONDITIONS

## EXAM & CERTIFICATION DISCLAIMER

- COMPLETION OF A COURSE DOES NOT GUARANTEE SUCCESSFUL EXAMINATION RESULTS.
- ALL EXAMINATIONS AND CERTIFICATIONS ARE GOVERNED BY ITEC OR OTHER AWARDING BODIES, AND THE ACADEMY HAS NO CONTROL OVER EXAMINATION OUTCOMES, MARKING DECISIONS, OR RESULT TIMELINES.
- THE ACADEMY SHALL NOT BE HELD RESPONSIBLE FOR DELAYS IN EXAMINATION RESULTS OR CERTIFICATION ISSUED BY AWARDING BODIES.

## COMPLAINTS PROCEDURE

- ANY COMPLAINT RELATING TO THE ACADEMY, ITS STAFF, OR COURSE DELIVERY MUST BE SUBMITTED IN WRITING TO THE ACADEMY.
- THE ACADEMY WILL INVESTIGATE ALL COMPLAINTS IN ACCORDANCE WITH ITS INTERNAL COMPLAINTS PROCEDURE AND RESPOND WITHIN A REASONABLE TIMEFRAME.
- COMPLAINTS MUST BE RAISED INTERNALLY AND IN GOOD FAITH BEFORE ANY EXTERNAL ACTION IS TAKEN.

# TERMS & CONDITIONS

## DATA PROTECTION & GDPR

- THE ACADEMY COLLECTS AND PROCESSES STUDENT DATA FOR THE PURPOSES OF ENROLMENT, TRAINING, CERTIFICATION, AND COURSE ADMINISTRATION.
- STUDENT DATA MAY BE SHARED WITH AWARDING BODIES, INCLUDING BUT NOT LIMITED TO ITEC, WHERE REQUIRED FOR EXAMINATION AND CERTIFICATION PURPOSES.
- ALL PERSONAL DATA IS STORED SECURELY AND PROCESSED IN COMPLIANCE WITH GENERAL DATA PROTECTION REGULATION (GDPR) AND APPLICABLE DATA PROTECTION LEGISLATION.

## PROFESSIONAL CONDUCT

- STUDENTS ARE EXPECTED TO CONDUCT THEMSELVES IN A PROFESSIONAL, RESPECTFUL, AND APPROPRIATE MANNER AT ALL TIMES WHILE ENROLLED WITH THE ACADEMY.
- THE ACADEMY RESERVES THE RIGHT TO TAKE DISCIPLINARY ACTION IN CASES OF UNPROFESSIONAL CONDUCT, INCLUDING SUSPENSION OR TERMINATION OF ENROLMENT.

# TERMS & CONDITIONS

## DATA PROTECTION

THE STUDENT ACKNOWLEDGES AND AGREES THAT ITS DETAILS SUCH AS NAME ADDRESS AND OTHER DETAILS AND ANY OTHER PERSONAL DATA (AS DEFINED BY THE DATA PROTECTION ACTS 1988-2018) MAY BE RETAINED BY AND PROCESSED BY THE ACADEMY IN CONNECTION WITH THE PROVISION OF COURSES. WE REFER YOU TO OUR DATA & PRIVACY POLICY AVAILABLE AT [HTTPS://SHARLEENCOLLINS.COM/PRIVACY-POLICY/](https://sharleencollins.com/privacy-policy/)

## INTELLECTUAL PROPERTY

ANY, CREATION, DESIGN, DISCOVERY OR DEVELOPMENT MADE OR DISCOVERED BY A STUDENT IN THE COURSE OF HIS OR HER STUDIES WHETHER SOLELY OR JOINTLY WITH ANOTHER OR OTHERS OR AT THE REQUEST AND UPON THE SUGGESTION OF THE ACADEMY OR OTHERWISE SHALL BE FORTHWITH DISCLOSED TO THE ACADEMY AND SHALL BELONG TO THE ACADEMY AND THE ACADEMY WILL AT ALL TIMES OWN THE INTELLECTUAL PROPERTY RIGHTS OVER ANY SUCH CREATION, DESIGN, DISCOVERY OR DEVELOPMENT. THE STUDENT AGREES TO ASSIGN TO THE ACADEMY ALL RIGHT, TITLE AND INTEREST IN AND TO ANY, CREATION, DESIGN, DISCOVERY OR DEVELOPMENT MADE, ORIGINATED OR DEVELOPED BY THE STUDENT IN THE COURSE OF HIS/ HER STUDIES AND SHALL WHENEVER REQUIRED TO DO SO (WHETHER DURING OR AFTER THE ACADEMY COURSE) ASSIST IN APPLYING FOR INTELLECTUAL PROPERTY RIGHTS IN IRELAND OR ANY OTHER PART OF THE WORLD IN RELATION TO SUCH CREATION DESIGN DISCOVERY OR DEVELOPMENT AND DO ALL THINGS NECESSARY FOR VESTING THE SAID INTELLECTUAL PROPERTY RIGHTS WHEN OBTAINED AND ALL RIGHTS ENTITLEMENTS TO AND INTEREST THEREIN IN THE ACADEMY ABSOLUTELY AND AS SOLE BENEFICIAL OWNER. ALL INTELLECTUAL PROPERTY RIGHTS REGARDING COURSE MATERIALS SHALL AT ALL TIMES BELONG TO THE ACADEMY. ANY RECORDING AND/OR SHARING OF COURSE CONTENT INCLUDING BUT NOT LIMITED TO ONLINE COURSE CONTENT, PORTAL CONTENT, APP CONTENT ETC. IS STRICTLY PROHIBITED. ANY BREACHES WILL RESULT IN THE IMMEDIATE TERMINATION OF YOUR ACCOUNT AND MAY ALSO RESULT IN LEGAL ACTION. ALL ACADEMY MATERIALS, INCLUDING BUT NOT LIMITED TO MANUALS, COURSE CONTENT, WORKSHEETS, FACE CHARTS, VIDEOS, IMAGES, DIGITAL DOWNLOADS, AND TEACHING METHODS, REMAIN THE INTELLECTUAL PROPERTY OF THE ACADEMY.

STUDENTS ARE GRANTED ACCESS TO ACADEMY MATERIALS FOR PERSONAL EDUCATIONAL USE ONLY.

ACADEMY MATERIALS MAY NOT BE COPIED, REPRODUCED, SHARED, SOLD, DISTRIBUTED, OR USED FOR TEACHING PURPOSES OUTSIDE OF THE ACADEMY WITHOUT THE PRIOR WRITTEN CONSENT OF THE ACADEMY.

# TERMS & CONDITIONS

## SALES & PROMOTIONAL ENROLMENTS

- WHERE A COURSE IS BOOKED DURING ANY SALE, PROMOTION, OR SPECIAL OFFER PERIOD, AN ENROLMENT FEE OF €100 IS REQUIRED TO SECURE THE STUDENT'S PLACE ON THE COURSE.
- THE ENROLMENT FEE IS NON-REFUNDABLE, PAYABLE IMMEDIATELY AT THE TIME OF BOOKING, AND IS SEPARATE FROM COURSE FEES, DEPOSITS, OR INSTALMENT PAYMENTS.
- UPON PAYMENT OF THE ENROLMENT FEE, THE STUDENT WILL BE ENROLLED ONTO THE AGREED PAYMENT PLAN, AS OUTLINED IN THEIR ENROLMENT LETTER.
- ALL EXISTING TERMS & CONDITIONS RELATING TO CANCELLATIONS, TRANSFERS, ATTENDANCE REQUIREMENTS, EXAMINATIONS, REFUNDS, AND COURSE COMPLETION APPLY EQUALLY TO SALE AND PROMOTIONAL ENROLMENTS.
- THE ENROLMENT FEE IS NON-TRANSFERABLE AND MAY NOT BE TRANSFERRED TO ANOTHER STUDENT OR COURSE WITHOUT THE PRIOR WRITTEN CONSENT OF THE ACADEMY.
- SALE AND PROMOTIONAL ENROLMENTS ARE SUBJECT TO AVAILABILITY AND ARE OFFERED ON A FIRST-COME, FIRST-SERVED BASIS.

## STUDENT PRACTICE & LIABILITY DISCLAIMER

- STUDENTS ACKNOWLEDGE THAT PRACTICAL TRAINING FORMS A CORE PART OF ALL COURSES DELIVERED BY THE ACADEMY.
- PARTICIPATION IN PRACTICAL TRAINING, INCLUDING BUT NOT LIMITED TO TREATMENTS PERFORMED ON ONESELF, OTHER STUDENTS, MODELS, OR CLIENTS, IS UNDERTAKEN AT THE STUDENT'S OWN RISK.
- THE ACADEMY ACCEPTS NO LIABILITY FOR INJURY, LOSS, OR DAMAGE ARISING FROM A STUDENT'S FAILURE TO FOLLOW TUTOR INSTRUCTION, HEALTH AND SAFETY GUIDANCE, HYGIENE PROTOCOLS, OR ACADEMY POLICIES.
- STUDENTS MUST COMPLY AT ALL TIMES WITH ALL SAFETY, HYGIENE, AND PROFESSIONAL STANDARDS SET BY THE ACADEMY. FAILURE TO DO SO MAY RESULT IN DISCIPLINARY ACTION, INCLUDING SUSPENSION OR TERMINATION OF ENROLMENT.

# TERMS & CONDITIONS

## MODELS, PEER PRACTICE & CONSENT

- STUDENTS ACKNOWLEDGE AND AGREE THAT, AS PART OF THEIR TRAINING, THEY WILL BE REQUIRED TO PRACTISE TREATMENTS ON FELLOW STUDENTS AND/OR MODELS.
- BY ENROLLING ON A COURSE, STUDENTS GIVE THEIR INFORMED CONSENT TO RECEIVE TREATMENTS FROM OTHER STUDENTS UNDER SUPERVISION.
- STUDENTS ACKNOWLEDGE THAT TREATMENTS CARRIED OUT DURING TRAINING ARE PERFORMED BY STUDENTS IN LEARNING AND ARE NOT EQUIVALENT TO TREATMENTS PROVIDED BY FULLY QUALIFIED PROFESSIONALS.

## STUDENT PRACTICE & LIABILITY DISCLAIMER

- STUDENTS ACKNOWLEDGE THAT PRACTICAL TRAINING FORMS A CORE PART OF ALL COURSES DELIVERED BY THE ACADEMY.
- PARTICIPATION IN PRACTICAL TRAINING, INCLUDING BUT NOT LIMITED TO TREATMENTS PERFORMED ON ONESELF, OTHER STUDENTS, MODELS, OR CLIENTS, IS UNDERTAKEN AT THE STUDENT'S OWN RISK.
- THE ACADEMY ACCEPTS NO LIABILITY FOR INJURY, LOSS, OR DAMAGE ARISING FROM A STUDENT'S FAILURE TO FOLLOW TUTOR INSTRUCTION, HEALTH AND SAFETY GUIDANCE, HYGIENE PROTOCOLS, OR ACADEMY POLICIES.
- STUDENTS MUST COMPLY AT ALL TIMES WITH ALL SAFETY, HYGIENE, AND PROFESSIONAL STANDARDS SET BY THE ACADEMY. FAILURE TO DO SO MAY RESULT IN DISCIPLINARY ACTION, INCLUDING SUSPENSION OR TERMINATION OF ENROLMENT.

# TERMS & CONDITIONS

## SOCIAL MEDIA

- PHOTOGRAPHY, VIDEO RECORDING, OR FILMING WITHIN THE ACADEMY PREMISES IS PROHIBITED WITHOUT THE PRIOR CONSENT OF THE ACADEMY.
- STUDENTS MUST OBTAIN CONSENT FROM ALL INDIVIDUALS APPEARING IN ANY CONTENT BEFORE POSTING ON SOCIAL MEDIA OR ONLINE PLATFORMS.
- STUDENTS MUST NOT POST OR SHARE CONTENT THAT MAY DAMAGE THE REPUTATION OF THE ACADEMY, ITS STAFF, STUDENTS, OR CLIENTS.
- ANY MISUSE OF SOCIAL MEDIA, UNAUTHORISED FILMING, OR ONLINE CONDUCT DEEMED INAPPROPRIATE BY THE ACADEMY MAY RESULT IN DISCIPLINARY ACTION, INCLUDING TERMINATION OF ENROLMENT.

## GENERAL

- STUDENTS WILL NEED TO PRACTICE ON ONE ANOTHER DURING CLASSES.
- IN THE INSTANCES WHEN MODELS ARE REQUIRED, THE COLLEGE IS UNDER NO OBLIGATION TO PROVIDE MODELS, AND THIS MUST BE ORGANIZED BY THE STUDENT.
- IN THE EVENT OF A STUDENT BEING ABSENT FROM A MAKE-UP OR BEAUTY CLASS, TWO STUDENTS MAY BE REQUIRED TO PRACTICE ON ONE MODEL. A STUDENT MAY HAVE TO PRACTICE ON A FELLOW STUDENT OR ON HIM/HERSELF.
- STUDENTS ARE PROHIBITED FROM REMOVING COLLEGE PROPERTY FROM THE COLLEGE PREMISES.
- THE COLLEGE RESERVES THE RIGHT TO CHANGE THE ACCREDITATION ORGANIZATION FROM ONE ORGANIZATION TO ANOTHER OF EQUAL STANDING WITHOUT PRIOR NOTICE TO THE STUDENT.
- VIDEO SECURITY CAMERAS ARE IN OPERATION AT ALL TIMES.
- SECURITY BAG CHECKS MAY BE CARRIED OUT AT ANY TIME BY THE COLLEGE AND THIS APPLIES TO ALL STUDENTS.
- MAKE UP PRODUCTS USED ON THE COURSE THAT ARE PROVIDED BY THE COLLEGE REMAIN AT ALL TIMES THE PROPERTY OF THE COLLEGE. HOWEVER, STUDENTS ARE EXPECTED TO COME TO CLASS WITH THEIR OWN PRODUCTS.
- GROSS MISCONDUCT WILL NOT BE TOLERATED AND WILL RESULT IN THE IMMEDIATE DISMISSAL OF ANY STUDENT FOUND GUILTY OF SUCH CONDUCT.

# TERMS & CONDITIONS

- THESE TERMS AND CONDITIONS SUPERSEDE ALL EARLIER WARRANTIES, REPRESENTATIONS, STATEMENTS, OR AGREEMENTS (WHETHER WRITTEN OR ORAL). THE STUDENT ACKNOWLEDGES THAT IN AGREEING TO BE BOUND BY THESE TERMS AND CONDITIONS, IT HAS NOT RELIED ON ANY STATEMENT, WARRANTY, REPRESENTATION OR UNDERSTANDING OF ANY PERSON OTHER THAN WHAT IS EXPRESSLY SET OUT IN THESE TERMS AND CONDITIONS.
- IF ANY PROVISION OF THESE TERMS AND CONDITIONS ARE FOUND BY ANY COURT OR ADMINISTRATIVE FAILURE BY THE ACADEMY TO EXERCISE OR ENFORCE ANY OF ITS RIGHTS OR REMEDIES SHALL NOT CONSTITUTE A WAIVER OF ANY SUCH RIGHT OR REMEDY, NOR SHALL IT PREVENT THE EXERCISE OR ENFORCEMENT OF THE RIGHT OR REMEDY AT ANY TIME.
- ANY DISPUTE ARISING OUT OF OR IN CONNECTION WITH THE TERMS AND CONDITIONS SHALL BE GOVERNED BY AND IN ACCORDANCE WITH IRISH LAW AND WITH THE IRISH COURTS HAVING EXCLUSIVE JURISDICTION IN RELATION TO SUCH.
- THE ACADEMY RESERVES THE RIGHT IN ITS SOLE DISCRETION TO REMOVE FROM THE COURSE ANY STUDENT WHO IS DISRUPTIVE TO OTHER STUDENTS, FAILS TO MAKE PAYMENT IN FULL FOR THE COURSE, BREACHES HEALTH AND SAFETY GUIDELINES OR ENDANGERS THEMSELVES OR OTHERS, IF THEY ARRIVE EXCESSIVELY LATE OR MISS ANY PART OF THE COURSE. WHERE A STUDENT IS ASKED TO LEAVE THE COURSE FOR THE ABOVE REASONS NO REFUND WILL BE GIVEN.
- THE ACADEMY IS FREE TO MAKE CHANGES TO THE COURSE CONTENT / DIARY IN ORDER TO FACILITATE THE NEEDS OF STUDENTS AND/OR THE ACADEMY. ANY COMPLAINT IS TO BE MADE IN WRITING VIA EMAIL ONLY [SHARLEENCOLLINSACADEMY@GMAIL.COM](mailto:SHARLEENCOLLINSACADEMY@GMAIL.COM) PLEASE NOTE ALL COMPLAINTS WILL BE ACKNOWLEDGED BY EMAIL WITHIN 48 HOURS AND WE WILL ENDEAVOUR TO RESPOND WITHIN 28 WORKING DAYS FROM THE DATE OF ACKNOWLEDGEMENT.
- ALL TERMS AND CONDITIONS ARE ACCEPTED BY STUDENTS UPON THE BOOKING OF ANY COURSE. THE WITHIN TERMS AND CONDITIONS ARE APPLICABLE FOR STUDENTS ENROLLED FROM MAY 2020 AND NOT IN RESPECT OF ANY PREVIOUS ENROLMENT WHICH HAS BEEN POSTPONED OR RE-SCHEDULED.

# TERMS & CONDITIONS

- DEPOSITS AND PAYMENTS ARE NOT REFUNDABLE BUT CAN BE CREDITED AGAINST FUTURE COURSE FEE'S IF APPLICABLE, UP TO A 6 MONTH PERIOD.
- FAILURE TO COMPLETE ALL PAYMENTS IN FULL AT DEADLINE DATES WILL RESULT IN STUDENTS NOT BEING PERMITTED TO SIT EXAMS, PHOTOHOOTS OR AND RECEIVE PHOTOSHOOT IMAGES AND EXAM RESULTS.
- CANCELLATION FEE'S APPLY FOR LATE CANCELLATIONS.
- STUDENTS WHO RECEIVE FUNDING MAY BE STILL LIABLE FOR FULL COURSE FEES IF FUNDING HAS NOT BEEN RECEIVED WITHIN THE REQUIRED TIME FRAME SPECIFIED BY THE FUNDING AUTHORITY.
- SIMILARLY IF FUNDING IS DECLINED OR IF FUNDING IS NOT RECEIVED WITHIN THREE MONTHS STUDENTS MAY ALSO BE LIABLE FOR PAYMENT OF FULL FEES.
- IF A CLASS IS UNAVOIDABLY CANCELLED BY THE ACADEMY, THE ACADEMY AGREE TO MAKE THIS CLASS UP WITH THE STUDENT HOWEVER THE DAY/DATE AND TIME IS AT THE DISCRETION OF THE ACADEMY AND MAY NOT TYPICALLY FALL WITHIN THE NORMAL CLASS SET DAYS OR HOURS
- SHARLEEN COLLINS ACADEMY PHOTOGRAPHERS BEAR THE RIGHT TO THE USE OF STUDENT IMAGES. IMAGES ARE THE PROPERTY OF THE PHOTOGRAPHER ACTING ON SHARLEEN COLLINS BEHALF.
- IN THE EVENT OF A STUDENT BEING ABSENT FROM A CLASS, TWO OTHER STUDENTS MAY HAVE TO PRACTICE ON ONE MODEL OR STUDENTS MAY WORK ON THEIR OWN FACE.
- THE ACADEMY DO NOT TAKE ANY RESPONSIBILITY FOR ANY ALLERGIC REACTIONS DUE TO THE USE OF PRODUCT IN CLASS ON STUDENTS OR ANY MODELS THEY BRING TO CLASS (INCLUDING THE USE OF SFX PRODUCTS). THE ONUS IS ON THE INDIVIDUAL STUDENT TO INVESTIGATE INGREDIENTS IN PRODUCTS PROVIDED BY THE ACADEMY.
- WHERE THE STUDENT HAS MISSED A CLASS, IT IS THEIR RESPONSIBILITY TO CATCH UP ON THE TOPICS & LESSONS MISSED, PRIOR TO RETURNING TO THE NEXT SESSION. THE STUDENTS RESPONSIBILITIES IN THIS CIRCUMSTANCE INCLUDE BUT ARE NOT LIMITED TO ARRANGING WITH CLASS-MATES TO COPY NOTES, FINDING OUT WHAT ASSIGNMENTS HAVE BEEN GIVEN BY THE TUTORS, WHAT NEEDS TO BE PREPARED BEFORE THE NEXT CLASS AND IF ANY ASSESSMENTS ARE SCHEDULED.
- WHERE THE STUDENT FINDS THAT THEY ARE STRUGGLING TO UNDERSTAND OR LEARN ANY ASPECT OF THE COURSE CONTENT, THEY SHOULD SPEAK TO THE RELEVANT TUTOR OR IF PREFERRED THE COURSE COORDINATOR.
- ASSISTANCE MAY RANGE FROM REPEATING A TOPIC IN CLASS TO SUGGESTIONS ON LEARNING AND PRACTICE TECHNIQUES RIGHT THROUGH TO ADDITIONAL TUTORING TIME. THIS WILL BE GIVEN ON A CASE-BY-CASE BASIS, AT THE DISCRETION OF THE TUTORS, IN CONSULTATION WITH THE COURSE COORDINATOR.
- NOTE THAT LATE-COMING TO CLASS OR EARLY LEAVING CLASS IS RECORDED ON STUDENT PROFILES AND MAY AFFECT ATTENDANCE REQUIREMENTS FOR EXAMINATIONS.

## ACCEPTANCE OF TERMS

THBY ENROLLING ON A COURSE WITH THE ACADEMY, THE STUDENT CONFIRMS THAT THEY HAVE READ, UNDERSTOOD, AND AGREED TO ALL TERMS & CONDITIONS, INCLUDING ANY ADDITIONAL POLICIES ISSUED BY THE ACADEMY.