



# ACADEMY OF BARTENDING & MIXOLOGY

## ABM – HOTEL SCHOOL

### ABM STUDENT REGISTRATION AGREEMENT

This Registration Agreement is a contract binding both the Student and the Academy of Bartending & Mixology (ABM Hotel School). The following rules and regulations are needed to be adhered to become a registered student at ABM. Please read carefully before you sign the Registration Contract.

#### 1. STUDENT INFORMATION

- Full Legal Name (as per ID): .....
- National ID / Passport No.: .....
- Course Name: .....
- Program Enrolled:  NVQ Level 4  NVQ Level 3  Certificate Course

#### 2. PAYMENT TERMS

##### 2.1 Total Fee

The full course fee is ..... This includes classroom instruction, practical training, and access to facilities as per the course structure.

##### 2.2 Payment Schedule

<u>Stage</u>	<u>Amount (LKR)</u>	<u>Due Date</u>	<u>Remarks</u>
Registration Fee	3000.00	.....	Required to secure admission
1st Installment	30 000.00	.....	Before course commencement
2nd Installment	.....	.....	First week of 2 <sup>nd</sup> Month
3rd Installment	.....	.....	First week of 3 <sup>rd</sup> Month

- All payments are strictly non-refundable, regardless of withdrawal, dismissal, absence, or other circumstances.
- Students must retain all payment receipts/slips issued by the School until the end of the course.
- Lost receipts will not be re-issued and may be required for certification or assessments.
- Late payments may result in penalties or suspension from classes. Students with unpaid balances may be barred from final assessments or certification.

#### 3. ATTENDANCE, CLASSWORK & DEADLINES

- A minimum of 80% attendance is mandatory to sit for final examinations.
- No make-up classes will be conducted for absences.
- All theory and practical sessions will follow a fixed schedule published at the beginning of the program.
- Students must also complete all online classes, exams, and assignments as scheduled.
- All online lessons, assignments, papers, and projects must be completed and submitted on or before the published deadlines. Late submissions will not be accepted.

#### 4. STUDENT IDENTIFICATION

- All students must wear their Student ID card visibly during class hours and while on the School premises.
- Entry to classes, practical labs, and exams may be denied without a valid ID.

#### 5. UNIFORM, GROOMING & DRESS CODE

- The official Hotel School uniform must be worn during all theory and non-practical sessions. Entry without uniform is prohibited.
- Students must wear the designated practical uniform (e.g., kitchen, housekeeping, restaurant, front office) during all applicable sessions.
- All students must maintain high standards of hygiene and professional appearance.
- Hair must be clean and neatly styled. Long hair must be tied back during practical work.
- Nails must be trimmed; excessive perfume or poor hygiene is unacceptable.
- Male students must be clean-shaven at all times.
- Beards or mustaches are not allowed, unless previously approved for religious or medical reasons in writing.
- Non-compliance may result in being barred from class or practical sessions.

#### 6. CLASSROOM & PRACTICAL AREA CLEANING

- Students must participate in cleaning of classrooms and practical areas before and after each session, as per the cleaning schedule.
- Equipment, utensils, and tools must be cleaned and returned to their proper locations after use.
- Failure to follow cleanliness responsibilities may result in disciplinary action.

#### 7. INTERNSHIP POLICY

##### 7.1 NVQ Level 4

- A six-month internship is a mandatory requirement for NVQ Level 4 certification.
- The School will support internship placement, but in certain cases — such as industry limitations, student conduct, or preference — the School is not responsible for securing internship placements.
- Students are expected to proactively seek placement when needed.
- During internships, students must maintain discipline and professionalism.

##### 7.2 NVQ Level 3 & Certificate Courses

- Internship is not included in NVQ Level 3 or Certificate programs.
- The School holds no responsibility to provide or arrange internships for these courses.

#### 8. FINAL EXAMINATIONS & CERTIFICATION

##### 8.1 NVQ Level 3

- Final examination will be held upon program completion.
- Eligibility requires meeting the 80% attendance rule and full payment of fees.

## 8.2 NVQ Level 4

- Final assessment will be conducted only after successful completion of the six-month internship.
- A minimum score of 50% is required to pass.

## 8.3 Certification Requirement

- NVQ Level 4 certification requires submission of a valid six-month service letter from the internship employer.
- Students unable to provide the service letter will be issued the NVQ Level 3 certificate, subject to meeting other academic requirements.

## 9. STUDENT NAME & OFFICIAL DOCUMENTS

- Students must provide their full legal name as stated on their national ID or passport during enrollment.
- Name changes or corrections after enrollment must be handled via TVEC, and may incur additional fees — which are the student's responsibility.
- The School is not liable for any certification errors due to incorrect name submission by the student.

## 10. MEDIA CONSENT

- The School may photograph or record students during classes, events, or training sessions for marketing and promotional purposes (website, social media, brochures).
- Students who do not consent must submit a written opt-out request before the program begins.
- The School will make reasonable efforts to exclude students who opt out, though full exclusion from group media may not be possible.

## 11. CURRICULUM CHANGES

- The institute reserves the right to update, modify, or revise the course curriculum, content, or schedule at any time in line with academic, industry, or regulatory requirements.
- Changes may be made without prior notice, and students are expected to comply with all revised academic requirements.
- The School will not be held liable for inconvenience caused by such changes.

## 12. CODE OF CONDUCT

- Students must maintain respectful, professional behavior toward staff, peers, and training partners.
- Disciplinary actions, up to dismissal, will apply for:
  - Academic dishonesty (e.g., cheating, plagiarism)
  - Verbal or physical harassment
  - Theft, vandalism, or drug/alcohol use on campus
  - Repeated absence or unprofessional behavior

12. TERMINATION & WITHDRAWAL

- Students may withdraw from the program at any time; however, no fees will be refunded.
- The School reserves the right to terminate a student’s enrollment due to:
  - Misconduct
  - Academic failure
  - Non-payment of fees
  - Violation of this Agreement

14. SIGNATURE & ACKNOWLEDGEMENT

By signing this Agreement, I confirm that I have read, understood, and agree to abide by all rules and policies of Academy of Bartending & Mixology(ABM).

STUDENT INFORMATION

Full Name (as per ID): .....

Student Signature: .....

Date: .....

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FOR SCHOOL USE

Authorized Representative Name: .....

Position: .....

Signature: .....

Date: .....

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