



NaSA Examination Resit Form 2016 Version 1.0

Brief Introduction and Instructions

Questions? Please contact us

If you are a student who did not pass one or more of your school final examinations, you can apply to resit your final examination. You will need to:

- Have passed the other components of your programme.
- Fill out this form.
- Ensure adequate payment is made.
- Return the form and payment to the Operations staff by the due date.

Once we have received these to our satisfaction, we will confirm details of the resit in writing.

Before the examination, you will need to:

- Practice more than once before your practical examination; and / or
- Study before your theory and / or practical examination; and / or
- If you wish to practice at the school prior to the practical examination, contact the Principal or a tutor of her choosing to liaise with and set-up these times.

When filling out this form, please:

- Use a blue or black pen.
- Print answers in NEAT BLOCK LETTERS.
- Initial all pages in the bottom right corner.
- Sign and date the back page of the form.

Theory Examination Resit(s)

Select the appropriate exams

- | | |
|--|---|
| <input type="checkbox"/> Certificate in Nail Technology | <input type="checkbox"/> Certificate in Aesthetics (Facial Therapy) |
| <input type="checkbox"/> Certificate in Physiatrics (Body Therapy) | <input type="checkbox"/> Certificate in Electrology (Epilation) |

Practical Examination Resit(s)

Select the appropriate exams

- | | |
|--|---|
| <input type="checkbox"/> Certificate in Nail Technology | <input type="checkbox"/> Certificate in Aesthetics (Facial Therapy) |
| <input type="checkbox"/> Certificate in Physiatrics (Body Therapy) | <input type="checkbox"/> Certificate in Electrology (Epilation) |

Name on Certificates

Print answers CLEARLY in BLOCK LETTERS

We can only issue certificates using the name you legally enrolled with unless you can supply sufficient evidence of change of legal name.

Surname

First names

If you wish to resit your international examinations, contact the school for the correct form.

Students Initials

Personal Details **Print answers CLEARLY in BLOCK LETTERS**

Legal surname

Legal first names

Common name *Which name people normally call you*

Address
List your address using NZ Post Guidelines

Postcode

Cell phone **Landline**

Email address

Date of birth

Day		Month		Year				

NZQA number

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If your legal name is different from the name you enrolled with us under, you must supply evidence of the name change to us with this application, like a marriage certificate. It must be a verified photocopy.

Costs

These prices were accurate at the time of printing. Please check www.nasa.co.nz/fees/ for current fees.

Practical Resit (per exam)	Theory Resit (per exam)
\$70	\$40

Accepted Payment Types

You can pay by:

Cash	Visa or MasterCard	EFTPOS	Direct deposit
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Direct deposits can be made to our account 123 148 0065699 00. Please use your surname and first initial in particulars field and "NASAEXAM" in the code field.

There may be an additional charge for using a credit card.

You are only allowed to sit any exam a maximum of 3 times, including the original sitting, within 2 years after your original examination date.

Students Initials

Rules, Terms and Conditions Pertaining to ITEC, CIDESCO and NaSA Examinations

In this document, the following substitutions will apply:

- The applicant / candidate is herein referred to as “you”
- Aesthetics House Limited, trading as The National School of Aesthetics, is herein referred to as “we”
- The international governing body (such as ITEC or CIDESCO) is herein referred to as “IGB”

Application and Payment

1. You must pay your examination fees in full on or before the due date listed on this application as well as submit a completed application.
2. Neither we nor the IGB will hold the examination for you until your fees with us and the IGB are paid in full; you have met both our and the IGB’s requirements; and you have filled out all applications to our satisfaction.
3. We will not accept late fees or late applications.
4. If you have not made your payment in accordance with any of our or the IGB’s requirements, you shall forfeit your right to sit examinations but will not compromise your ability to apply for further examinations at a later date, if allowed by us or the IGB.
5. We do not allow changes once we have received your application.

Examination Requirements

6. You should arrive at the examination venue no less than 10 minutes prior to your examination’s starting time. We will not allow you to enter either practical or theory examinations if you are late.
7. You are responsible for liaison, contact and all other arrangements with your models. Even if we, our staff, your fellow students or other parties have found your models, the onus rests on you to establish and remain in contact with your model.
8. You need to contact your model and explain the rules, times, venues and give an outline of the treatments you are likely to perform on them. You should explain to your model that you will require your model to submit to any requested treatment, and if they refuse any treatment, it may result in you failing your examination. The model should be a prime candidate for a variety of treatments.
9. You should ensure your model has no contraindications to any treatments offered prior to examination day.
10. Your model should be over 18 years old and in good to excellent health. Your model must not be a tutor, a therapist or on a therapy training course, either in the past or present.
11. You need to ensure you have given your client all the relevant patch sensitivity tests at least 24 hours prior to the examination but not more than 6 weeks prior. If you fail to do this (you may need to provide evidence), we or the IGB will most likely fail you.
12. You need to wear your full uniform as per the school rules for all examinations, theory and practical. No exceptions. If you do not, you will lose points or possibly fail the examination.
13. You must hand in your evidence of treatments and / or projects to the Principal or Senior Tutor (whoever identifies themselves as responsible) by the due date given. **We will not mark any late evidence of treatment submissions or projects received after this date.** You will receive a “no grade” result otherwise. This means you will need to complete your case studies or have us send them to the IGB before you can receive your results. We will charge you additional costs, including postage and handling, if we are required to do this, and we must receive payment prior to us sending this information.
14. You will need to be and remain under or at the maximum time off allowed, as per the school rules and regulations, throughout your course. If you do miss further time, we may bar you from sitting your school and / or your international examinations without a refund.

Rules, Terms and Conditions Pertaining to ITEC, CIDESCO and NaSA Examinations (Continued)**Examination Requirements (Continued)**

15. You should ensure you have scheduled plenty of time either side of each section of your examination on examination day. We highly suggest you avoid the booking of other appointments, work, or other arrangements on your examination days, as examinations can sometimes run early or late. We bear no responsibility for this.
16. You must have proof of a current Workplace First Aid Certificate on file upon application.

Absence or Withdrawal from Examinations and Refunds

17. Once we have paid your fees to the IGB, the IGB will not refund us under any circumstance. The IGB will only credit our account in certain circumstances, usually when a candidate has provided a valid medical certificate or valid bereavement. See further points for further information.
18. **Neither we nor the IGB will give refunds under any circumstances.** Where documented illness (as in point 19) or documented bereavement (as in point 20) has prevented you from sitting your examination, the IGB may credit our account for you to sit your examinations at the next available opportunity. You will need to apply again using a form similar to this one. We may expect you to pay the difference, if any, in costs between the first examination and the later examination. Beyond the next available opportunity, you will need to reapply and pay for future examinations, if available. You have a maximum time limit of two years to resit your CIDESCO examinations (with charge) and one year to resit your ITEC examinations (with charge). The onus rests on you, not us, to remain in contact.
19. If you are ill and medically unfit to sit an examination, you must gain a medical certificate from a registered General Practitioner with the words, "in my professional opinion" (or similar) and "is unfit to sit the examination". The GP must have examined you and determined you were ill; neither we nor the IGB can accept you told the GP you were sick.
20. If your spouse, parent, sibling (brother or sister), child, grandparent, grandchild or spouse's parent dies, and the 3 days allowed bereavement leave falls during your international examinations, you may claim bereavement leave as per the Holidays Act 2003. You must supply adequate written evidence to us for this to apply, and the relationship must be one of those listed above.
21. If you withdraw from an examination, you may incur additional fees and will not be eligible for a refund.
22. If you do not attend your examinations for any reason other than documented medical illness or documented bereavement, we and the IGB will consider you absent from the examination, and you will not receive any refund. The IGBs usually do not credit our account in this instance.

The Examinations, Disclaimers, Results and Certification

23. We act as an agent for the IGB and are therefore bound by the terms and conditions set forth by the IGB. More information on the IGBs terms and conditions can be found on their Web sites: www.itecworld.co.uk for ITEC and www.cidESCO.com for CIDESCO.
24. Examination dates and times are made on a best-effort basis. We and IGBs reserve the right to alter these dates and times.
25. We provide your school results via post. Once we receive your results from ITEC, we will provide these to you via post. The CIDESCO examiner usually gives you results on the last day of examination. We will take all possible care to ensure your results are kept confidential but cannot guarantee they will remain so due to the nature of the postal system.
26. You must make arrangements with us to collect your certificates or have them sent to you. We do not automatically send out your certificates.

Rules, Terms and Conditions Pertaining to ITEC, CIDESCO and NaSA Examinations (Continued)

The Examinations, Disclaimers, Results and Certification (Continued)

27. We arrange these examinations for you on behalf of you and the IGB, and our liability and responsibilities shall be limited to arranging the examination, sending your exam fees to the IGB and providing a venue and equipment for the examination. We are not responsible for the length of time it may take for examination scripts, papers, results and/or diplomas and certificates to get from or to us or from or to the IGB. You understand NZ Post and other national and international postal and courier companies and agencies are responsible for the mail and courier systems through which these are sent, and any delay is no fault of ours.

Your signature verifies you, the applicant, understand, comprehend, and accept the rules, terms and conditions as listed with this document and reaffirm you understand, comprehend and accept the terms and conditions as expressed by NaSA in your enrolment form and rules, regulations, policies, procedures, et cetera.
If you are under 18 years old, your legal guardian will need to initial all pages and sign this document.

Your Signature		Date	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; border: 1px solid black;"></td> </tr> <tr> <td style="text-align: center; font-size: small;">Day</td> <td style="text-align: center; font-size: small;">Month</td> <td colspan="6" style="text-align: center; font-size: small;">Year</td> </tr> </table>									Day	Month	Year					
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Guardian's Signature		Date	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; border: 1px solid black;"></td> </tr> <tr> <td style="text-align: center; font-size: small;">Day</td> <td style="text-align: center; font-size: small;">Month</td> <td colspan="6" style="text-align: center; font-size: small;">Year</td> </tr> </table>									Day	Month	Year					
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Signature on Behalf of the National School of Aesthetics

NaSA Signature		Date	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; border: 1px solid black;"></td> </tr> <tr> <td style="text-align: center; font-size: small;">Day</td> <td style="text-align: center; font-size: small;">Month</td> <td colspan="6" style="text-align: center; font-size: small;">Year</td> </tr> </table>									Day	Month	Year					
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Application and Payment Due Dates **No scanned copies. We must receive the original.**

If you are sitting the examination in:	Your application and payment are due by:
Mid-year	15 March (or nearest Friday before the 15 th)
End of year	15 September (or nearest Friday before the 15 th)

Return This Completed Form with Payment to:

<p>Postal Address <i>Post only</i></p> <p>Admissions The National School of Aesthetics PO Box 1582 Christchurch 8140</p>	<p>Physical Address <i>No postal delivery</i></p> <p>The National School of Aesthetics 134 Antigua Street Addington Christchurch 8024</p>
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OFFICE USE ONLY							
Received by						Date	
Payment Amt	\$	Type	<input type="checkbox"/> Cash	<input type="checkbox"/> CC	<input type="checkbox"/> EFT	<input type="checkbox"/> Debit	Date
Notified by						Date	
Results sent by						Date	