

- 1. FABRIC WEEK-** Any student that doesn't partake of any fabric week will create two different outfits unassisted; and the styles of the outfits will be given by the HOD. Also, such a student will have to get a Model, go to a studio, take professional pictures of the two projects and submit it to the school in a 32GIG flash.
- 2. LOSS OF LOG BOOK-**Any student without logbook will not be allowed in class and no instructor will attend him/her.
- 3. UNIFORM-All** students must wear the Foundation T-Shirts on Saturdays. Any student that does not wear the T-shirt will not be allowed in class and no instructor will attend to him/her.
- 4. IDENTITY CARD-**Student must always wear their ID Cards. Any student that goes contrary to this will not be allowed in the school and can be suspended unless it's not ready and given consent.
- 5. VISITOR:** Student are not allowed to entertain guest(s) or visitor(s) in front and inside the Academy.
- 6. ELECTRONICS:** Electronics with high power consumption are not allowed in the Academy.
- 7. MD's REMARK:** All students are expected to submit their log book to the HOD after every month for sighting and remarks.
- 8. M.D'S OFFICE:** Students are not allowed to walk into the MD's office without authorization from the front desk. Any student that defaults will be dealt with accordingly.
- 10. CLASS STAGES:** Every student that registers with Gmyt foundation must start from basic regardless of the training they might have had elsewhere.
- 11. CLASSROOM POLICY:**

All students are expected to read their class policies at all times.

  - i. Students must submit their course form first thing before they come into the class.
  - ii. Punctual and Regular: Students should plan arriving on time to avoid entering the class when class has started to avoid distracting the instructor and students.
  - iii. Contact the instructor when you have to miss class.
  - iv. Avoid walking out half way through class into the class
  - v. Show patience towards the end of the class.
  - vi. Respect others.
  - vii. Be polite.
  - viii. Turn off or silent your cell phone.
  - ix. Contribute to the class discussion when appropriate.
  - x. Avoid side conversation.
  - xi. Be attentive in class.
  - xii. Be organized.
  - xiii. No conniving.
  - xiv. Address the instructors properly.
  - xv. No bullying of any kind.
  - xvi. Ensure to maintain cleanliness in the class and also in the comfort.
  - xvii. Avoid signaling, sending signs that class time is up.
  - xviii. No conniving.
  - xix. No bullying of any kind.
  - xx. Ensure to maintain cleanliness in the class and also in within the Academy.

## 12. DISCIPLINARY POLICY

The management of the academy reserves the right to suspend, expel, and dismiss students without notice, should the student give sufficient cause. In such case, the management's decision will be final and no refund of fees will be made.

**13. LOSS OF ID CARD-** Reissuing of the school ID card if lost cost 10k.

**14. MEETING-** The Director will not always be present during the students' meeting. Meeting with the students will be occasionally when the need arises.

**15. TEST AND EXAM-** All student must participate in all tests, exams, collections and projects. Else, they will be suspended or even expelled if the need arises.

**16. CUT OFF MARK:** All students are expected to meet up with the cut-off mark of 75% as a criterion for graduation. Failure to meet up with the set cut-off mark will result to such a student repeating the course at an extra cost.

**17. TESTIMONIALS-** All student must give testimonials within three months into the program.

**18. TUITION-** School fees is subjected to one time payment

**19. DAMAGES & LOSS-** In the case of loss or damage of school property by a student, other students of the same department are expected to report the case immediately to the school management and identify the culprit. Failure to do this, it will be enforced on every student in that class or department to bear the cost.

Also, lectures will be suspended until the damage or loss is fixed or replaced. Furthermore, you shall take full responsibility of any damage caused by you and fix same immediately.

**20. SHOWCASE-** Any student that does not showcase a collection on the runway will not be entitled to a certificate.

**21. PROJECTS-** Every student must participate in all group projects. All students must submit their projects after their logbooks have been marked.

**22. GRADUATION/CERTIFICATION-** Two Months Internship with the Academy, collections, Clearances (No outstanding debts, attendance in all courses must not be less than 75%, no damages on school property, no property of school in possession) and all graduating students are to present three or more mannequins to the school in union.

**23. PROJECT-**Any student that does not participate in any other project will not be allowed in class until such student submit double of the assigned project to the school.

**24. ATTENDANCE-** All students must ensure to sign in and sign out at the security post. Also, they should sign their logbooks and attendance with instructors.

**25. ENTREPRENEURSHIP SESSION-** During any entrepreneurship session, all students must be seated before the facilitator walks in. Any student that comes in after the facilitator will not be allowed into session.

**26. RESERVATION-** No student should reserve seats by keeping their bags on a machine/seat before any class commences. .

**27. EVENTS-** Every events organized by the school is compulsory for all students to attend as part of the school's project.

**28. TESTIMONIALS-** All students must write testimonials and grant interviews conducted by or for the school.

**29. DECORUM-** Students must not raise their voices on any of the staffs as they carry out instructions given by the Director.

**30. SMOKING\ALCOHOL CONSUMPTION-** This is prohibited in the school premise.

**31. AGE DISCRIMINATION:** GMYT FASHION ACADEMY value productivity and professionalism. However, age should not be a reference point or criteria in our mode of communication and interaction. Student must accord respect to each other and Staff of GMYT based on their position and assignment given to them to carry out.

**32. FIGHTING:** Any student found fighting in the school premise will be expelled immediately with no refund of fees.

**33. BETRAYAL:** Every student is bounded by the law that governs the school and the oath taken during the induction ceremony. Any student found guilty of bringing reproach to the school will be expelled immediately.

**34. DEFAMATION:** The reason for the school policies is to protect the interest of the students and the school. Any student found guilty of verbally defaming and sabotaging the school will be expelled immediately. Also the school shall follow all legal means to persecute the culprit.

**35. BRAND PROMOTION:** The school reserves the right to use all class projects done in school as a student or alumni for promotion of the school.

**36. OWNERSHIP-** The school reserves the right to all alumni/present school images, projects, materials for promotion and also others as applicable. Therefore, students are not allowed to make personal services except assignments and projects.

**37. PROMOTION-** Pictures of all students' class activities are often taken for promotional use. No student must grieve against anyone taking pictures of them as it aids the promotion of the academy.

**38. . RIGHT TO STUDENT PROJECTS-** Every group projects done by students is a property of the school.

**39. BATCHES-** The school has the right to divide the students into batches in the case of any pandemic. This is to ensure that everyone is safe.

**40. COVID REGULATIONS:** Students are to ensure that they follow the laid down Covid 19 protocols/regulations given by the academy. Any student that defaults would not be allowed into the school premise or would be sent out of the class.

**41. EXTRA CURRICULA ACTIVITIES:** Student are to note that extra curricula activities attracts extra fees. This fee shall not be compulsory but optional for student interested students only.

**42. UNIFORMITY:** You are expected to purchase all kit(s) in school so as to encourage uniformity of materials/tools. Kindly note that kit purchased outside the school shall not be accepted.

**43. ILLUSTRATION KITS:** Illustration kits qualifies you for free three months illustration classes but you are required to pay if you want to continue.

**44. SCHOOL PROJECT:** All students are expected to participate fully in every project. If you did not pay for the project, but participated, you will not be cleared by your supervisor. If you pay but did not participate, you will not be cleared by your supervisor. Any student found guilty of this will do the project single handedly without any supervision.

**45. COMPLAINTS:** Students must write a letter in their logbooks addressing it to the Director and stating their complaints or request. It should be dropped at the front desk and collected after one week.

**46. NON-REFUNDABLE/NON-COVERTABLE OF FEES:** Your tuition fee as well as any other fees paid to the academy are non-refundable, non-transferable and non convertible.

**47. INDUCTION/GRADUATION:** Every student is required to pay for and attend the graduation ceremony. Any student that defaults will be made to pay for it before they are allowed into the classroom as it is part of the curriculum.

**48. DRESS CODE:** The official dress code is corporate wear or casual corporate. No slippers is allowed into the school premises. Students can however wear sneakers or flat shoes.

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STUDENT'S SIGNATURE

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MD/CEO SIGNATURE

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