



Start your journey

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Welcome

Dear Prospective Isa Student

On behalf of Management, Staff, and current students, we are excited to welcome you to the **Isa Carstens Academy**. We are pleased that you have chosen us to guide and support you throughout your studies.

At the **Isa Carstens Academy**, we recruit individuals whose dream it is to be successful in the Health and Wellness Industry. I once read that “*a somatologist is someone who thinks like a chemist, trains like a doctor, listens like a therapist, schedules like a secretary AND makes you look and feel amazing*”. This is so true – and my wish for you is to be that graduate!

Our industry is continuously growing, with various exciting career opportunities. We are part of a 4.5 trillion-dollar wellness economy of which skin care forms the biggest part. We commit to equip you with expert knowledge and skills during your Isa journey and together, with your passion and dedication, we strive to embrace a most rewarding career in a holistic wellness environment.

Let's rethink beauty – Live your life beautifully and live life well.

Please familiarise yourselves with the contents of our registration communication and process and should there be any queries, please do not hesitate to contact our office.

Our office will be closed from 14 December 2022 and will reopen on the 9th of January 2023.

We wish you and your family the very best for the remainder of 2022. Please stay safe and healthy.

Yours sincerely



Mrs Isabel Roos

MANAGING DIRECTOR

Important dates 2023

Offices open	09 January	
REGISTRATIONS		
Stellenbosch Campus	Online Registration Open & Closing Dates	Issue Kit and Uniform (On Site)
Diploma in Somatology - 2 nd year students	10 - 13 January	19 January
Diploma in Somatology - 3 rd year students	10 - 13 January	20 January
Advanced Diploma in Dermal Aesthetics	18 - 23 January	N/A
Higher Certificate in Front Office Administration	20 - 25 January	30 January
Diploma in Somatology - 1 st year students	20 - 25 January	30 January
<i>All students must complete the Online Registration between the above given dates</i>		
Pretoria Campus	Online Registration Open & Closing dates	Issue Kit and Uniform (on site)
Diploma in Somatology - 2 nd year students	10 - 13 January	19 January
Diploma in Somatology - 3 rd year students	10 - 13 January	20 January
Advanced Diploma in Dermal Aesthetics	18 - 23 January	N/A
Higher Certificate in Front Office Administration	20 - 25 January	01 February
Diploma in Somatology - 1 st year students	20 - 25 January	01 February
<i>All students must complete the Online Registration between the above given dates</i>		
SEMESTER 1		
Term dates, Academy and Public Holidays	Term 1	Term 2
Diploma in Somatology - 2 nd & 3 rd year	23 January - 31 March	12 April - 23 June
Higher Certificate students	31 January - 31 March	12 April - 23 June
Diploma in Somatology - 1 st year (Stellenbosch)	31 January - 31 March	12 April - 23 June
Diploma in Somatology - 1 st year (Pretoria)	02 February - 31 March	12 April - 23 June
Advanced Diploma students	30 January - 30 June	
Academy Holiday	20 March	
Human Rights Day	21 March	
Reconciliation Day (Good Friday)	07 April	
Family Day (Easter Monday)	10 April	
Freedom Day	27 April	
Academy Holiday	28 April	
Workers' Day	01 May	
Youth Day	16 June	
SEMESTER 2		
Term dates, Academy and Public Holidays	Term 3	Term 4
Diploma in Somatology	17 July - 22 September	2 October - 30 November
Higher Certificate students	17 July - 22 September	2 October - 30 November
Advanced Diploma students	10 July - 30 November	
Women's Day	09 August	
Heritage Day	24 September	
Public Holiday	25 September	
Rewrites/Retakes	3 rd Years 1 st & 2 nd Years, Adv Diploma, Higher Certificate	October/November November
Graduation Ceremony		
Stellenbosch Campus	01 December	
Pretoria Campus	06 December	
Offices Close	14 December	
Isa Aesthetic Wellness	Close 22 December	

Tuition fees

You will receive your pro-forma invoice with the final 2023 tuition and kit fees shortly. Please be reminded that all tuition fees are payable on or before the **10th of January 2022**. **As we are aware that the matric results will only be made available 20 January 2023, a full refund on tuition, uniform, textbook and kit fees will be given should a student not meet the minimum academic admission requirements for Higher Certificate or Diploma Studies as set out in the Higher Education Act (101/1997).**

Diploma in Somatology Tuition Fees 2023

Non-Refundable Reservation Fee	R 5 000
Tuition Fees	R80 157
SAAHSP Membership (includes Badge)	R 503
Kit/implements and accessories	R10 800
Uniform:	R 4 490

QTY	ITEM	PRICE/UNIT	TOTAL PRICE
2	Tops	R 445	R 890
2	Pants	R 405	R 810
2	Tabard	R 290	R 580
1	Navy cardigan	R 650	R 650
1	Navy jacket	R1 000	R1 000
1	Golf t-shirt	R 305	R 305
1	Name badge and student card	R 255	R 255

Textbooks: R 5 260

QTY	ITEM
1	Logbook
1	Body fitness and exercise
1	Cosmetic Science, Dr Liebowitz
1	Entrepreneurship and how to establish your own business
1	Essentials of Human Anatomy and Physiology
1	Academic Literacy
1	Nutrition and diet therapy
1	Personal selling
2	Student manuals
1	Student diary

Additional Anatomy bridging module R 950

(Applicable to students that (1) does not have Life Sciences as a subject or (2) students with Life Sciences as a subject that did not meet the minimum pass mark of 50% in their final score)

***Membership fees are price estimates based on the 2022 fees. The cost for these items will be confirmed by the end of November 2022.**

Higher Certificate in Front Office Administration Tuition Fees 2023

Beauty and Wellness as Elective

Students have the option to register for the Retail Marketing Elective at an additional cost (this fee includes the text book) R 5 768

Non-Refundable Reservation Fee	R 4 000
Tuition Fees	R39 785
Kit/implements and accessories	R16 650
Uniform:	R 4 490

QTY	ITEM	PRICE/UNIT	TOTAL PRICE
2	Top	R 445	R 890
2	Pants	R 405	R 810
2	Tabard	R 290	R 580
1	Navy cardigan	R 650	R 650
1	Navy jacket	R 1 000	R 1 000
1	Golf t-shirt	R 305	R 305
1	Name badge and student card	R 255	R 255

Textbooks: R 3 495

QTY	ITEM
1	Logbook
1	Administrative Management
1	Basic financial accounting
1	Customer service
1	Effective business communication in organizations
1	Academic Literacy
1	Student manuals
1	Student diary

Higher Certificate in Front Office Administration Tuition Fees 2023

Retail Marketing as Elective

Non-Refundable Reservation Fee	R 4 000
Tuition Fees	R31 729
Uniform:	R 560

QTY	ITEM	PRICE/UNIT	TOTAL PRICE
1	Golf t-shirt	R 305	R 305
1	Name badge and student card	R 255	R 255

Textbooks: R 4 150

QTY	ITEM
1	Administrative Management
1	Basic financial accounting
1	Customer service
1	Effective business communication in Organizations
1	Personal selling
1	Academic Literacy
1	Student diary

Should you have any enquiries regarding the fees please contact: finance3@isacarstens.co.za

Guideline for prescribed shoes

We are busy with many aspects of planning for the academic year of 2023, and everyone is getting excited to welcome our new group of students.

We would like to remind you that **prescribed shoe** options form part of your professional uniform to be worn during practical training. Please ensure that you buy your shoes **before** training starts, as our uniform reflects our professional image, and we wear it with pride.

Furthermore, we recommend that you invest in at least two pairs of shoes - remember you are going to wear these shoes for about 3 days per week. Thus, it would be wise to alternate your shoes daily, to maintain and prolong the health of your feet.

The following shoes options are prescribed for the Isa Carstens Academy 2023 uniform:

White Trainers:

- Only **all-white trainers** allowed. **No colour variations** eg no cream, off-white or light grey. No colours / prints or coloured logos
- **No** material trainers allowed
- **White hidden socks** (no socks to be seen) **or stockings** in a colour closest to your skin tone, to be worn with the trainers
- White trainers to be kept **clean and neat** when worn with the uniform

Should you have any queries on the uniform, please contact your Campus Manager.



For illustration purposes only

E-learning at the Isa Carstens Academy

The world is becoming increasingly digital and ever changing. No workplace has been left untouched by technology and continuous adaptations to circumstances.

The Isa Carstens Academy makes use of a blended learning approach, combining various learning platforms for online support to our contact learning sessions.

At the **Isa Carstens Academy** we use the following **Learning platforms**:






1. **Moodle** for educational purposes, for students to access their learning material, submit assignments, write online class/formative tests, and attend online classes in some instances.
2. **Office 365 Teams** for online classes and access to videos.
3. **Office 365 Outlook Email**: Students will be issued with their own Office 365 educational account with an Isa Email address (studentnumber@ac.isacarstens.co.za) for all formal and informal communication once on campus and therefore it is compulsory for students to have access to a laptop/tablet/desktop during their studies at the academy. We strongly advise that students have the Office package (Word, PowerPoint, Excel) installed on their devices.

Guideline for the required choice of electronic device:

We do not recommend students to rely on smart phones to access our formal learning platforms.

1. Screen size of devices advisable not to be smaller than 7 inches.
2. Built in/portable web camera compulsory.

Below is a guideline for the required choice of device.

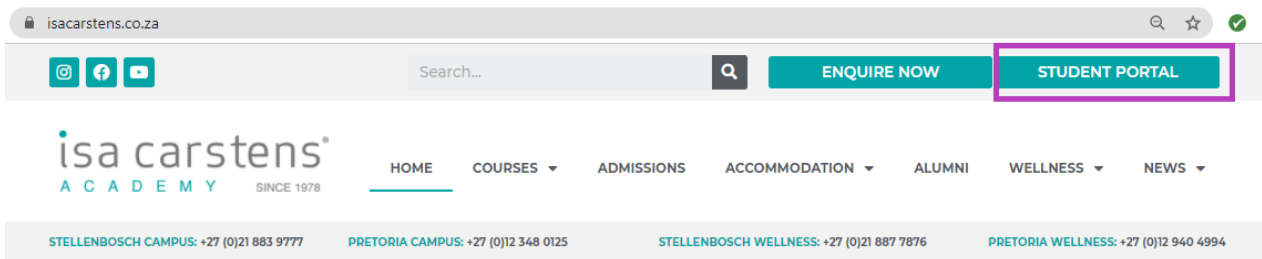
Chromebooks	 <ul style="list-style-type: none">• Chromebooks that support Android Play Store apps.• Asus Chromebook Flip• Acer Chromebook R11 / C738T• Google Chromebook Pixel (2015)• 16GB internal storage space• 8/12GB RAM	Android	 <ul style="list-style-type: none">• Tier one Android devices (e.g. Samsung, Acer, Asus, Sony, LG)• Quad Core CPU at 1.7 GHz processing speed• 32GB internal storage space• 4GB RAM• Android version 7 or higher
Apple iOS	 <ul style="list-style-type: none">• iOS 11 or higher• iPad Mini 2 or newer, iPad Air 2 or newer or iPad Pro• iPhone 6 or newer	macOS	 <ul style="list-style-type: none">• Mac running the latest macOS
Windows	 <ul style="list-style-type: none">• Tablet or laptop with Windows 10• 32GB internal storage space• 4GB RAM		

Online Registration

You will be required to **register online, submitting important registration documentation**. It is compulsory to complete all the steps of the registration process before your Proof of Academic Registration can be issued.

The online registration platform can be accessed through our student portal on the [website](#), between **20 - 25 January 2023 only**, using your **STUDENT NUMBER** as your Username, and **ID/PASSPORT NUMBER** as your Password.

The Online registration portal will close @ 16:30pm on the 25th of January 2023



Username: (your student number, as per your acceptance letter)

Password: (your ID number or Passport number as per your initial online application)

Online Registration documentation and process

When you access the online registration portal;

- 1) You must submit a certified copy of your Final Grade 12 / Equivalent results.
- 2) You will be required to read through the **Student Contract** and **Student Code of Conduct** and electronically accept the terms. Please take note acceptance of the Student Contract and Student Code of Conduct is compulsory and serves as your electronic signature. This indicator is stored on your Student File and will be used as a Legal Agreement in a dispute/disciplinary matter. If you do not accept the Student Contract and Student Code of Conduct the system will not allow you to continue and we advise you to contact the Campus Manager, should you have any questions in this regard.
- 3) **Study Permits/Visa, Non- SA Citizens/Residents**
Students from other countries must familiarize themselves with the study permit regulations of the Republic of South Africa as the Isa Carstens Academy cannot act as a guardian for any student. You will be required to submit your Study Permit as part of the registration process.
- 4) **Hepatitis B Vaccination**
You are reminded that it is compulsory for all students working in the Health and Wellness Industry to submit proof of a valid **Hepatitis B** Vaccination.

Confirmation of Registration

Please allow 3 – 5 working days for us to verify your online registration. If you met all the registration criteria a proof of registration will be emailed to your personal email address and to the Account Responsible email address as per your registration record.

You must keep a copy of the Proof of Registration issued to you for your own personal records and future use.

▶ **Proof of Academic Registration**

You will be required to present your **Proof of Registration** on the date as listed below to be able to **collect your uniform and textbooks and register your student card on campus**. A time schedule will be communicated closer to the time. Please keep to the allocated time slot.

Stellenbosch Campus: 30 January 2023

Pretoria Campus: 01 February 2023

▶ **How do I get a proof of registration?**

Your Proof of Registration will be emailed to the **Student and Account Responsible email on record**, provided you successfully completed your Online Registration, **in that:**

1. Your final matric / equivalent results have been verified by our offices
2. You have accepted our online student contract and student code of conduct electronically; and
3. Your financial agreement is confirmed

**Although we strive to issue your Proof of Registration before you are scheduled to collect your textbooks and uniform on campus, it might be generated and issued on short notice or alternatively on the day that you arrive on Campus.*

You must also hand in the following hard copies on this day:

- Certified copy of your ID/Passport
- Certified copy of your Matric/Equivalent result
- Proof of Hepatitis Vaccination, if not yet submitted online
- Proof of Study permit/visa if not yet submitted online

▶ **Isa Ladies Residence**

Please contact the Isa Ladies Residence for any enquiries i.e arrival times.

Contact Information

Office hours

07:45 – 16:30 (Monday – Thursday)

08:00 – 16:00 (Friday)

Stellenbosch Campus

Phone: 021 883 9777

Email: info@isacarstens.co.za

Pretoria Campus

Phone: 012 348 0125

Email infopta@isacarstens.co.za

Finance Department

Phone: 021 883 9777

Marilyn Ontong

Email: finance3@isacarstens.co.za

Online Registration Assistance

Sanette du Plessis

Email: adminofficer@isacarstens.co.za

Isa Ladies Residence Stellenbosch

Magda Botha

Phone: 021 883 8827

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Isa Ladies Residence Pretoria

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Email: infopta@isahostel.co.za