

Life Changing Academy Jamaica



MOTTO

Changing Lives Creating Value through Education

Mission statement

Life Changing Academy Jamaica is an online and Face-to-face education institution that aims and mission is to create value through education to help reach young people not just here in Jamaica but right across the world. We aim to reach them where they are and bring them to a higher stand where growth and principle is Christ in their mind.

Devotion and worship

- All students should participate in devotional exercises as best as possible. Students who have a valid reason why they don't want to participate should relate to the instructor.
- Devotion plays a vital part in student spiritual growth and development.

School Guideline

- All students should attend class on time. Students who miss or planning not to attend class should reach out to the teacher or principal at least 2 hours before.
- Students can only sit out of the program for ONLY 2 months
- Life Changing Academy Jamaica is an institution that respects each person's values and standards. We ensure that all Teachers, students, and staff are respected despite their age, race, gender, and religion.
- Life Changing Academy Jamaica uses the bible as a reference of how to deal with each situation as the source guideline from God.
- For students who may have challenges continuing class due to any illness, or disease, a provisional offer should be given if can be proven

by a doctor. Where they can start back classes when their condition is improved.

- Students who disrespect the principal, teacher, and other classmate will be suspended until a written and verbal apology is given, which is acceptable based on the offense.
- A student who tarnishes the school's reputation can be expelled immediately from all classes and charged by law.
- No eating in class when the class session is in progress, especially face to face classes.
- No loud music, especially derogatory or otherwise to disturb class activity when class is in progress

Refund Policy

- Students who would have made payment for a course but have yet to start classes on the intended date as a result of no classes being held or no teacher/or as result of fault of the institution may be refunded the less of 10% of the total payment made by student plus the registration fee or as is fit based on individual situation that is if nothing else can be done to remedy the situation as a last resort.
- Once a student is registered for a class and is given all access to said resources for the class and fails to begin attending class session on their part then no refund will be granted.
- If any student stops attending class on their part and decides later to withdraw from program, then no refund will be granted.
- Graduation refund is applicable after graduation is close if student choose not to graduate

Class Withdrawal Policy

- Students who start classes and have not made any attempt to make payment having no valid reason why they cannot make payment may be eligible for withdrawal upon inadequate or improper communication to principal or financial department.
- Students who stop making payments on the program because of financial challenges will be given time to fix the situation if there is no improvement for a set period, and/or no communication on said student's behalf. Student is eligible for withdrawal from class.
- Students who have not made payment or are having financial issues and have not communicated same and stop coming to class without notifying anyone are eligible for withdrawal.
- Students who are to be withdrawn from the program will be notified before hand of same prior to stopping classes. So no student should stop coming to classes without being first informed of same whether by writing such as by email and whatsapp, etc., call, or face to face.
- Anyone who is not attending classes for an extended period without informing teacher or principal of same is eligible of withdrawal.

Dress Code Policy

- Students, and staff should be attired modestly and professionally.
- Students and staff should wear appropriate clothing when coming to class online or face to face. For most classes online it is not a requirement to always have your camera on but when oral presentation requires same dress code and grooming guidelines apply.
- All students should have their ID if they come to school at any given time. A student who does not yet have their ID may bring any form of national identification such as: driver's license, passport, and national voter's ID.
- Students who ask the principal or teacher to drop off any document for them to collect at any given point must dress appropriately.
- All students for face to face should wear their uniform or scrubs as prescribed for each course when coming for classes, workshop, or lab day.
- Closed mouth shoe/ sneaker is always best. Acceptable colours: black, brown, or white.
- For scrubs no neon or extremely bright scrubs, no white scrubs.
- All students must wear or be able to provide your school ID when coming to school or in the clinical area if necessary.
- All Uniform dress must be at least two inches below the knee.
- Uniforms should be well fitting and capable of proper mobility and movement that is required at clinical or on campus.

Grooming Policy

- Hair should be clean, off the shoulders and neck, and secured behind the ears if possible for females.
- No long extension or braids that fall pass or on the shoulders.klm,km,
- Males hair should be clean, neat, and trimmed including facial hair.
- Fingernails should be natural, clean and trimmed short for good hygiene maintenance. Clear top coat may be worn, no other nail varnish.
- Makeup should be worn with discretion and moderation.
- Students should be clean and well-groomed to minimize odor

* Full Uniform*

Light Blue Color
Accentuated Yellow

Yellow should be at the
end of the sleeves

White or Brown stockings

White or black shoes



Useful Links/ Information

Description	Contact	Link
Nursing supplies	Rudeka Wholistic Care Products Jamaica 876-479-4557	https://forms.gle/sUBFXFDrHo4VkeH58

Life Changing Academy Jamaica

Board of Management

I _____ hereby confirm that I have read in full and understand the terms and guidelines outlined herein in this document and promise to uphold said guide to the best of my ability as it applies to me, and am liable for the consequences of not taking said guide into account.

Student signature _____

Date _____