isa carstens®
ACADEMY SINCE 1978

Shape
What's
Next

STUDENT COMMUNIQUE

2027 EDITION





TABLE OF CONTENTS

WELCOME MESSAGE - 2

Excitement is in the air

OUR VISION AND VALUES - 3

STUDENT INFORMATION - 4

Important dates
Time tables
Change of personal information
International students
Prescribed shoe
E-learning information
Orientation
Advanced Diploma in Dermal Aesthetics and
Advanced Skincare Bridging Practical Block Weeks

ACADEMIC ACCOMMODATION AND LEARNING SUPPORT - 10

Academic Concession
Academic Subject Credit

FEES - 11

Financial Matters
Payment options

- Higher Certificate in Front Office Administration
- Diploma in Somatology
- Advanced Diploma in Dermal Aesthetics
- Advanced Skincare Bridging
- Advanced Diploma in Spa and Salon Management

Important Information
Flow chart

REGISTRATION - 18

Online Registration
Registration Criteria
Online Registration Checklist
Newcomers Checklist
On-Campus Registration Checklist

LADIES RESIDENCE- 20

CONTACT US- 21

Every effort has been made to ensure the accuracy of the information in this publication; however, the Academy reserves the right at any time, if circumstances require, to make changes to any of the published details.

isa carstens® ACADEMY SINCE 1978



Welcome to YOUR Journey at The Isa Carstens Academy 2027

Dear Student,

Welcome to a new academic year at the Isa Carstens Academy, which brings fresh opportunities, new challenges and exciting possibilities. Whether you are joining us for the first time or returning to continue your studies, we are delighted to welcome you to our Academy family.

To our new students, congratulations on choosing a profession that has the power to make a meaningful difference in people's lives. You have joined an Academy with a proud heritage of excellence and innovation in skincare and wellness. Over the years, thousands of graduates have built successful careers across South Africa and around the world, and now your story becomes part of that legacy.

To our returning students, **welcome back**. We look forward to seeing you continue to develop your knowledge, skills and confidence as future industry professionals.

At Isa Carstens Academy, our purpose extends beyond education. Our vision is to pioneer and shape the global wellness landscape, making wellbeing sustainable, accessible and transformative for all. As future professionals, you have the opportunity to contribute to this vision and make a positive impact on the lives of others.

As you begin the year, we encourage you to embrace the values that define our Academy:

Uplift each other. Be kind, supportive and willing to learn from those around you. Take pride in everything you do. Approach every class, practical session and interaction with professionalism and a commitment to excellence.

Shape what's next. Stay curious, think creatively and embrace new ideas.

Practice what you teach. Prioritise your wellbeing, celebrate your progress and enjoy the journey. Our campuses are more than places of learning. They are communities where friendships are formed, confidence is built, and potential is realised. Make the most of every opportunity to learn, connect and grow.

The future of wellness needs skilled professionals, compassionate leaders and innovative thinkers. We believe each of you has the potential to make a meaningful impact, and we are honoured that Isa Carstens Academy can be part of your journey.

May this year be one of discovery, achievement and memorable experiences.
Welcome to the Isa Carstens Academy family. Together, let us shape the future of wellness.

Warm regards,

YSwanepoel

Yolandé Swanepoel
Chief Executive Officer

VISION

Isa Carstens is pioneering and shaping the global wellness landscape, making well-being sustainable, accessible and transformative for all

VALUES

How we bring the Isa Magic to all our stakeholders:

We uplift each other

The "humanness" value

· Make time to understand each other, embracing differences
· Actively participate – speak up, step up and stay curious
· Encourage growth, share opportunities and stand together

We take pride in everything we do

The "quality" value

· Build on high standards while being open to better ways
· Embrace mistakes and feedback as learning moments to elevate
· Make space for growing mastery in our art and science

We shape what's next.

The "pioneering" value

· Think global, challenge assumptions and unlock scalable solutions
· Bring vooma and take responsibility for ourselves
· Collaborate, to keep bringing industry firsts that transform

We practice what we teach

The "well-being" value

· Care for ourselves so we can care for others
· Kindle "our work is our joy", connecting daily to our spark
· Celebrate and feast on big and small successes



IMPORTANT DATES 2027

STUDENT INFORMATION

Offices open — **07 January**

REGISTRATIONS

All students must complete the Online Registration between the given dates

	Online Registration Open and Closing	Issue Kit and Uniform (On-Site)
Somatology: 2nd years	15 December 2026 - 08 January	14 January
Somatology: 3rd years	15 December 2026 - 08 January	15 January
Somatology: 1st years	13 - 20 January	26 January (Stellenbosch Campus) 28 January (Pretoria Campus)
Front Office Administration	13 - 20 January	26 January (Stellenbosch Campus) 28 January (Pretoria Campus)
Dermal Aesthetics	07 - 15 January	N/A
Spa and Salon Management Semester 1	07 - 15 January	N/A
Spa and Salon Management Semester 2	21 June - 01 July	N/A
Advanced Skincare Bridging	07 - 15 January	N/A

SEMESTER 1

Term dates, Academy and Public Holidays	Term 1	Term 2
Somatology: 2nd & 3rd Years	15 January - 19 March	05 April - 18 June
*Work Integrated Learning 2nd Years	15 - 20 March or 30 March - 03 April	21 - 26 June or 12 - 17 July
*Work Integrated Learning 3rd Years	N/A	12 - 19 June or 05 - 10 July
Somatology: 1st Years (Stellenbosch)	26 January - 19 March	05 April - 18 June
Front Office Administration (Stellenbosch)	26 January - 19 March	05 April - 18 June
Somatology: 1st Years (Pretoria)	28 January - 19 March	05 April - 18 June
Front Office Administration (Pretoria)	28 January - 19 March	05 April - 18 June
Dermal Aesthetics	25 January - 25 June	
*Online Orientation Session	25 January	
*Practical Block Week	15 - 19 March	21 - 25 June
Spa and Salon Management	25 January - 03 April	12 April - 25 June
*Online Orientation Session	25 January	
Human Rights Day	21 March	
Public Holiday	22 March	
Reconciliation Day (Good Friday)	26 March	
Family Day (Easter Monday)	29 March	
Isa Carstens Academy Holiday	26 April	
Freedom Day	27 April	
Workers' Day	01 May	
Youth Day	16 June	

SEMESTER 2

Term dates, Academy and Public Holidays	Term 3	Term 4
Somatology: 1st, 2nd & 3rd years	12 July - 23 September	04 October - 03 December
*Work Integrated Learning Block 1st year	N/A	15 November - 04 December
*Work Integrated Learning Block 2nd year	18 - 23 September or 27 September - 02 October	15 - 27 November
*Work Integrated Learning Block 3rd year	N/A	25 October - 13 November
Front Office Administration	12 July - 23 September	04 October - 03 December
*Work Integrated Learning Block	N/A	08 - 20 November
Dermal Aesthetics	05 July - 19 November	
*Practical Block Week	27 September - 01 October	
Advanced Skincare Bridging	12 July - 20 November	
*Practical Block Week	27 September - 01 October	
Spa and Salon Management	05 July - 10 September	20 September - 19 November
*Online Orientation Session 2nd Semester	05 July	
Women's Day	09 August	
Heritage Day	24 September	

Rewrites/Retakes	(Exact dates to be confirmed)
Somatology: 3rd Years	October
Somatology: 1st and 2nd Years, Front Office Administration	November
Dermal Aesthetics & Advanced Skincare Bridging	November
Spa and Salon Management June/July	November

GRADUATION CEREMONY	
Stellenbosch Campus	26 November
Pretoria Campus	29 November
Offices Close	15 December
Wellness Sanctuary by Isa Carstens Close	18 December

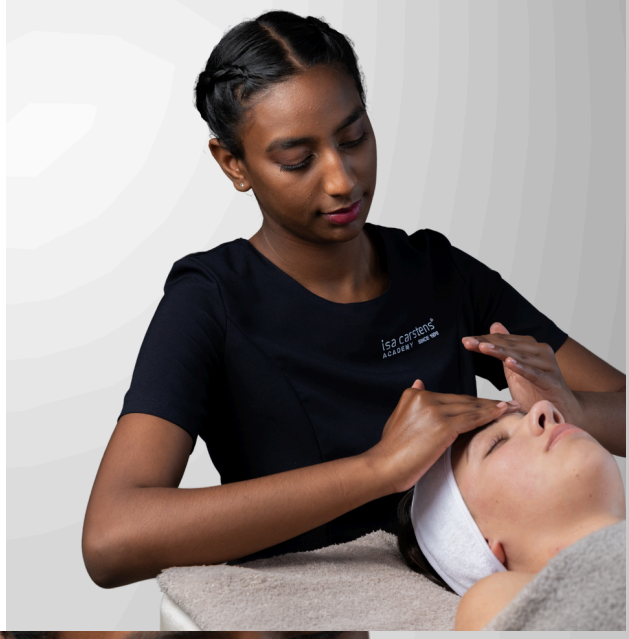
TIME TABLES

Lecture timetables and other relevant documents are available on Moodle. You can access Moodle after completing your registration in January.

Refer to the IMPORTANT DATES in this document prior to making travel and holiday arrangements for the 2027 academic year.

CHANGE OF PERSONAL INFORMATION

It is your responsibility to keep your personal information, including your address and cellphone number, up to date. Update your info online via the 'Update My Details' tab on the student portal or submit changes in writing to the education secretaries on campus. Ensure that your account responible contact information is current, as official communications are sent to the account holder listed in your student record.





INTERNATIONAL STUDENTS

International students must apply for a South African study visa before arrival.

You are required to submit the following additional documentation during the online registration process;

- Your passport
- Valid study permit

Payment of fees:

- Only VISA- and Master Card on-line payment options available for our international students

For illustration purposes only







DIPLOMA IN SOMATOLOGY AND HIGHER CERTIFICATE IN FRONT OFFICE ADMINISTRATION STUDENTS ONLY

GUIDELINES FOR THE PRESCRIBED TRAINER SHOE

Trainer shoes form an essential part of your professional uniform for practical classes. The trainers must meet specific standards to ensure a consistent, professional image, protect your feet during extended hours, and support good posture and movement.

REQUIREMENTS:

1. Colour
   - Only all-white trainers are permitted.
   - No colour variations (e.g., cream, off-white, light grey).
   - No coloured, printed, metallic, or contrasting details.
   - Sole must also be white — no coloured sections, gum soles, or translucent materials.
2. Material
   - Trainers must be made from leather or synthetic leather only.
   - Canvas uppers are not allowed.
   - Shoes should be wipe-clean for easy maintenance.
3. Style
   - Low-profile trainers only — no platform, wedge, or elevated heel styles.
   - Laced trainers are recommended for the best fit and stability.
   - Branding or logos must be white-on-white and discreet (embossed or stitched, not printed in colour).
4. Socks/Stockings
   - White secret socks or stockings in a colour closest to your skin tone must be worn.
   - Socks must not be visible above the shoe edge when standing or walking.
5. Condition & Cleanliness
   - Trainers must be kept clean and in good condition at all times.
   - Scuffed, stained, discoloured, or damaged shoes must be replaced promptly.
   - Clean shoes after every practical day.

Fit & Comfort Recommendations

Choose a trainer with:

- Strong support to stabilise the foot.
- Cushioning or shock absorption for daily wear.
- Lightweight construction to reduce fatigue.
- Natural flexibility for walking comfort.
- Consider purchasing two pairs to alternate between wear (trainers will be worn approximately three days per week).
- For optimal comfort, choose a trainer half a size larger than your regular shoe to allow for foot swelling.
- Shoes must fit securely, with no heel slip and enough toe room to prevent pressure points.

Remember: These standards are in place to ensure safety, hygiene, and professionalism in the training environment. If you are unsure whether a pair meets the requirements, please check with your Academic Programme Coordinator before purchase.

Please make sure you purchase your trainers before the 1st practical training class.

E-LEARNING AT THE ISA CARSTENS ACADEMY

At Isa Carstens Academy, we are committed to providing a dynamic and supportive learning environment that empowers students to thrive academically and professionally. As part of our commitment to excellence, we adopt a multi-modal approach to programme delivery, offering programmes in contact, hybrid, and distance learning. Our teaching and learning approach is blended, combining face-to-face sessions (virtual or in-class) with a variety of online platforms to enhance your learning experience. To fully participate in your studies, you must have access to a personal laptop.

The following Learning platforms are used:

- Moodle (LMS): access learning material, submit assignments, write online class/formative tests, and attend online classes in some instances.

Office 365:

- Microsoft Teams: Used for online classes, sharing recordings, and audiovisual content.
- Outlook: Your official email platform for all Academy communication.
- SharePoint, Word, PowerPoint, Excel: Tools to collaborate, create, and manage your academic work.

Important Note: The Office 365 access provided by the Academy offers limited functionality and is only available when connected to the internet. We strongly recommend that students install a full Office package (Word, PowerPoint, Excel) on their personal devices to ensure offline access and productivity.

Note: New students
At the end of the year, once your Office 365 account is created, we will send instructions to activate it. This activation email will be sent to your private email address, per our records.

Device Requirements: To ensure optimal access and performance:



- Screen size: Minimum of 7 inches.
- Recommended: Laptop or tablet with a keyboard.
- Web camera: A built-in or portable webcam is compulsory.
- Software: Keep your device up to date with the latest drivers and antivirus software.

🚫 Please avoid relying solely on smartphones for accessing formal learning platforms.

ON-CAMPUS SUPPORT

Wi-Fi access is available to all students on campus.
Resource Centre: Desktop computers are available for student use. However, as most learning resources are hosted on Moodle and Office 365, you must have your own device for off-campus access.

All returning students;
Your Office 365 access remains active.
Access to your Moodle has been reset. Please check your Isa email for a message from Moodle containing your new password.

Student Training and Support: We understand that navigating new platforms can be challenging. Our goal is to ensure that every student feels confident and supported in using our digital tools to succeed in their studies. That's why we offer:

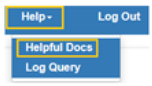
- Training during Orientation Week on our platforms.
- Ongoing support throughout the academic year for students who need assistance.

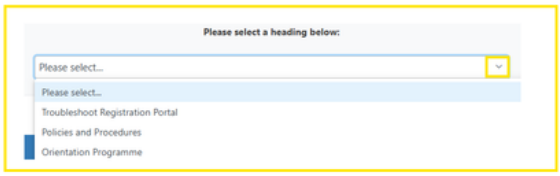
ALL 1ST YEAR STUDENTS COMPULSORY ORIENTATION WEEK

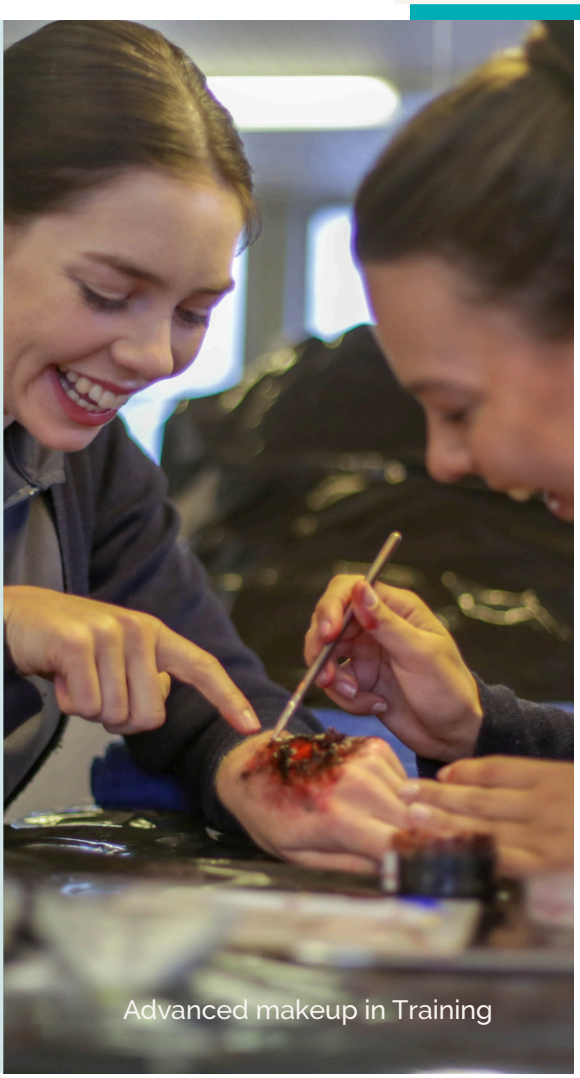
Higher Certificate in Front Office Administration and Diploma in Somatology students, get ready to kick off your journey at the academy with a fun and informative Orientation week, starting the day after the campus registration!

It's your chance to meet fellow students, explore campus life, and get all the tips you need to start strong. Expect good vibes, helpful info, and maybe even a few surprises. Don't miss it — we can't wait to welcome you!

The programme will be shared with you ahead of your campus registration day, once the online registration opens! Find it on the student portal, under HELP, Helpful docs.






Advanced makeup in Training



ADVANCED DIPLOMA IN DERMAL AESTHETICS

ADVANCED DIPLOMA IN SPA AND SALON MANAGEMENT

AND THE ADVANCED SKINCARE BRIDGING STUDENTS

ORIENTATION

Students who are enrolled in our online courses will have their orientation during the first class.

Refer to the IMPORTANT DATES in this communique for the 1st online session.

ADVANCED DIPLOMA IN DERMAL AESTHETICS AND OUR ADVANCED SKINCARE BRIDGING STUDENTS

GUIDELINES FOR PRACTICAL BLOCK WEEKS

Unless otherwise instructed, practical block sessions will be facilitated at the Pretoria and Stellenbosch campuses.

Attendance at these sessions is compulsory for all full-time and part-time year 2 students, as these sessions cannot be repeated.

Should unforeseen circumstances prevent a student from attending any of the scheduled practical training sessions, it is the student's responsibility to contact the Academy immediately to arrange catch-up opportunities. Please note that outsourced subject specialists facilitate these sessions, and no guarantee that missed training can be completed within the current academic year. Additional training fees may apply.

Please make the necessary arrangements well in advance to ensure your attendance at these sessions.



Dress code during the practical block sessions, applicable to the Advanced Diploma in Dermal Aesthetics students

- Prescribed white kimono with an appropriate white vest underneath.
- Professional black pants/slacks. No jeans or leggings allowed.
- Low-heeled, comfortable therapist shoes are recommended.
- The application of light makeup is compulsory.
- Long hair must be tied back.
- Nails to be short and well-manicured.
- Only a watch and wedding ring may be worn with the uniform, and these are to be removed when a treatment is performed. Only small stud earrings (diamante, gold, silver) or small pearls are permitted.

***Advanced Skincare Bridging students' dress code to be confirmed**





ACADEMIC ACCOMMODATION AND LEARNING SUPPORT

ACADEMIC CONCESSION

At the Isa Carstens Academy, we are committed to creating an inclusive and supportive learning environment where every student has the opportunity to succeed. We recognise that some students may face learning challenges that require additional academic support or accommodation. If you experience barriers to learning due to specific needs, you may be eligible for academic concessions - such as extended time during assessments or tailored support during practical sessions. These accommodations are designed to help you engage fully with your studies and demonstrate your abilities in a fair and supportive way.

To apply for academic accommodation, scan the QR code to find the application form under the HELP tab on the student portal, then follow the detailed instructions.

We're Here to Support You!
Our academic team is here to walk alongside you. If you're unsure whether you qualify or need help with the process, please reach out to your academic coordinator or lecturer. We're committed to ensuring that every student feels supported, respected, and empowered to succeed.

⏳ **Applications must be submitted on campus registration day to allow us to plan and implement the necessary support in time. No applications after this day will be considered.**

ACADEMIC SUBJECT CREDIT

Students from previous tertiary educational institutions who wish to apply for academic credits for previously completed subjects must submit a formal credit transfer (CAT) request to the Registrars' Office. This includes certified transcripts, course outlines, and any supporting documentation. Applications are subject to faculty review and approval, and must be submitted within the specified deadlines. Credit is not guaranteed and depends on curriculum alignment and academic performance.



To apply for an academic subject credit, please scan the QR code to the Student Portal and look for the application form and further instructions under the Helpful Docs tab. Please note that you must submit a completed application and supporting documentation. To help us process your application efficiently and ensure timely feedback, we kindly ask that you submit your application before the day of campus registration. Unfortunately, we're unable to accept applications after this date, so please make sure to hand yours in on time.

FINANCIAL MATTERS

To finalise your registration, please ensure all financial requirements are met timeously. You can manage your payment commitments via the Student Portal under the Payments tab. Our secure online payment system accepts card payments, Instant EFT, and debit orders, making it quick and convenient to pay your tuition and fees.

STUDENT PORTAL PAYMENT TAB

Starting October 7, 2026, our platform will be ready for you to generate your pro forma invoice and facilitate payments for your tuition and other fees.

IMPORTANT

PAYMENT OPTIONS

Option 1: Annual Fee with a cash rebate, payable by 30 November 2026.
To qualify for this rebate, ensure all fees are paid and reflected in our bank account by 30 November 2026. Offered only to our Diploma in Somatology and Higher Certificate in Front Office Administration students.

Option 2: Annual Fees, payable by 7 January 2027

Option 3: Annual Fees, with Instalment. Please note that by choosing this option, you will be required to pay a deposit amount prior to registration:

Diploma in Somatology	R53 000
Front Office Administration	R47 700

STUDY LOANS / BURSARIES

Students who are studying with the help of study loans or bursaries must upload their documents confirming the grant of loan/bursary to the Payment tab on the student portal.

The Accounts department will verify these documents before you can complete your registration. Please start this process as soon as possible, as it may take at least three business days for us to finalise it.

A reminder to return to the registration page to complete your registration!

All financial transactions are managed through our student portal!



TIPS ON THE PAYMENT TAB

Make your payment selection (options apply)
Pay your fees securely online

How to generate your pro-forma invoice?

- Complete all payment information and sign the Terms and Conditions.
- When generating your invoice, you will be required to select your preferred payment date. The invoice will automatically reflect the applicable fee, based on your selection.
- Note that the pro-forma invoice will lapse if payment is not made by the selected payment date. Should this happen, a new pro-forma invoice will need to be generated, and a new fee will apply.

You can SAVE your progress at any time and return to the payment page once you are ready to complete your transaction/registration.

For assistance with the online PAYMENT process, find your guide under the HELP, HELPFUL DOCS tab on the student portal.

IMPORTANT

Understanding the Instalment option through DebiCheck:

The Academy offers debit order payment arrangements to help students manage their payments effectively. This debit order system has now changed due to amendments made by the South African Reserve Bank.

The South African Reserve Bank has implemented a secure debit order payment system, called DebiCheck, that allows you to electronically approve your debit order details. This will prevent fraudulent debit orders from being processed, giving you more control over your finances.

DebiCheck is a secure debit order payment system that adds an extra layer of security to debit orders on your account. DebiCheck places all the power in your hands by allowing you to approve and verify each new DebiCheck debit order.

Once you have set up a DebiCheck debit order on the Student portal, through the PAYMENT tab, the following will happen:

- The system will ask for the account associated with their ID or Passport number, then run a verification process to determine whether the account holder may set up a debit order.
- If the results return a status of "OK", the Account responsible will have to verify and approve the new debit order set up by the Academy.
- You can approve your DebiCheck debit orders:
  - using the Mobile App
  - through your bank's Contact Centre
  - at an ATM
  - at your nearest bank branch
  - dialling the USSD number provided by your bank
- Once the DebiCheck debit order is approved, your bank will check each DebiCheck debit order payment instruction against your approval.
- Please make sure your bank has your current cellphone number on file to receive notifications about DebiCheck approval requirements. These notifications are determined by your bank, so we encourage account holders to start this process timeously. This will help ensure that all necessary approvals are completed before registration closes.
- The portal will require the DebiCheck authorisation process to be completed to continue with registration.

Don't just take our word for it; click here to watch a brief video from Debicheck.

DebiCheck
a PASA initiative





PLEASE NOTE

Higher Certificate in Front Office Administration, Beauty and Wellness, includes practical training
Higher Certificate in Front Office Administration, Retail Marketing, excludes practical training

*

- The tuition fee cash rebate applies to students who pay their annual tuition fees in full by 30 November 2026.
- A second tuition fee cash rebate applies to students who pay their annual tuition fees in full by 7 January 2027.
- The tuition fee payable under the instalment plan is subject to an affordability assessment.
- Students are responsible for securing bursary or loan funding in time for registration. The applicable cash rebate will be determined by the date on which full payment is received.

HIGHER CERTIFICATE IN FRONT OFFICE ADMINISTRATION	RETAIL MARKETING	BEAUTY AND WELLNESS INCLUDED
Non-refundable Reservation fee	R4 000	R4 000
* Annual Tuition fees with cash rebate on or before 30 November 2026 Annual Tuition fees with cash rebate on or before 07 January 2027 Annual Tuition Fees: Instalment option	R31 770 R33 639 R37 377	R55 559 R58 827 R65 363
ADDITIONAL CHARGES:		
Kit/Implements	N/A	R23 200
Uniform	R553	R5 580
Textbooks	R6 700	R6 800

*
- The tuition fee cash rebate applies to students who pay their annual tuition fees in full by 30 November 2026.
- A second tuition fee cash rebate applies to students who pay their annual tuition fees in full by 7 January 2027.
- The tuition fee payable under the instalment plan is subject to an affordability assessment.
- Students are responsible for securing bursary or loan funding in time for registration. The applicable cash rebate will be determined by the date on which full payment is received.

DIPLOMA IN SOMATOLOGY	1ST YEAR	2ND YEAR	3RD YEAR
Non-refundable Reservation fee	R10 000	R10 000	R10 000
* Annual Tuition fees with cash rebate on or before 30 November 2026 Annual Tuition fees with cash rebate on or before 07 January 2027 Annual Tuition Fees: Instalment option	R98 333 R104 117 R115 686	R97 846 R103 602 R115 113	R96 112 R101 765 R113 073
Professional membership	R550	R550	R550
ADDITIONAL CHARGES:			
Kit/Implements	R14 100	R7 200	R8 200
Uniform	R5 580	N/A	R2 270
Textbooks	R7 200	R5 380	R4 660
ADDITIONAL FEES			
Anatomy Bridging module Applicable to students who (1) do not have Life Sciences as a subject or (2) students with Life Sciences as a subject who did not meet the minimum pass mark of 50% in their final Grade 12 score	R1 325	-	-
Electrical Epilation Elective, kit included Only applicable to 3rd year students who choose Epilation as an elective	-	-	R3 688
International Membership Examination and Fees	-	-	TBC

Information about the International memberships will follow in a separate communique.

ADVANCED DIPLOMA IN DERMAL AESTHETICS	STUDY OPTION: FULL-TIME	PART-TIME YEAR 1	PART-TIME YEAR 2
Non-refundable Reservation fee	R5 500	R5 500	R5 500
Tuition fees	R81 155	R30 580	R50 575
Uniform	R640	N/A	R640
Textbooks	R800	N/A	R800
TOTAL	**R88 095**	**R36 080**	**R57 515**

STUDY OPTION DEFINITION

Full-Time = Distance learning. Students complete the course in one year (1)

Part-Time = Distance learning. Students complete the course over two years (2):

- Part-Time, Year 1, refers to new part-time students
- Part-Time, Year 2, refers to returning part-time students

ADVANCED SKINCARE BRIDGING COURSE	FULL-TIME
Non-refundable Reservation fee	R1 500
Advanced Skincare Bridging course	R13 639
Practice Management	R8 737
TOTAL	**R23 876**

NOTE

Students who are accepted into the Advanced Skincare Bridging course (distance learning) complete the course within one year, with one five-day practical training session.

ADVANCED DIPLOMA IN SPA AND SALON MANAGEMENT	STUDY OPTION		
	FULL-TIME	PART-TIME YEAR 1	PART-TIME YEAR 2
Non-refundable Reservation fee	R5 500	R5 500	R5 500
Tuition fees	R60 750	R30 375	R30 375
Textbooks	R7 700	R3 530	R4 170
TOTAL	**R73 950**	**R39 405**	**R40 045**

STUDY OPTION DEFINITION

Full-Time = Distance learning. Course consists of 8 modules. Students complete the course in one year (1)

Part-Time = Distance learning. Students complete the course over two years (2):

- Part-Time, Year 1, refers to new part-time students, completing four modules per year
- Part-Time, Year 2, refers to returning part-time students, completing the outstanding four modules per year

SPECIAL ARRANGEMENTS

IMPORTANT INFORMATION



We understand that waiting for matric results can be an anxious time, and we're here to support you through the process. To help us prepare for your academic journey, please pay the agreed-upon amounts for tuition and other fees by 7 January 2027, even if you're still awaiting your final results. If you've made full payment but do not meet the minimum academic admission requirements for Higher Certificate or Diploma studies - as outlined in the Higher Education Act (101/1997) - you will be eligible for a full refund on tuition, uniform, and textbook fees.

This approach allows us to plan effectively while ensuring that students who are unable to proceed due to academic eligibility are treated fairly and with care.

FLOW CHART

SECURE YOUR PLACE AT THE ACADEMY

Pay your non-refundable reservation fee as soon as possible to secure placement.

PAYMENT PORTAL OPEN

The payment portal is for generating your pro-forma invoice; make your payment selection (options apply) and pay securely online.

FINALISE FINANCIAL COMMITMENTS

Pay the agreed-upon amounts towards tuition and other fees by no later than 7 January 2027

REGISTER ONLINE

Complete your online registration on the student portal, using the REGISTRATION tab. Specific dates and cut-off dates apply. Refer to the IMPORTANT DATES in this document

REGISTER ON CAMPUS

All Higher Certificate and Diploma students will register on campus to finalise their Academic Registration. Refer to the IMPORTANT DATES for your campus registration date.

Students in online courses must register online and attend the first session. Please refer to the IMPORTANT DATES for your registration timeline.

ONLINE REGISTRATION STUDENT PORTAL

You will be required to register online and submit important documentation. Refer to the IMPORTANT DATES for the registration opening and closing dates.

It is compulsory to complete every step of the online registration before your Proof of Academic Registration can be issued as evidence that you have successfully completed your online registration.

For assistance with the ONLINE REGISTRATION, find your registration guide under HELP, HELPFUL DOCS tab on the student portal.







REGISTRATION CRITERIA

Your Proof of Registration will be issued after you complete your registration which includes the following conditions:

- You have electronically accepted our online student contract and the student code of conduct on the student portal, under the REGISTRATION tab.
- Your financial agreement has been confirmed.
- We have verified your National Senior Certificate or equivalent results or your tertiary qualification results (where applicable).

If you meet all the registration criteria above, proof of registration will be emailed to your personal or Isa email address, as well as to the Account Responsible email address based on your registration record. You must keep a copy of the Proof of Registration for your personal records and future use.

Allow 2 - 3 working days for us to verify your online registration.

We aim to issue your Proof of Registration before you collect your textbooks and uniform on campus, but it may be issued on short notice or on the day you arrive.

Students in the Higher Certificate in Front Office Administration and the Diploma in Somatology must bring their Proof of Registration on the designated registration date. Please bring this document to collect your uniform and textbooks and to register your student card.

ONLINE REGISTRATION CHECKLIST



You will be required to read through the Student Contract and the Student Code of Conduct and electronically accept the terms.

Please note that acceptance of the Student Contract and the Student Code of Conduct is mandatory and serves as your electronic signature. This acceptance will be stored on your Student File and may be referenced as a Legal Agreement in any dispute/disciplinary matter. If you do not accept the Student Contract and or the Student Code of Conduct, you will not be able to proceed with the registration process. If you have any questions regarding this, we recommend contacting the Registrar's Office. Once you complete your online registration, a copy will be sent to the email address on file.

NEWCOMERS CHECKLIST

Below is your CHECKLIST for the supporting documentation that you must submit online. Your upload must be next to the corresponding checklist line item. The platform supports file uploads exclusively in PDF, JPEG, or PNG format.

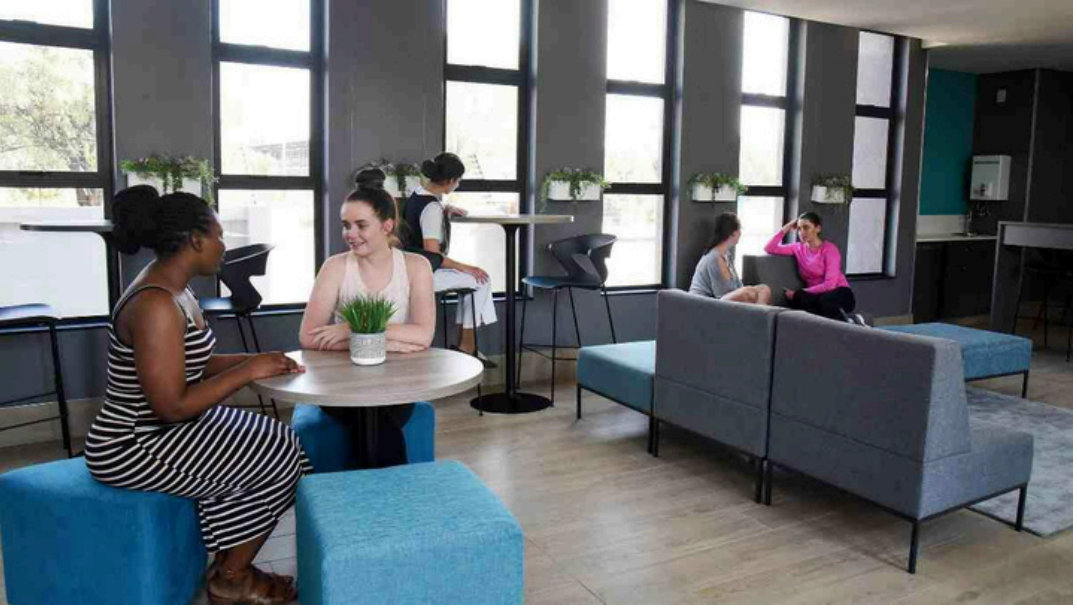
- ☑ A certified copy of your final Grade 12/equivalent or tertiary results is required if you have been provisionally accepted. Students from the Isa Carstens Academy do not need to upload their results.
- ☑ **Hepatitis B Vaccination**
  According to the World Health Organisation, Hepatitis B can cause a chronic infection and puts people at risk of severe liver conditions. It can spread through contact with contaminated body fluids, even in microscopic amounts. Therefore, we strongly advise all our students and personnel working in the Health and Wellness Industry to be vaccinated, as the vaccine provides complete protection. Please submit proof of a valid Hepatitis B Vaccination. If you have any doubts, please consult your medical practitioner.
- ☑ **Study Permits/Visa, Non- SA Citizens/Residents**
  Students from other countries must familiarise 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.
- ☑ Remember your electronic signature and click complete to finalise your Online Registration.

On-Campus Registration Checklist

You must submit hard copies of the required documentation on campus registration day:

- ☑ Certified copy of your ID/Passport (newcomers)
- ☑ Certified copy of your Matric/Equivalent results (newcomers)
- ☑ Proof of Hepatitis Vaccination, if not yet submitted online
- ☑ Proof of Study permit/visa, if not yet submitted, and if applicable
- ☑ Students who wish to apply for Academic accommodation and or CAT applications must submit the application document and all supporting documentation as set out in our rules (refer to page 9)



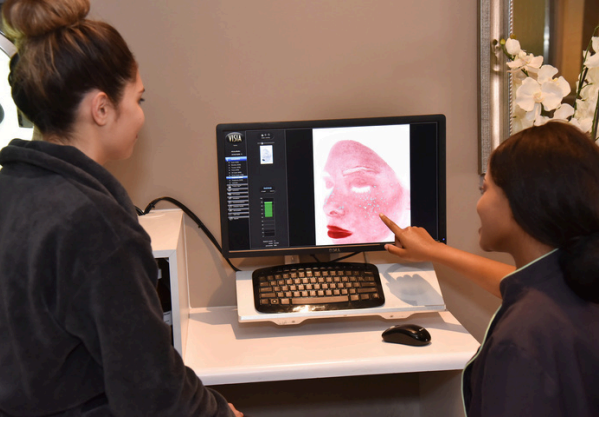


PRETORIA RESIDENCE

The Residences will provide details about the Residence Registration date. Please contact them directly for any inquiries.

STELLENBOSCH RESIDENCE



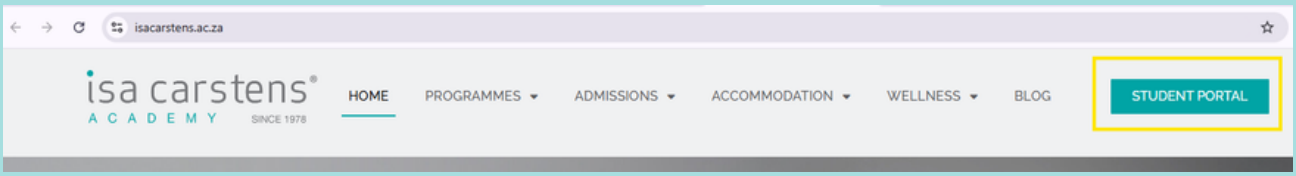




CONTACT US

ACADEMY CONTACT INFORMATION

Office hours
07:45 – 16:30 (Monday – Thursday)
08:00 – 16:00 (Friday)



Scan the QR code to go the Student Portal or find the student portal tab on the website

Stellenbosch Campus
Phone: 021 883 9777
Email: info@isacarstens.co.za
WhatsApp: 082 826 9522

Career Development Consultant
WhatsApp: 072 770 8589

Online Registration Assistance
Sanette du Plessis
Email: adminofficer@isacarstens.co.za

Pretoria Campus
Phone: 012 348 0125
Email infopta@isacarstens.co.za
WhatsApp: 079 951 5968

Accounts Department
Phone: 021 883 9777
Marilyn Ontong
Email: isafinance@isacarstens.co.za

Isa Carstens Academy Website
www.isacarstens.co.za

The Academy reserves the right to adjust the information in this communiqué at any time and as the need arises. The information is provided here to the best of our knowledge and as accurately and fully as possible at the time of publishing.