



Enrolment Form (Local Students)

STUDENT IDENTIFICATION NUMBER (PCBT): _____

STUDENT CHESSN NUMBER: _____

USI: _____

Section 1 – Personal Details:

Surname/Family name:		Given names:	
Title: <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other	Date of birth:		Age:
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unspecified			
Were you ever known by any other names? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details below:			
Family name:		Given name:	
Residential address:			
Suburb:		State:	Postcode:
Postal address (Please state AS ABOVE if same):			
Suburb:		State:	Postcode:
Home telephone:		Mobile:	Business:
Email address:			
Preferred contact method:		<input type="checkbox"/> Home	<input type="checkbox"/> Mobile <input type="checkbox"/> Email <input type="checkbox"/> Business

Section 2 – Previous qualifications:

Have you successfully completed any of the qualifications in the following column? Yes No

If yes, select the applicable boxes:

<input type="checkbox"/> Year 10 or Equivalent	<input type="checkbox"/> Certificate II	<input type="checkbox"/> Diploma
<input type="checkbox"/> Year 11 or Equivalent	<input type="checkbox"/> Certificate III	<input type="checkbox"/> Advanced Diploma
<input type="checkbox"/> Year 12 or Equivalent	<input type="checkbox"/> Certificate IV	<input type="checkbox"/> Bachelor Degree or Higher

In which year, did you complete the highest level of qualification?

List details of your previous education including courses you are currently studying.

Please attach supporting documentation from all studies undertaken i.e. High School, Diploma, Advanced Diploma, Degree

Qualification	Name of the College	Country	Year of Award

Student Declaration: I declare that I have provided all relevant details of the qualifications I have previously completed.

Student Signature: _____

Date: _____

Section 3 – Disability Support:

Do you consider yourself to have a disability, impairment or a long-term health condition? Yes No

If yes, Please indicate the areas of disability, impairment or long term health condition:

<input type="checkbox"/> Hearing/Deaf	<input type="checkbox"/> Mental Illness	<input type="checkbox"/> Vision impaired	<input type="checkbox"/> Physical	<input type="checkbox"/> Intellectual	<input type="checkbox"/> Medical Condition
<input type="checkbox"/> Acquired brain impairment	<input type="checkbox"/> Learning (Dyslexia, ADD, AHDD)		<input type="checkbox"/> Other		

Please provide details of any special needs, disabilities or other personal considerations Perth College of Beauty Therapy should be aware of (Attach additional sheets if required).



Section 4 – Language and cultural diversity:

In which country were you born? Australia Other – Please specify _____

Do you identify as being of Aboriginal or Torres Strait Islander Origin? No Yes, Aboriginal Yes, Torres Strait Islander

How well do you speak English? Excellent Well Not Well Poor

Do you speak a language other than English at home? No Yes - Please Specify _____

Section 5 – Reason for undertaking studies:

To get a job To develop my skills and knowledge To start my own business

To develop my existing business To try a different career To get a better job or promotion

It was a requirement of my job I wanted extra skills for my job To get into another course of study

Other _____

Section 6 – Employment status:

Full-time employee Part-time employee Self-employed – not employing others

Employer Employed – unpaid worker in a family business Unemployed – seeking full-time work

Unemployed – seeking part-time work Not employed – not seeking employment Other _____

Section 7 – Computer skills in programs such as Microsoft Word, Microsoft Excel, Microsoft Power point and knowledge of how to use the Internet to access information:

Beginner Beginner/Intermediate Intermediate Intermediate/Advanced Advanced

Section 8 – Intended course enrolment details:

I, (Full Name) _____ enroll at Perth College of Beauty Therapy (RTO) in the following course:

Course code	Course title	Mode of delivery	Study mode	Course duration		
<input type="checkbox"/> SHB50115	Diploma of Beauty Therapy	<input type="checkbox"/> Face to face	<input type="checkbox"/> Full time <input type="checkbox"/> Part time	4 days per week over 45 weeks 2 days per week over 89 weeks		
<input type="checkbox"/> CUA51015	Diploma of Screen and Media	<input type="checkbox"/> Face to face	<input type="checkbox"/> Full time	4 days per week over 44 weeks		
Unit of study name	Unit of study code	Commencement date	Census date	Completion date	EFTSL	TUITION FEES
Unit 1					.25	
Unit 2					.25	
Unit 3					.25	
Unit 4					.25	
					1	Total \$

Section 9.1 – Course fees and payment method:

Course Name	Course Fee	VET Student Loan (VSL) Eligible
SHB50115 Diploma of Beauty Therapy	\$10,400.00	✓
CUA51015 Diploma of Screen and Media	\$12,000.00	✓

Section 9.2 – Full fee paying students

Total tuition fee: \$ _____ Deposit paid: \$ _____ Deposit receipt number: _____

Ezidebit payment plan

Ezidebit form completed: Yes No

Weekly payment of \$ _____ Commencing on: _____

Fortnightly payment of \$ _____ Commencing on: _____

Monthly payment of \$ _____ Commencing on: _____

Section 9.3 – VET Student Loan

VET Student Loan Cap: SHB50115 = \$10,150 | CUA51015 = \$15,225

VET Student Loan Eligibility Requirements:

Australian citizen
 Passport number: _____ (or attach a copy of Birth Certificate or Citizenship)

or, the holder of a permanent humanitarian visa who is usually resident in Australia.
 Visa Number: _____



<input type="checkbox"/> or, a qualifying New Zealand citizen Visa Number: _____			
<input type="checkbox"/> Has a VET Student Loan balance greater than zero. Amount: _____			
Have a Tax File Number? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes please provide number: _____			
Previously allocated CHESN: _____			
Amount paid upfront if applicable – VET Student Loan			
Unit 1 \$	Unit 2 \$	Unit 3 \$	Unit 4 \$
VET Student Loan calculations:			
(a) VET Student Loan Amount		\$	
(b) VET Student Loan Fee @ 20%		\$	
(c) VET Student Loan Debt (a+b)		\$	

Section 10 – Recognition of Prior Learning (RPL) / Credit Transfer(CT):

Recognition of Prior Learning (RPL) is an assessment process to evaluate students skills, knowledge and experience gained through working and learning. It can be gained in Australia or overseas, through work or other activities such as volunteering.

Credit transfer provides a means for students to gain credit in an AQF qualification on the basis of completed components of another AQF qualification or other formal learning

Are you applying for: RPL Yes No CT Yes No

Section 11 - How did you hear about us?

<input type="checkbox"/> Facebook	<input type="checkbox"/> Instagram	<input type="checkbox"/> Google/Other Search Engine	<input type="checkbox"/> Word of mouth/Reputation
<input type="checkbox"/> School Career's Advisor	Advertisement - which advertisement did you see? _____		
<input type="checkbox"/> Other – Please provide details:			

Declaration: I declare all information I have given in this form is true and correct, including documentation provided in support of my application. Parent / Guardian will need to complete the following information and sign for students who are under 18 years of age prior to course commencement.

Full name:	Student signature:
Parent / Guardian name:	Parent / Guardian signature:
Relationship to student:	Contact phone number:



RESPONSIBILITIES AND OBLIGATIONS

<p><i>The College prides itself on its professionalism and excellent reputation in the beauty industry, and aims to train students to the highest level. The following RESPONSIBILITIES AND OBLIGATIONS apply to all students and form part of our Enrolment Agreement with you.</i></p>	<p>Please Initial each section</p>
<p>PRESENTATION: College uniform top, along with flat, black shoes to cover the top of the foot, must be worn at all times. Sandals, ballet flats or coloured sports shoes are not acceptable. Trousers must be black, full length and must not touch the floor. Skinny leg, leggings, jeans or midriff trousers are not permitted. Students' hair must look clean and professional at all times. Hair which is long enough must be tied back from the face, hair must not fall forward when working on clients. You may use BLACK headbands, clips and ties to achieve this. Students who attend College not in uniform will be excluded from class and will need to change into the correct attire. Light make up should be worn.</p>	
<p>JEWELLERY: Only a watch, wedding band and 1 pair of lower ear studs is permitted. Body and facial piercings are not to be worn (including plastic). Plastic piercings can be worn only in the ear. Dermal Implanted body jewellery must be removed prior to commencing your course. Dressings, such as band aids may create health and safety issues and therefore must not be worn over piercings. You will be removed from your class/course if you attend with body piercing or implants which you cannot remove, fees are still payable in this instance. The College is not responsible for any lost or stolen valuables so please leave jewellery at home.</p>	
<p>NAILS: Nail varnish is to be removed. Nails must be short and neatly trimmed. Nail varnish and acrylic/gel/Shellac finger and toe nails are to be removed before courses are commenced. You will be removed from your class/course if you attend with nail enhancements, until they are removed.</p>	
<p>PUNCTUALITY: Students must arrive on time to avoid disruptions to classes. Students arriving late will be required to wait until a break before entering a class. Students who will be late must notify reception as soon as possible, and report to reception when they arrive, to sign into the college. Students in evening classes who are running late must inform the College as soon as possible as reception closes at 6.30pm</p>	
<p>SMOKING: Smoking in uniform is strictly prohibited. Smoking does not reflect the standards of the beauty industry and a student smoking whilst in uniform will not be permitted to complete the course.</p>	
<p>CLEANING DUTIES: Cleanliness is a vital component of training and preparation for salon duties. Students are required to complete rostered cleaning duties. Classrooms, lunch room and toilets must be left in a clean and tidy condition at the end of each class.</p>	
<p>MOBILE PHONES: Mobile phones must be turned off at all times whilst at College. Emergency contact can be arranged through reception on 08 9361 3111.</p>	
<p>ATTENDANCE: All units of competency have assessment requirements such as nominal attendance hours, completion of workbooks and evidence of treatments and assessment working on a set number of clients in the training salon. If absence results in the assessment requirements not being met a student will not complete the term. Arrangements will be made on an individual basis to complete at a later time, costs and timing will be discussed individually. Students must catch up on any missed lessons in their own time. The College is not responsible for information not received by students through inadvertence, absenteeism or lateness for class. All appointments must be made outside of College hours. Students leaving College during the day must notify their lecturer, reception and sign out prior to leaving. Re-enrolment into a unit of study due to absence will be charged at current unit of study price. Students who do not attend or who withdraw from a unit of study on 2 occasions will not be re-enrolled by the college.</p>	
<p>WITHDRAWAL: Students who wish to withdraw from their course or unit of study must do so in writing to admin@perthcollege.com.au Any withdrawal after census date will incur the fee for the current unit of study.</p>	
<p>MISCONDUCT: A student who breaches the College's policies and regulations may be expelled by the College. The College reserves the right to expel any student and terminate their enrolment without prior notice on the grounds of misconduct or failure to comply with the College's Policies and Regulations. Expulsion for misconduct will not affect liability to pay outstanding fees and expenses. In the event of expulsion, no part of the fees and expenses paid or owing will be waived or refunded by the College. Grounds for expulsion include but are not limited to, stealing from the college or other students, use of drugs or alcohol on college grounds/being intoxicated on college grounds, cheating and plagiarism, acting in an unsafe manner, bullying or harassment.</p>	
<p>PRACTICAL AND THEORY ASSESSMENTS: All course requirements must be completed before assessment can be taken. Missed assessments due to non-completion of course requirements will result in a delay to complete and a charge for assessment. Students may be required to supply their own models for practical lessons, assessments and exams. Advance notice of these dates will be given.</p>	
<p>ASSIGNMENTS & HOMEWORK: Assignments, homework, evidence of treatment etc, not presented by the due date will receive a 'not yet competent' result.</p>	
<p>STUDENT TREATMENTS: All beauty and make up students will be required to have treatments performed on them during the course. If you have a medical condition or any other reason which prevents you having treatments you will be required to provide a medical certificate and may need to provide models for your partner to work on.</p>	
<p>CREDIT TRANSFER (CT) AND REGOGNITION OF PRIOR LEARNING (RPL): Enrolling students are encouraged to apply for recognition for competencies they have already achieved. Detailed information on Perth College of Beauty Therapy CT/RPL process is provided prior to enrolment and is available at Reception.</p>	



CURRICULUM: The College reserves the right to amend the curriculum, as and when necessary, and will notify the student accordingly. Students may be required to purchase additional items and/or supply models for certain classes, as set out in the Student Handbook.

COMPLAINTS: The College's Complaints & Appeals Policy and Procedures apply where students have a complaint. Matters will be dealt with promptly, fairly and confidentially. For more information, refer to the Complaints & Appeals Policy and Procedure on the college website.

PERSONAL DETAILS: Students must notify the College immediately of any changes to personal details (including contact details) and/or medical details.

PRIVACY: Perth College of Beauty Therapy is committed to the Australian Privacy principals detailed at: <http://www.oaic.gov.au/privacy/privacy-act/privacy-regulations> and other than information it is legally obliged to give government departments, will not divulge personal or training information to others without the written consent of the student.

DEFERMENTS: A student must apply in writing to the College for deferral of a course or unit of study. Deferments will only be permitted where unforeseen circumstances or debilitating health conditions prevents the student participating in a course. A signed medical certificate is required for proof of illness. Placement in the next scheduled unit of study is not guaranteed. The student must contact the College in regards to re-entry into the course/unit of study and availability of classes. Students may need to wait until after a course/class start date to see if space is available. If the census date has passed, fees for the unit of study must be paid if VET Student Loan has not been accessed.

COURSE COMPLETION: Your course should be completed in a reasonable amount of time. This is judged to be 2 years after commencement date for Diplomas. This timing applies unless an official deferment has been granted. Enrolments will be considered closed if a period of 1 year elapses with no contact from the student.

CENSUS DAY: Is the last day you can complete the eCAF to apply for a VET Student Loan for your course. It is also a date by which enrolment may be cancelled without incurring tuition fees for the course or a part of the course.

DEPARTMENT CONTACT: The Department of Education and Training may contact you to verify your enrolment in the course.

UNIQUE STUDENT IDENTIFIER (USI)

All students studying Nationally Recognised Training in Australia are required to have a Unique Student Identifier (USI). Your USI links to an online account that contains all your training records and results (transcripts) that you have completed from 1st January 2015 onwards. Your results from 2015 will be available in your USI account in 2016. To register for a USI, see the College's Student Handbook or speak to the College's Student Services Team. You must provide your USI to the College's Marketing and Admissions Officer by your Orientation date. The College will not issue AQF certification documentation to an individual without being in receipt of a verified Student Identifier for that individual, unless an exemption applies under the Student Identifiers Act 2014. Where an exemption applies, the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET Transcripts prepared by the Registrar.

REFUND OF FEES –VET Student Loan eligible courses: If a student is eligible for VET Student Loan and is enrolled into a VET Student Loan enabled course and:

- A) They withdraw before the census date of the unit – 100% of the tuition fees paid for that unit will be refunded and they will not incur a VET Student Loan debt.
- B) They withdraw after the census date for the unit: No refund is applicable and they will incur a VET Student Loan debt.

OCCURANCE	FEE
Student support services	Usually no charge. In exceptional circumstances fee will be negotiated with student.
Late Submission Fee	\$150 per assessment submitted post due date
Fee for one on one assessment if required	\$150 per hour
Daily fee for completion of units due to student absence or non- completion of course requirements	\$250 per day
Re-assessment due to non-competency	No charge for 2 re-sits. After 2 re-sits charges may apply for further training and assessment.
Re-assessment due to non-competency through absence	\$150 per hour
Payment Plan – direct debit extra costs	Administered by Ezidebit Refer to Ezidebit Contract for Details
Debt collection fee	Varies according to debt
Certificate/diploma re issue fee	\$25 per copy
Re-enrolment due to absence	Full Cost of unit of study

VET Student Loans (VSL)/VET FEE HELP (VFH) Tuition Assurance

A full statement of tuition assurance for VET Student Loans and VET FEE HELP can be found on the college website www.yescollege.com.au and is available at any time by request in the office. These statements provide information in relation to fees paid and how arrangements will be made for students in the unlikely event that a YES College course ceases to be provided after it starts but before it is completed. For more information, please refer to the full statements on the home page of the YES College Website.



PERTH COLLEGE OF BEAUTY THERAPY TERMS AND CONDITIONS OF ENROLMENT

I (Students Name) _____ of (Address) _____ agree to the following Terms and Conditions of Enrolment with the *Perth College of Beauty Therapy*(College). Please indicate with 'x' if you agree.

- I am enrolling in the course mentioned in this enrolment form and enter into this agreement with the College for the provision of the Course stated.
- I understand that fees for each study unit become due after each census date and must be paid even if I withdraw or do not complete requirements to pass the course.
- I understand that this Student Enrolment Agreement must be completed in full before my enrolment is accepted.
- I understand that this Agreement is non-transferable and I cannot change to another course.
- I understand that dates and times of classes are subject to change without notice.
- I agree to indemnify the College for all debt collection costs, including debt collector's fees and commissions, arising as a result of any of my fees remaining outstanding at the end of my course of study.
- I agree that the College accepts no liability or responsibility for loss or damage to my property or accident or injury to myself arising from negligence or breach of agreement by the College or its servants or agents.
- I have read, understood and accept these **Terms & Conditions of Enrolment** and the **Policies and Regulations** attached and agree to be bound by them.
- I acknowledge that I will require course materials and equipment to participate in the specified course and these items will be at my expense.
- I have discussed any support needed prior to enrolment and agree to update the college if my situation changes.
- I understand that College is responsible for the quality of the training and assessment in compliance with the Standards for Registered Training Organisations (RTO) 2015 and for the issuance of the AQF certification documentation.
- I agree that I must pay all outstanding tuition fees before any AQF certification documentation I have been assessed as eligible for will be issued to me.
- I understand that where there are any changes to agreed services by College, the College will inform me as soon as practicable, including in relation to any new third party arrangements or a change in ownership or changes to existing third party arrangements.
- I understand that during my studies at College I may be photographed (still or video) at any time at the college or outside the college (during extracurricular activities/excursions/graduations etc.) I agree to have my photographs used by College for any promotional materials. I understand that I can withdraw my consent at anytime in writing.
- I understand that if I breach the College's misconduct policy or do not demonstrate that I am satisfactorily progressing through my course, that the College may cancel my enrolment in line with its policies and procedures.
- I understand that my information may be made available to Commonwealth and State Government agencies such as State or Federal Police, State or Federal Education Departments and the Australian Taxation Office.

Declaration:

I have read, understood and accept in full the above Terms and Conditions of Enrolment and also give consent to Perth College of Beauty Therapy to collect, verify, use and disclose my personal information pursuant to the information detailed above.

Signed as an agreement:

Student Name:

Student Signature:

Date:

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For students under 18yrs only:

Parent or Legal Guardian Declaration:

As the Parent or Legal Guardian of the above student, I acknowledge that I give permission for Enrolment into the Course specified with the Perth College of Beauty Therapy and have read, understood and accept in full the above Terms and conditions of Enrolment

Signed as an agreement:

Parent / Guardian Name:

Student Signature:

Date:

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Acceptance of enrolment:

In accordance with and subject to this Student Enrolment Agreement, the Perth College of Beauty Therapy undertakes to provide tuition to the student in the course specified.

Representative Name:

Signature:

Date:

Time:

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