**Enrolment Form (Certificates and Short Courses)**

**STUDENT IDENTIFICATION NUMBER (PCBT): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**STUDENT CHESSN NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**USI: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| Section 1 – Personal Details: | | | | | | | |
| Title: Mr. Mrs. Ms. Other | | | |  | | | |
| Enter your full name \*  Single name only  (Tick this box if you have one name only that cannot be written in the following format. Write your single name in the ‘Family name’ section).   |  | | --- | | Family name (surname): First given name: Second given name (middle): |   \* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want Perth College of Beauty Therapy to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose. See section on the Unique Student Identifier (USI) at the end of this form for a detailed explanation. | | | |  | | | |
| Were you ever known by any other names? Yes No If yes, please provide details below:  Family name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Given name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  | | |  |
| Enter Date of birth (Day/month/year): \_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_ | | | |  | | |  |
| Gender (Tick ONE box only):  Male: Female: Other: | | |  |  | | |  |
| Enter your contact details:  Home phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Alternative email address (optional)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
| What is the address of your usual residence?  Please provide the physical address (street number and name not post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home.  If you are from a rural area use the address from your state or territory’s ‘rural property addressing’ or ‘numbering’ system as your residential street address.  Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.   |  |  | | --- | --- | | Building/property name |  | | Flat/unit details |  | | Street or lot number (eg. 205 or Lot 118) |  | | Street name |  | | Suburb, locality or town |  | | State/territory |  | | Postcode |  | | | | | | | | |
| |  | | --- | | **What is your postal address (if different from above)?**  Building/property name | | Flat/unit details | | Street or lot number (eg. 205 or Lot 118) | | Street name | | Postal delivery information (eg. PO Box 254) | | Suburb, locality or town | | State/territory | | Postcode | | | | | | | | |
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| Section 2 – For Students under 18 years of age: | | | | | |
| If you are under 18 years of age, your Parent/Guardian information must be provided: | | | | | |
| Surname/Family name: | | | | Given names: | |
| Relationship to Student: |  | | Date of birth: | | |
| Residential address:  Suburb: State: Postcode: | | | | | |
| Home telephone: | | Mobile: | | | Business: |
| Email address: | | | | | |

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| Section 3 – Emergency Contact: | | | |
| Full Name: | | Relationship to student: | |
| Residential address:  Suburb: State: Postcode: | | | |
| Home telephone: | Mobile: | | Business: |
| Email address: | | | |
| Doctor: | | | |
| Name of Doctor’s Surgery: | | | |
| Location: | | | |

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| Section 4 – Schooling: | | |
| What is your highest COMPLETED school level? (Tick ONE box only)  If you are currently enrolled in secondary education, the Highest school level completed refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the Highest school level completed is Year 9. | | |
| Year 12 or Equivalent | Year 9 or Equivalent |  |
| Year 11 or Equivalent | Year 8 or below |  |
| Year 10 or Equivalent | Never attended school |  |
| Are you still enrolled in secondary or senior education? Yes No | | |

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| Section 5 – Previous qualifications achieved: | | |
| Have you SUCCESSFULLY completed any of the following qualifications? Yes No (Tick ALL that apply) | | |
| Bachelor degree or higher degree | Certificate IV (or advanced certificate/technician) | Certificate I |
| Advanced diploma or associate degree | Certificate III (or trade certificate) | Other education (including certificates or overseas qualifications not listed above) |
| Diploma (or associate diploma) | Certificate II |  |

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| Section 6 – 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. You may indicate more than one: | | | | | | | |
| Hearing/Deaf | Physical | | Intellectual | Learning | Mental illness | | Vision |
| Acquired brain impairment | | | Medical condition | |  | 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). | | | | | | | |
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| Section 7 – Language and cultural diversity: | | | | | |
| In which country were you born? Australia Other – Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| Are you of Aboriginal or Torres Strait Islander origin? No Yes, Aboriginal Yes, Torres Strait Islander  For persons of both Aboriginal and Torres Strait Islander origin, mark both ‘Yes’ boxes | | | | | |
| How well do you speak English? | Excellent | | Well | Not Well | Poor |
| Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often) | | No, English only Yes - Please Specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |

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| Section 8 – Study reason: | | |
| Of the following categories, select the one which BEST describes the main reason you are undertaking this course. (Tick ONE box only) | | |
| To get a job | It was a requirement of my job | For personal interest or self-development |
| To develop my existing business | I wanted extra skills for my job | To get skills for community/voluntary work |
| To try for a different career | To get into another course of study | Other reasons |
| To get a better job or promotion | | |

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| Section 9 – Employment status: | | |
| Of the following categories, which BEST describes your current employment status?  For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week). | | |
| Full-time employee | Self-employed – employing others | Unemployed – seeking part-time work |
| Part-time employee | Employed – unpaid worker in a family business | Not employed – not seeking employment |
| Self-employed – not employing others | Unemployed – seeking full-time work |  |

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| Section 10 – 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 |

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| Section 11 – Intended course enrolment details: | | | |
| Course (Please tick all courses you are enrolling in). | | | |
|  | SHB40121 Certificate IV in Beauty Therapy |  | SHB30321 Certificate III in Nail Technology |
|  | SHB30121 Certificate III in Beauty Services |  | SHBBHRS011 Provide female intimate waxing services |
|  | SHB30221 Certificate III in Make-Up |  | SHBBINF002 Maintain infection control standards |
|  | SHBBFAS004 Provide lash and brow services |  | SHBBMUP008 Apply eyelash extensions |
|  | SHBBHRS010 Provide waxing services |  | SHBBBOS007 Apply cosmetic tanning products |
|  | Facials module |  | Manicure and pedicare module |
|  | Body massages module |  | Other – Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Preferred Course Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Preferred Course Timings: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |

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| Section 12 – Course fees and payment method: | | | | | | |
| Total course fee: $ | | | | Deposit paid: $ | | Deposit receipt number: |
| Payment plan for balance of fees: | | | $ | | | |
| Ezidebit payment plan | | | | | | |
| Ezidebit form completed: | Yes No | | | | | |
| Weekly payment of | | $ | | | Commencing on: | |
| Fortnightly payment of | | $ | | | Commencing on: | |
| Monthly payment of | | $ | | | Commencing on: | |

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| Section 13 - How did you hear about us? | | | | |
| Facebook | Instagram | Google/Other Search Engine | Word of mouth/Reputation |  |
| School Career’s Advisor | | Advertisement - *which advertisement did you see? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | |  |
| Other – Please provide details: | | | |  |

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| 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***

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| 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. | Please  Initial each section |
| 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. |  |
| 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. |  |
| 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. |  |
| 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 |  |
| 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. |  |
| 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. |  |
| 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. |  |
| **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. |  |
| **WITHDRAWAL:** Students who wish to withdraw from their course or unit of study must do so in writing to [admin@perthcollege.com.au](mailto:admin@perthcollege.com.au). |  |
| **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, bulling or harassment. |  |
| **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. |  |
| **ASSIGNMENTS & HOMEWORK:** Assignments, homework, evidence of treatment etc, not presented by the due date will receive a ‘not yet competent’ result. |  |
| **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. |  |
| **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. |  |
| **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. |  |

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| **PERSONAL DETAILS:** Students must notify the College immediately of any changes to personal details (including contact details) and/or medical details. |  |
| PRIVACY NOTICE:  **Why we collect your personal information:** As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. If you do provide adequate information as requested, we will not be able to enrol you as a student with us.  **How we use your personal information:** We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO. **How we disclose your personal information:** We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector. We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority. **How the NCVER and other bodies handle your personal information**: The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market. The NCVER is authorised to disclose information to the Australian Government Department of Employment and Workplace Relations (DEWR), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:  • administration of VET, including program administration, regulation, monitoring and evaluation  • facilitation of statistics and research relating to education, including surveys and data linkage  • understanding how the VET market operates, for policy, workforce planning and consumer information.  The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER’s behalf. The NCVER does not intend to disclose your personal information to any overseas recipients. For more information about how the NCVER will handle your personal information please refer to the NCVER’s Privacy Policy at [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy). If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below. DEWR is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>. Please refer to the additional State or Territory Authority Privacy Notice included in this application process should this be relevant to your application.  **Surveys:** You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted. **Contact information:** At any time, you may contact Perth College of Beauty Therapy by emailing [admin@perthcollege.com.au](mailto:admin@perthcollege.com.au) to: • request access to your personal information  • correct your personal information  • make a complaint about how your personal information has been handled  • ask a question about this Privacy Notice  For information about how Perth College of Beauty Therapy collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to Perth College of Beauty Therapy’s privacy policy which can be found within the Student Handbook and on the web at [www.perthcollege.com.au](http://www.perthcollege.com.au). Perth College of Beauty Therapy retains a record of personal information about all individuals with whom we undertake any form of business activity. Perth College of Beauty Therapy must collect, hold, use and disclose information from our clients and stakeholders for a range of purposes.  **Identification Evidence**: As a government registered training organisation, regulated by the Australian Skills Quality Authority, Perth College of Beauty Therapy is required to collect, hold, use and disclose a wide range of personal and sensitive information on Students in nationally recognised training programs. This information requirement is outlined in the National Vocational Education and Training Regulator Act 2011 and associated legislative instruments. Perth College of Beauty Therapy must require and confirm identification however in services delivery to individuals for nationally recognised course programs. We are authorised by Australian law to deal only with individuals who have appropriately identified themselves. That is, it is a Condition of Registration for all RTOs under the National Vocational Education and Training Regulator Act 2011 that we identify individuals and their specific individual needs on commencement of services delivery and collect and disclose Australian Vocational Education and Training Management of Information Statistical Standard (AVETMISS) data on all individuals enrolled in nationally recognised training programs.  **Important:** In providing your personal information as requested and signing this enrolment form, you are providing your consent for the collection, storage, use and disclosure of your personal information as outlined and confirming your receipt of, and understanding of these details. |  |
| 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. |  |
| COURSE COMPLETION: Your course should be completed in a reasonable amount of time. This is judged to be 2 years after commencement date for Certificates and Modules. 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. |  |
| **UNIQUE STUDENT IDENTIFIER (USI):** From 1 January 2015, Perth College of Beauty Therapy can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVER.  You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the ‘Forgotten USI’ link on the USI website at <https://www.usi.gov.au/students/find-your-usi>.  If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/get-a-usi> on computer or mobile device. 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:**  **A)** Any deposit paid secures your place and is not refundable  **B)** Course fees must be paid by deposit and a direct debit agreement entered into.  **C)** If a student fails to commence the nominated course, without giving required written notice, the entire fee for the first module will become due and payable on the day of commencement, whether payable by instalments or not.  **D)** If for any reason whatsoever the student fails to complete the course or module, the entire fee, or the balance thereof, becomes due and payable to the College.  **E)** All outstanding monies owed to the College must be paid in full before the student may sit for final assessments.  **F)**  The College may withhold all assessment results until all monies are paid in full.  **G)** Overdue fees may in the sole discretion of the College result in exclusion from the course.  **H)** The following additional charges may also apply   |  |  |  | | --- | --- | --- | | **OCCURANCE** | **FEE** | **COMMENTS** | | Student Support Services | Free | In exceptional circumstances fees will be negotiated with student. | | Deferment of course/class with medical certificate |  | Course fees must be paid in full or up to date and fees must continue during deferment. Place cannot be guaranteed after deferment, student may need to wait until a course/class has commenced to see if space available. | | Fee for one on one assessment if required | $150 per hour |  | | Late Submission Fee | $150 per assessment submitted past due date | Some exceptions may apply | | 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-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 |  | | Re-enrolment due to absence | Cost of course/module minus 50% | Must be within 6 months of original booking | | Re-enrolment into scheduled assessment due to **absence without medical certificate** | $150 per assessment where space is available. |  |   **REFUNDS TABLE:**   |  |  |  | | --- | --- | --- | | **Reason for refund** | **Notification period** | **Refund** | | Student withdraws | More than 2 weeks before course commences | Full refund of fees minus deposit | |  | Less than 2 weeks before course commences | No refund on deposit & first module fees. | |  | After course commences | No refund | | Student is withdrawn by the college | After course commences | No refund | | Course cancellation by college |  | Full refund of all fees paid | | Deferment or non completion of course with medical certificate |  | No refund given, student liable for course fees as per enrolment agreement. Student will be able to complete course at a later date subject to class numbers | | Deferment or non completion of  course without medical certificate |  | No refund given, student liable for course fees as per enrolment agreement. Student will pay 50% of course fee for re-enrolment in course not completed. | |  |

***PERTH COLLEGE OF BEAUTY THERAPY TERMS AND CONDITIONS OF ENROLMENT***

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| 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 this Student Enrolment Agreement must be completed in full and deposit received 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. |
|  | The deposit is non-refundable, except where the College cancels or postpones the course for more than 6 weeks. |
|  | 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 the 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 the College for any promotional materials. I understand that I can withdraw my consent at anytime in writing. |
|  | 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:** |
|  |  |  |

**For students under 18yrs only:**

**Parent or Legal Guardian Declaration:**

As the Parent or Legal Guardian of the above student, I am jointly and severally liable for the full amount of the above fees, whether or not the student completes the course or withdraws before the end of the course and I agree to the terms and conditions in so far as they apply to me.

**Signed as an agreement:**

|  |  |  |
| --- | --- | --- |
| **Parent / Guardian Name:** | **Student Signature:** | **Date:** |
|  |  |  |

**Acceptance of enrolment:**

In consideration of the fees and in accordance with and subject to this Student Enrolment Agreement, the College undertakes to provide tuition to the student in the course and modules specified above.

|  |  |  |  |
| --- | --- | --- | --- |
| **Representative Name:** | **Signature:** | **Date:** | **Time:** |
|  |  |  |  |