

Instruction for usage

This application form should be completed and returned to the Enrolment Manager at Perth College of Beauty Therapy
Please include your \$250.00 application fee and copy of your passport.



Perth College
of Beauty Therapy

International Student Application Form

STUDENT DETAILS

STUDENT NUMBER _____ **(Office Use)**

First Name:..... Middle Name(s): Surname:

Date of birth (dd/mm/yyyy)..... Email address:.....

Address:.....

City:.....Postcode:.....Country.....

Telephone: Home:..... Work:..... Mobile:.....

Country of Birth.....Passport No.....IELTS Score.....

Nationality.....

Please select: I am applying onshore (Australia) offshore (outside Australia)

Please specify the immigration office where you will be applying for your student visa (check the immigration worldwide index for your best location at www.gov.au/contacts/offices.htm)

Do you wish to apply for RPL: Yes No If Yes you must notify us prior to the commencement of your course

I am applying to join: SHB50110 Diploma of Beauty Therapy CRICOS Code 089060G

Start date: Sept/Oct2017 January 2018 April 2018 July 2018

Process and requirements of enrolment

- Return this application form with the non refundable \$250 application fee, proof of your IELTS score, academic transcript and a copy of your passport.
- We will contact you by telephone or email to discuss the course and entry requirements.
- We will provide you with a letter of offer and a written agreement.
- Return the written agreement with proof of your Overseas Student Health Cover.
- We will issue an electronic Confirmation of Enrolment for you to take to your local immigration office.

Please refer to the DIBP website link <http://www.border.gov.au/> for information regarding student visa requirements and your obligations as a student visa holder during your studies in Australia.

PAYMENT DETAILS DIPLOMA OF BEAUTY THERAPY: (ADMIN ONLY)

Application fee \$ 250 Receipt number.....

Initial payment \$1,600 Deposit receipt number.....

Balance of tuition fees \$14,400

Total Course Fee \$16,000

Payment plan for balance of fees: \$14,400

Monthly payments of \$1200 x 12 months

Or cost per unit \$3600 x 4

Commencing on

Ezidebit form completed Y N

Comments:

PERSONAL AND MEDICAL DETAILS - Language and Cultural Diversity

Do you speak a language other than English at home? No, English only Yes, other – (please specify).....

How well do you speak English? Very well Well Not well

Medical Conditions

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

If YES, then please indicate the areas of disability, impairment or long-term condition: (you may indicate more than one area)

Hearing/deaf Physical Intellectual Learning Mental illness Acquired Brain Impairment

Vision Other Medical Condition If other please state details:.....

Are you taking any Medication? Y/N If yes, name the medication and state the reasons for use:

Are you pregnant? Y / N This could affect the treatments you receive or perform whilst training

Do you suffer from any learning difficulties? Y/N Please provide details:

Do you have any medical or personal issue which may effect your training at Perth College of Beauty Therapy Y/N

If yes please mention this to the Enrolment Manager prior to enrolling.

Schooling

What is your highest COMPLETED school level/ (tick ONE box only) Year 12 or equivalent Year 11 or equivalent
Year 10 or equivalent Year 9 or equivalent Year 8 or equivalent Never attended school

In which year (eg 1985) did you complete that school level

Have you successfully completed any of the following qualifications: Bachelor or Higher Degree Advanced Diploma or Associate Degree Diploma (or Associate Diploma) Certificate IV (or Advanced Certificate/Technician) Certificate III (or Trade Certificate) Certificate II Certificate I

Certificates other than above.....

Study Reason

Of the following categories, which BEST describes your main reason for undertaking this course (tick one box only)

To get a job To develop my existing business To start my own business To try for a different career To get a better job/promotion It is a requirement of my job I wanted extra skills for my job To get into another course of study For personal interest Other

The following information is required in the event of an emergency. Please note the information provided on this form remains private and confidential for use by Perth College of Beauty Therapy only.

Emergency Contact in Australia

Name:.....

Address:.....

Contact Number: Email.....

Relationship (eg mother, father, sister, brother, guardian, husband, wife, defacto):

Emergency Contact outside of Australia

Name:.....

Address:.....

City.....Postcode.....Country.....

Contact Number: Email.....

Relationship (eg mother, father, sister, brother, guardian, husband, wife, defacto):

POLICIES AND RULES OF ENROLMENT

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 Policies and Regulations apply to all students and form part of our Enrolment Agreement with you.

PRESENTATION: College uniform top, along with flat, black shoes to cover the top of the foot, must be worn at all times. Sandals or trainers 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, facial or upper ear piercings are not to be worn (including plastic). 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 later 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.

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 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. Any withdrawal after census date will incur the fee for the current unit of study.

MISCONDUCT: A student who misconducts themselves or breaches these Policies and Regulations may be refused attendance the College. The College reserves the right to dismiss any student and terminate their enrolment without prior notice on the grounds of misconduct or failure to comply with the Policies and Regulations. Dismissal for misconduct will not affect liability to pay outstanding fees and expenses. In the event of dismissal, no part of the fees and expenses paid or owing will be waived or refunded by the College. Grounds for dismissal include but are not limited to: stealing from the college or other business, drugs, alcohol, cheating and plagiarism, acting in an unsafe manner.

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 not be marked and a 'not competent' result will be recorded.

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 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.

REGONISED PRIOR LEARNING (RPL): RPL is offered to all students enrolling at Perth College of Beauty Therapy. To obtain credit for RPL, students must apply at enrolment and supply evidence of the qualification. Where sufficient documentation is provided Perth College of Beauty Therapy will provide credit transfer to enrolling students. Please request the RPL policy and application procedure from the Enrolment Manager for further information.

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 complaints. Matters will be dealt with promptly, fairly and confidentially. For more information, refer to the Complaints & Appeals Procedure in the International Student Handbook section on the college website

PERSONAL DETAILS: Students must supply Personal and Medical Details. Students must notify the College of any changes to personal details (including contact details) and/or medical details. It is a requirement of your student visa that you keep contact records up to date with the college.

INTERNATIONAL PROSPECTUS: Students should read the International student prospectus available on the Perth College of Beauty Therapy website www.perthcollege.com.au before signing this application form. Policies on refunds, entry requirements, deferment, suspension & cancellation of courses, course transfer and complaints and appeals are all available here. By signing this application form you indicate understanding of these policies.

INFORMATION SHARING: Information is collected during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007; to ensure student compliance with the conditions of their visa and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected during your enrolment can be disclosed without your consent where authorised or required by law, this may include and the circumstance of any suspected breach by the student of a student visa condition.

TERMS AND CONDITIONS OF APPLICATION

By signing this application form I agree to the Previous Rules of Enrolment and the following terms with the Perth College of Beauty Therapy (College):

- I confirm that all details provided in this application are complete, true and accurate
- I apply to enrol in the above course and enter into this agreement with the College for the provision of the Course stated.
- I understand that this application form must be completed in full and the application fee received before my application is accepted.
- The application fee is non-refundable.
- 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.

Signature of Student:..... **Date:**.....

Please note that following the processing of this application you will be contacted via telephone to discuss course details and requirements.

On successful application the college will supply a Letter of Offer and a written agreement. On receipt of the signed written agreement and deposit a Confirmation of Enrolment (COE) will be issued.

Please return this application form via email to enquiries@perthcollege.com.au, in person 339 Albany Highway Victoria Park WA, fax +61 (08) 9361 3222 or post PO BOX 501, Victoria Park WA 6979 AUSTRALIA.