DIPLOMA IN SPECIALIST MAKE-UP SERVICES

International Students

Course Code: CUF50407

The Makeup Technicians Pty Ltd
106/420 Pitt St, Haymarket, NSW, 2000
Phone: (02) 9280 2516 Fax: 9280 4818
www.makeup-technicians.com
mt@makeup-technicians.com
ABN: 74 122 675 834  National Code No: 40774
CRICOS Provider No: 03072D
The Makeup Technicians Pty Ltd is centrally located 420 Pitt Street, Haymarket - a two minute walk from Central Train Station and Bus Station.

The Makeup Technicians Pty Ltd will notify the authority and students of an intention to relocate premises. This notification will occur at least three weeks before relocation takes place, unless the Authority agrees otherwise.

Map

The College is approximately 3 – 5 minute walk, going north on Pitt Street, from Central Railway Station. Tram stops are also nearby. The College is accessible from major bus routes on Elizabeth Street or George Street. Parking at the Wilson Parking on Goulburn is $16 arriving before 9.30am and must leave 6pm. $10 flat rate on Saturday and Sunday and Night Fees are $8.00 after 6.00pm. Parking is also available at World Square and Capitol Theatre.
DIPLOMA IN SPECIALIST MAKE-UP SERVICES  
(CUFS0407)  
20 weeks Tuition  
6 weeks Holiday  
100 hours of Work Experience  
TMT requires all Students enrolling in the Diploma to have completed the Certificate IV in Makeup.

The Diploma course is a 6 month course. This course is designed for people who wish to further develop their make-up skills in specialty areas. The course components for the Diploma are listed below.

The Diploma in Make-up course can also help fast-track students into the make-up industry by providing them with knowledge, skills and techniques that could otherwise take many years of working in the industry to learn.

The course also aims to build the student’s confidence and provide them with the chance to learn from and work with experienced make-up professionals in the film, television and theatre industry, opening more doors to job opportunities.

## COURSE COMPONENTS

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<tr>
<th>Code</th>
<th>Title</th>
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<tr>
<td>CUFMUP401A</td>
<td>Design, Apply and Remove Make-up</td>
</tr>
<tr>
<td>CUFMUP402A</td>
<td>Maintain Continuity of Performers Appearance</td>
</tr>
<tr>
<td>CUFMUP403A</td>
<td>Style Hair for Performances or Productions</td>
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<tr>
<td>CUFMUP404A</td>
<td>Style Wigs and Hairpieces for Performances or Productions</td>
</tr>
<tr>
<td>CUFIN301A</td>
<td>Work Effectively in the Screen and Media Industries</td>
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<tr>
<td>CUFIN401A</td>
<td>Provide Services on a Freelance Basis</td>
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<tr>
<td>CUFMUP501A</td>
<td>Design and Apply Specialised Make-up</td>
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<td>CUFMUP502A</td>
<td>Design and Apply Special Make-up effects</td>
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<tr>
<td>CUFMUP503A</td>
<td>Create prosthetics for special make-up effects</td>
</tr>
<tr>
<td>WRHHD408A</td>
<td>Make wigs and hairpieces</td>
</tr>
<tr>
<td>BSBHSS909A</td>
<td>Ensure a Safe Workplace</td>
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<tr>
<td>BSBPMG510A</td>
<td>Manage a Project</td>
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<tr>
<td>BSBCRT301A</td>
<td>Develop and Extend Critical and Creative Thinking Skills</td>
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<td>BSBCRT402A</td>
<td>Collaborate in a Creative Process</td>
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<td>BSBREL401A</td>
<td>Establish Networks</td>
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<tr>
<td>CUFRES401A</td>
<td>Conduct Research</td>
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<td>BSBFIM501A</td>
<td>Manage Budgets and Financial Plans</td>
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<td>BSBMKG501B</td>
<td>Identify and Evaluate Marketing Opportunities</td>
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<tr>
<td>CUFMUP502A</td>
<td>Design and apply special make-up effects</td>
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<tr>
<td>CUFRES401A</td>
<td>Conduct research</td>
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<tr>
<td>BSBMGT515A</td>
<td>Manage operational plan</td>
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<tr>
<td>BSBDST403A</td>
<td>Develop and extend design skills and practice</td>
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<tr>
<td>BSBCRT403A</td>
<td>Explore the history and social impact of creativity</td>
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<td>BSBCRT401A</td>
<td>Articulate, present and debate ideas</td>
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<td>BSBCM401A</td>
<td>Make a presentation</td>
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<tr>
<td>CUEIND002A</td>
<td>Research and evaluate theatrical references to inform industry practice</td>
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<tr>
<td>BSBWOR502A</td>
<td>Ensure team effectiveness</td>
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GRADUATE SUCCESS

Below are some examples of our graduates, who have been working successfully as Professional Make-Up Artists within the industry:

<table>
<thead>
<tr>
<th>Television:</th>
<th>Channel 9</th>
<th>Hoyts Television</th>
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<tbody>
<tr>
<td></td>
<td>All Sydney Television Stations</td>
<td>TV Commercials</td>
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<td></td>
<td>Today Show</td>
<td>Various soap operas, TV programs</td>
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<tr>
<td>Film:</td>
<td>Muriel's Wedding</td>
<td>Superman (California, USA)</td>
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<td></td>
<td>Matrix</td>
<td>Sydney Tropfest Entries</td>
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<td>NIDA and AFTRS Films</td>
<td>Others</td>
</tr>
<tr>
<td>Opera:</td>
<td>Australian Opera Company</td>
<td>Midsummer Night’s Dream</td>
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<td></td>
<td>The Eighth Wonder</td>
<td>Barber of Seville</td>
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<td></td>
<td>Rigoletto</td>
<td>Others</td>
</tr>
<tr>
<td>Modelling</td>
<td>Vivien’s</td>
<td>IT Models</td>
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<tr>
<td>Agencies:</td>
<td>Chadwicks</td>
<td>Chic Model Management</td>
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<tr>
<td></td>
<td>Priscilla’s</td>
<td>Pamela’s</td>
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<td></td>
<td>Camerons</td>
<td>Spot Model Management</td>
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<tr>
<td>Theatre:</td>
<td>Australian Theatre Company</td>
<td>Midsummer’s Night Dream</td>
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<td></td>
<td>Les Miserable</td>
<td>Wizard of Oz</td>
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<td></td>
<td>The Television Show (Hollywood USA)</td>
<td>Flower Drum Song</td>
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<tr>
<td>Video:</td>
<td>Natalie Imbruglia</td>
<td>Take 5</td>
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<td></td>
<td>Vanessa Amorosi</td>
<td>Killing Heidi</td>
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<td></td>
<td>Troy Cassidaley</td>
<td>Kate Cebrano</td>
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<td></td>
<td>Screaming Jets</td>
<td>Jenny Morris</td>
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<td></td>
<td>Guns &amp; Roses</td>
<td>Richard Clapton</td>
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<td>Phil Collins</td>
<td>Choir Boys</td>
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<td>Corporate</td>
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<td>Billboards:</td>
<td>Qantas Australia</td>
<td>Qantas Asia</td>
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<td></td>
<td>Breville</td>
<td>NFL on Fox</td>
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<td>Thai Airlines</td>
<td>Virginia Slims</td>
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<td>SBS World Cup Soccer</td>
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<td>Magazines:</td>
<td>America</td>
<td>Sydney</td>
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<td>L.A. Times</td>
<td>Vogue</td>
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<td>L.A. Weekly</td>
<td>Harpers Bazaar</td>
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<td>Inside Sport</td>
<td>Cleo</td>
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<td>Cosmopolitan</td>
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<td>Dolly</td>
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<td>Girlfriend</td>
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<td>Brides to Be</td>
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<td>Womans Day</td>
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<td>Brides Diary</td>
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<td>Sydney</td>
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<td>Oyster</td>
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<td>Marie Claire</td>
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<td>Who Weekly</td>
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<td>3D Magazine</td>
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<td>Beat</td>
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<td>FHM</td>
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<td>Good Medicine</td>
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<td>Modern Bride</td>
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**Fashion:** Berlei Underwear, Billabong Australia, Mercedes Australian Fashion Week Tiger Lily, Collette Dinnigan, Scanlan and Theodore, Saba, Alex Perry, Seduced, Black Flies, Arnette, Charlie Brown, Zimmerman, Billion Dollar Babes, Lisa Ho, Aztec Rose

**Special Events:** Sydney Olympic Games Opening and Closing Ceremonies, Fox Studios Opening, Sydney Gay and Lesbian Mardi Gras Main Floats.

**Glamour Studios:** Various studios throughout Sydney, Brisbane, London, America
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COURSE INFORMATION

Work Experience

All students will need to participate in 100 hours of work experience over the 6-month period to meet the requirements of the course (average of 5 hrs per week). This work experience will need to be arranged by the students themselves and will need to be done out of class hours.

The school assists students in finding work experience by providing a work experience folder that the students can access through the school library. The folder contains regular work experience opportunities in a variety of different areas e.g. Film, theatre and photographic. Students may also source their own work experience.

Throughout the course, practical work experience is offered to the students in the following areas: (subject to availability)

- TV and Film schools
- Theatre Productions
- Television Productions
- Short Films
- Fashion / Photographic / Film
- Body art competitions / displays
- N.S.W. Police Mock Disaster Days - Special Effects Make-up
- N.S.W. Ambulance Mock Disaster Days - Special Effects Make-Up

Excursions

If students attend an excursion this is not included in the course fees. Examples of the types of excursions we offer the students are (subject to availability):

- Professional make-up suppliers
- Television stations
- Australian Film, Television & Radio School
- Special effects studios
- Moulding techniques & mask making
- Australian Fashion Week, Sydney
Photoshoot

The course structure includes a photo shoot which is conducted with a professional photographer during the high fashion topic. The cost of this shoot is included in the course cost. Students will need to arrange their own model for this shoot.

Students must attend the photo shoot on their allocated day. Students who are absent on the allocated photo shoot day without prior approval from the Principal will need to produce a doctors certificate. Students who do not provide a doctor’s certificate, or have not been given prior consent, forfeit their photoshoot and may not be able to reschedule this shoot for a future date.

Teaching Methods

The tuition is face to face. The students will work on other members of the class on a daily basis, however during certain stages of the course students may be asked to bring in a model. The tutor will observe, assess and assist each student.

Modes of Study

Due to the practical nature of the Diploma course all components of the course need to be completed in class or on work experience. There are no sections of this course that can be completed online or by distance education.

Assessment Methods Used

Students will be assessed on a daily basis through the tutor’s observation of skill competency.

If a tutor assesses a student and finds that they are having difficulties or are found to be not yet competent in a particular area, the student will be notified. He or she may be required to repeat that particular section of the Diploma course when it is conducted again and or attend additional classes, providing there is a space available.

On Completion of the Course

Once a student has paid for, attended and graduated from the Diploma in Make-up course at Makeup Company Pty Ltd he or she is welcome to attend any part of that full time course at no charge, providing there is a space available. (This is not applicable to the Prosthetics unless authorised by Company Directors).
COURSE CONTENT

Wigs, Hair and Make-up for Complex Periods

(Duration – 5 weeks)

Students are taught advanced hair styling techniques and the processes involved in wig measuring, application, styling and removing.

Students will also learn about wig types and styles as well as how to order and maintain them and how to store them correctly.

Throughout this topic students will be expected to research and complete make-up and hair styles associated with fashion throughout the ages for film, theatre and television mediums.

21st Century casual and corporate hair styles for television are also included in this topic along with 21st Century bridal hair and quick up styles.

High Fashion

(Duration – 3 weeks)

Students will research and discuss current run way looks, Avante Garde, Nouveau, European catwalk, Period styles eg. 1960’s, specific photographic styles including editorial and advertorial.

Students will be required to design and produce their own high fashion looks and create movie look-a-likes.

Students are given the opportunity to design and show case their own high fashion look for a photo shoot with a highly regarded Sydney fashion photographer. The shoot is organised by the school.
Business

(Duration – 2 weeks)

Students will cover topics including how to:

- Implement Workplace Health, Safety and Security Procedures
- Address Legal and Administrative Requirements
- Conduct a Briefing
- Make a Presentation
- Conduct Research
- Develop and Implement an Operational Plan
- Develop a Budget
- Manage a Budget
- Manage a Project
- Marketing

Air Brushing / Body Art

(Duration – 3 weeks)

Students are taught the skills and techniques of air brushing and the advantages of using this method of makeup application for the following mediums:

- Film
- Television
- Photographic
- Fashion

The student’s own creativity is encouraged as they create various characters including, animals, witches and monsters, marble statues and tattoos.

Students will also learn the techniques involved in camouflage make-up, for example, covering birth marks, skin imperfections and tattoos.
Advanced Special Effects

(Duration – 3 weeks)

Students will further develop the skills they have learnt in the Certificate IV course. Students will use various techniques and specialised spfx products to create serious facial and body injuries and simulate full dead bodies.

Prosthetics

(Duration – 3 weeks)

In this section students will be required to cast a mould to be used when creating their own prosthetic pieces. They will explore the anatomy of various creatures, animals and humans and the techniques involved in sculpting, casting and moulding.

Students will work with various materials, equipment and tools used in this specialty area and discuss and demonstrate the importance of safety and hygiene.

With their design in mind, students will use their mould to create a foam latex facial piece that will be applied to the face to create their own character.
GENERAL INFORMATION

The Makeup Technicians Pty Ltd is a member of the Commonwealth Register of Institutions & Courses for Overseas Students (CRICOS). According to the regulations set forth by the Department of Immigration and Multicultural and Indigenous Affairs, overseas students do qualify to study the certificate IV and Diploma courses.

In addition, International Students are required to have sufficient competency in written and spoken English.

Visas

International students must be in possession of a Student Visa for the duration of their studies at the college. Once the deposit has been paid, The Makeup Technicians Pty Ltd will issue the student with a confirmation of enrolment (eCOE) required by The Department of Immigration to apply for a student visa.

Attendance

All students need to attend 90% of the total course to meet the requirements of the Diploma.

Students who are absent or running late will be expected to contact the school prior to the class start time to advise either the office or the tutor of their situation.

Students who are sick will be asked to provide the office with a doctor’s certificate which will be kept on file.

The Tutors of The Makeup Technicians Pty Ltd will ensure that at the beginning of every day the attendance sheet is signed off. The tutor will notify administration staff within 1 hour of class starting of any student that is absent.

Tutors will record day missed on students file. At the end of each term the student will be given a copy of all lessons missed in order to organise catch up classes in another class or in revision. This form is signed off by the attending tutor.

All students need to be competent in all aspects of the course – so if a student is absent he or she needs to make it up regardless of attendance requirements.

If a Student is absent more than 3 times – the Tutor will organise to meet with the Student to organise a catch up plan. If the student is noticeably absent (5+ days) the Principal will meet with the Student to ascertain whether the student is still within the 90% bracket – and give the student a written warning in regards to the attendance requirements (if absent not due to illness or compassionate reason) – The Principal will also review the students catch up plan and change if required. The student will also be given written notice to inform the student that he or she is able to access The Makeup Technicians Pty Ltd complaints and appeals process and that the student has 20 working days in which to do so.
The Principal will review the Student weekly. If student is still outside of the 90% bracket for attendance with noticeable absents. The Principal will meet with the Student to review the possibility of deferral, suspension or cancelling the student’s enrolment.

Where the student has chosen not to access the complaints and appeals processes within the 20 working day period, withdraws from the process, or the process is completed and results in a decision supporting The Makeup Technicians Pty Ltd, the Principal of The Makeup technicians Pty Ltd will notify the Secretary of DEEWR through PRISMS that the student is not achieving satisfactory attendance as soon as practicable.

The Principal/ Director of The Makeup Technicians Pty Ltd will ensure that each student case is individually looked at. A student may still be competent and therefore pass if the student has completed the missed class and had they signed off. If the student is deemed competent in all areas this will override the attendance requirement.

All students are required to attend 90% of the course. If an International student fails to meet the required attendance The Makeup Technicians Pty Ltd may be required to notify PRISMS which may put your student VISA at risk.

**Health Coverage**

International students must show proof of Australian health cover for the duration of their course. The college will arrange Overseas Student Health Cover (OSH) for overseas students at additional cost to the students. Evidence that Health Cover has been fully paid for must be evident before a COE will be issued to overseas students.

**Change of Address & Contact Details**

Students are to notify the school, in writing, changes in their personal details as soon as possible.

It is a requirement of the Educational Services Overseas Students Act 2000 that, overseas students must, immediately notify the school in writing of any change of address. Failure to do so may have adverse consequences.

**Accommodation**

The Makeup Technicians Pty Ltd does not provide accommodation for students.

There are generally many types of accommodation available in the area of our college. These include shared accommodation, private apartments, furnished rooms, etc. Upon their arrival, The Makeup Technicians Pty Ltd can provide international students with assistance in locating a Real Estate Agent to secure a lease.
**Additional Costs**

At times during the course there may be optional excursions, which may incur additional minimal charges.

In some cases students may need to purchase extra materials for assignments/presentations e.g. Feathers/sequins for mask making and body art.

For work experience, in most cases students will have sufficient materials however on occasion extra products may be required.

The classroom kit is stocked with enough products for students to complete the course; however students may wish to purchase additional make-up products from our shop.

**Life in Australia**

Australia is a large country with 19.5 million people, mostly living in coastal cities. Australia is an island continent in the South Pacific that combines a wide range of naturally beautiful landscapes - from dense tropical rainforests to pristine, white sandy beaches.

Sydney is Australia's largest city, located on a beautiful harbour. Sydney offers the international students a variety of opportunities to experience a new culture, enjoy outdoor pursuits, and has world class restaurants, galleries, and gardens.

Our climate is generally tropical to moderate. Summer (Nov-March) is our hottest season, and temperatures reach about 35 degrees Celsius in Sydney, while our winter (June-Aug.) is relatively mild to cool.

According to the Study in Australia website the average cost of living is about $360.00 per week. This includes a student budget of: accommodation, food, clothing, entertainment, transport, international and domestic travel, telephone expenses and incidental costs.

You could spend more or less depending on where you live, and your lifestyle.

For more information on Australia and Sydney, please refer to the following websites:

- [http://www.lonelyplanet.com/australia](http://www.lonelyplanet.com/australia)
- [http://www.about-australia.com](http://www.about-australia.com)
School Aged Dependants

Students with school age dependants who are intending to study at The Makeup Technicians Pty Ltd are advised that any school aged dependants accompanying them to Australia will be required to pay full fees for their schooling.

Code of Practice

To view The Make-Up Technician’s Code of Practice, please visit our website at: www.discovermakeup.com

Privacy Policy

The Makeup Technicians Pty Ltd complies with the Privacy Act 2001. Information collected on Students is only used for the purpose of delivery of our services.

Relocation of Premises

The Makeup Technicians Pty Ltd will notify all enrolled students of any intent to relocate the schools premises at least 20 working days prior to relocating.

Additional Information

For a description of the ESOS framework please refer to: www.tps.gov.au
STUDENT FACILITIES

Make-Up and Equipment

On commencement of the Certificate IV in Make-Up each student is supplied with their own professional make-up kit (this is included in the cost of the Certificate IV in Make-Up course). Students must bring their own make-up kit to each Diploma in Specialist Make-Up Services Class, however when required additional make-up products and equipment will be supplied to the student.

Equipment supplied to the students ranges from all hair styling equipment e.g. dryers, heated rollers, hot sticks etc. curling and straightening wands, dummy heads for hair styling, Wig blocks, Wig Knotting Hooks, Red Heads, Airbrushing Equipment and Products, Latex and a wide range of special effects & prosthetic products.

In regards to products for work experience, students will need to take their own equipment and products out on work experience, however the college tries to assist students by providing specialty products (e.g. S.P.F.X products) where possible.

Reference Library

The students have access to a library of make-up and reference books, industry magazines, DVD’s and videos which they can refer to throughout the course.

Classroom Facilities

The classrooms are set up with workbench stations, mirrors and studio daylights and high make-up stools. Students work from their own professional make-up kit supplied on enrolment in the Certificate IV. All other make-up required will be supplied in the classroom.
ENROLMENT INFORMATION

Minimum entry requirements

Prospective students will be expected to demonstrate adequate capability in both written and spoken English. You will be required to present an official assessment of your English language skills. This can be presented in either of the below ways:

- International English Language Testing System (IELTS)
  Test score of 5.5 or above required
  For more information, including testing Centres, go to: www.ielts.org
- Test of English as a Foreign Language (TOEFL)
  Test score of 550 or above required
  For more information, including testing centers, go to: www.ets.org
- Certificates/Degrees/Masters etc that were delivered in English

Further information on English Assessments can also be found on the Department of Immigration & Citizenship webpage: www.immi.gov.au

Prospective International students need to be 18 years of age at the date of course commencement.

The Makeup technicians Pty Ltd require that students must have completed the Certificate IV in Make-up CUF40407 or equivalent to enroll in the Diploma in Make-up course.

Student Selection and Enrolment

People who are interested in undertaking study with The Makeup Technicians Pty Ltd are encouraged to arrange for a ‘one on one’ orientation. At the orientation, the course is explained in detail along with course requirements.

Training, education and possible career pathways are explained along with course content, modules and outcomes. In addition, The Makeup Technicians Pty Ltd expectations of student behaviour and performance is discussed.

People wishing to proceed then complete the enrolment forms for their course pay the required fees and will be issued with an official receipt and the relevant documentation. The newly enrolled student will be advised of the course commencement date.

Either at the interview or after the interview the student may pay a deposit to confirm their place. The deposit is part of the total cost. If posting the deposit please send cheque or money order made payable to The Makeup Technicians Pty Ltd, together with the enrolment form included in this brochure. N.B: Please do not send payment without first completing and returning the relevant enrolment forms.
Transfer from other Institutions

The Makeup Technicians Pty Ltd recognises AQF Qualifications and Statements of Attainment issued by other RTO’s.

Access to Student Records

Students will have termly meeting with their tutors in which their student records will be viewed. Students are able to view their records at any time. To do so students are required to make a time with their tutor. In the event that the tutor is unavailable they can also view their records by making an appointment with the Principal

Support Services

Your tutor has the responsibility to care for students needs on a daily basis. If you are requiring further services please see administration staff and ask to schedule an appointment with the Principal. Should the Principal be unable to help you with your problem she will be able to help you gain external professional assistance.

On enrolment all international students will be issued with a comprehensive Student Guide. This includes details of support services and other relevant information to living and studying in Australia. This service is provided at no additional cost to the student.

Course Credit

Applicants who consider that they have completed appropriate training or have through prior learning and experience gained the required skills/competencies stipulated for the units of the course may be granted credit upon substantiation of that claim. The assessment will be professionally conducted and will be valid, reliable, flexible and fair.

Evidence for credit of prior learning may include:
- Evidence of current competence
- Performance, demonstration, or skills test
- Portfolio, logbook, task book, projects or assignments
- Web cam practical abilities testing if required
- Written presentation
- Interview by phone if required
- Case studies
- Third party reports (statutory declarations)
- Photographic evidence

The Makeup Technicians Pty Ltd advises all applicants of Course Credit opportunities and procedures on enrolment. Course Credit is available for all subject units. The performance criteria set the Course Credit benchmarks. Students may complete an application form on request.

If there is sufficient evidence in the application and supporting documentation, no further assessment may be necessary. If further assessment is required, it may take any practical form consistent with the assessment criteria for the claimed competencies and the principles of validity, reliability, fairness and flexibility. The form of assessment may be negotiated with the student and may consist of interview, written assignment, exam, visual exam, or other method. Assessment must be conducted by a qualified assessor.
A standard fee per unit/course will be charged for the Course Credit assessment. Students are notified promptly of the Course Credit outcome. The Director advises unsuccessful students of reasons for non-recognition and steps they can take, including appeal mechanisms.

Please note that in the case of a granted Course Credit the total course duration may be decreased.

Course Credit Procedure

- Initial information interview over phone if applicable and receive application form
- Refer to Det website for RPL information
- Complete application.
- Return application form with supporting evidence/assessment exercises.
- Attend follow up interview to assess practical abilities if required (may be via web cam)
- Application is assessed within 14 days.
- Applicant is promptly advised of outcome.
- If unsuccessful, client advised of appeal procedure.
- If successful, client advised of study reduction time and credit transfer details.
DIPLOMA IN SPECIALIST MAKEUP SERVICES
ENROLMENT FORM – INTERNATIONAL STUDENTS

Diploma Commencement: March 2014
Days: Thursdays and Fridays
Times: 9:30am to 4:00pm each day

COURSE FEES MAY INCREASE ONCE A YEAR. PLEASE CONFIRM YOU HAVE CURRENT COURSE FEE DETAILS.

STUDENT DETAILS

NAME: ________________________

DOB: ________________________

LOCAL ADDRESS: ________________________

P/C ________________________

OVERSEAS ADDRESS: ________________________

CONTACT NO: W. ________________________

F. ________________________

M. ________________________

EMAIL: ________________________

COURSE NAME: ________________________

COMMENCEMENT DATE: ________________________

CURRENT VISA TYPE: ________________________

EXPIRY DATE: ________________________

STUDENT VISA REQUIRED: YES / NO

NATIONALITY: ________________________

COUNTRY OF BIRTH: ________________________

TMT TO ORGANISE HEALTH COVERAGE: YES / NO

DO YOU HAVE ANY ADDITIONAL LEARNING DIFFICULTIES, IF SO PLEASE ADVISE:

______________________________

PASSPORT #

DEPENDENTS: YES / NO

IF YES, NUMBER OF DEPENDENTS:

(Dependents are classified as a person under the age of 18 who is under your care and responsibility living with you in Australia)

ARE YOU CURRENTLY STUDING IN AUSTRALIA: YES/NO

IF YES, YOU ARE REQUIRED TO HAVE COMPLETED AT LEAST 6 MONTHS OF STUDY WITH YOUR CURRENT PROVIDER OR HAVE A RELEASE FORM TO ENROL WITH TMT.

NEXT OF KIN

NAME: ________________________

RELATIONSHIP TO STUDENT: ________________________

ADDRESS: ________________________

P/C ________________________

CONTACT NO: W. ________________________

F. ________________________

M. ________________________

EMAIL: ________________________
ATTENDANCE
All Overseas Students must attend 90% of classes. Any Overseas Student who fails to attend 90% of classes must by Law, be reported to The Department of Immigration. If the Visa is withdrawn because of non-attendance, there is no refund from The Makeup Technicians Pty Ltd. There is 22 hours a week of classroom tuition and practical experience required.

REFUND AND CANCELLATION
Please read and sign the attached document called the Refund and Cancellation Policy Declaration.

FEES
Course fees may increase once per year. Please confirm you have current course fee details.

HEALTH COVER
If a student does not require The Makeup Technicians Pty Ltd to provide health cover they must provide evidence of their health cover before visa will be issued.

CHANGE OF ADDRESS AND CONTACT DETAILS
Students are to notify the school, in writing, changes in their personal details as soon as possible. It is a requirement of the Educational Services Overseas Students Act 2000 that, overseas students must, immediately notify the school in writing of any change of address. Failure to do so may have adverse consequences.

PERSONAL INFORMATION
If required The Makeup Technicians Pty Ltd may be required to share your personal information with Australian Government bodies and/or if relevant, the Tuition Protection Service. This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition.

PLEASE NOTE
An overseas student is not permitted to repeat a unit of study on a student visa. Please be informed that information provided to The Makeup Technicians Pty Ltd may be available to Commonwealth and State agencies.

REPRODUCTION OF WORK AND
I give The Makeup Technicians Pty Ltd, permission to use:
  • A reproduction of my images from any class photo shoots etc: and/or
  • A reproduction of my work: and/or
  • A reproduction of any statements I have made about my experience of training at Makeup Company Pty Ltd
In promotional material or for any other forms of promotion

I have read, understood and accept the The Makeup Technicians Pty Ltd Method of Payment, Attendance Regulations, the Refund and Cancellation Policy, Terms and Conditions and the International Student Information (all these items are included in the International Student Brochure).

STUDENT NAME  STUDENT SIGNATURE  DATE

WITNESS NAME  WITNESS SIGNATURE  DATE
(Witness: Parent/Spouse/Other)
THE MAKEUP TECHNICIANS PTY LTD REFUND POLICY

Note: You MUST agree to the following policy for your enrolment to be accepted.

All requests for refund of fees by students are to be handled according to the following policy.
This refund policy is provided to the student prior to the student making any payment to The Makeup Technicians Pty Ltd

1. Administration and Material fees are not refundable.
2. Only when the full admin/material fee and all enrollment forms have been completed and signed will a student’s space in the class be secured. A student’s enrolment in the class may be cancelled if all enrollment forms and deposit money has not been received 28 days prior to the course commencement date.
3. Advance course monies and admin/material payments will be 100% refunded if notice is received in writing 28 days or more before the scheduled course commencement date. All Course monies are protected.
4. If less than 28 days notice is given in writing prior to course commencement, advance course payments will be refunded, less the deposit.
5. Refunds for students who have paid their fees in advance and wish to leave the course before conclusion of the course will have their fees calculated on the basis of paying each term (as shown in Option 2 of "Method of Payment"). Refunds will be based on this calculation. There is no payment or refund for 4th Term.
6. Once a term has been commenced, fees are payable for that entire term. If a student wishes to leave the course the student must notify the principal in writing of their intention to leave and the written notification must be received before the first day of the next term to be commenced otherwise fees are due and payable for that term. If students paying weekly or by term are dismissed or leave through the term, then they must pay the amount equivalent to the full term fees for the term they have commenced.
7. If a student commences study and defers / transfers to another class for any reason, they are not eligible for a refund as your course fees are allocated to your original class of enrolment.
8. Any refunds will be made to the person or organisation that enters into the contract within four weeks of receipt of a written application, unless the person gives a written direction to pay someone else. Refunds will be paid in the same currency in which the fees were collected.
9. No refund applies if a student is expelled or deported
10. Note that the refund agreement and process does not remove the right to take further action under Australian consumer protection laws. The refund agreement does not circumscribe the student’s right to pursue other legal remedies.
11. Requests for refunds should be made in writing and directed to the Principal and or Director of The Makeup Technicians Pty Ltd.
12. In the unlikely event that The Makeup Technicians Pty Ltd is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided. If The Makeup Technicians Pty Ltd is unable to provide a refund or place you in an alternative course our Tuition Protection Service (TPS) ACPET will place you in a suitable alternative course at no extra cost to you. Finally, if ACPET cannot place you in a suitable alternative course, if this is not possible, you will be eligible for a refund as calculated by the Fund Manager.
13. Please note additional monies paid to International Agencies for services provided that are separate from course fees are subject to the Terms & Conditions of the Agency. Due to this, these monies are not included in The Makeup Technicians Pty Ltd Refund Policies.
14. Overseas Health Cover is not refundable after course commencement. Please see health fund for further details.
Transfers to other institutions

1. National Code 7.1 States that students cannot transfer from one institution to another, unless they have completed their original course or studied in the original institution for 6 months, whichever is the lesser. Under New South Wales Education (Overseas Students) Regulation 1998 10(3) if an overseas student has not completed a registered course but ask for a letter of release, the registered provider must give the student a letter of release. Point 2 will need to be met.

2. National Code 7.3 States that a registered provider will grant a letter of release where a student has (National Code 7.3a) provided a letter from another registered provider confirming that a valid enrolment offer has been made.

3. National Code 7.4 a letter of release if granted will be issued at no cost to the student. Students will be required to contact DIAC to seek advice on whether a new student visa is required.

4. The refund of tuition fees is as per refund policy

The Makeup Technicians Pty Ltd Complaints’ Policy

In the event that a student has a complaint concerning any matter in relation to the training or organisation, there is a process in place to ensure that the complaint can be resolved amicably. Each party may be accompanied and assisted by a support person at any relevant meeting.

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<thead>
<tr>
<th>Step</th>
<th>Procedure</th>
<th>Action</th>
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<tbody>
<tr>
<td>1</td>
<td>a) Speak to your trainer regarding your issue. b) If not able to talk to your trainer or not satisfied with the outcome move to step 2</td>
<td>Your trainer will assist you and try to resolve the problem.</td>
</tr>
<tr>
<td>2</td>
<td>a) Write a letter to the Principal outlining the situation. b) If you are not satisfied with the result move to step 3</td>
<td>Within 10 working days from receipt of the formal lodgment of the letter. The Principal will review the situation. The Principal will provide a response in writing. All measures will be taken to finalise the process as soon as possible.</td>
</tr>
<tr>
<td>3</td>
<td>Request in writing a review of the decision to the Director. b) If you are not satisfied with the result move to step 4</td>
<td>The Director will assemble a review committee and will invite the student to present their case. The decision will be advised in writing. All measures will be taken to finalise the process as soon as possible.</td>
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<tr>
<td>4</td>
<td>Contact external mediation</td>
<td>The Makeup Technicians Pty Ltd will assist the student to access independent mediation at minimal or no cost to resolve the dispute</td>
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Independent mediation is available through the NSW Community Justice Centres. For information contact 1800 671 964 or 92287455. Email: cjc_info@agd.nsw.gov.au. Website: www.cjc.nsw.gov.au

This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia’s consumer protection laws.

If you wish to lodge an external appeal or complain about this decision, you can contact the Overseas Students Ombudsman. The Overseas Students Ombudsman offers a free and independent service for overseas students who have a complaint or want to lodge an external appeal about a decision made by their private education or training provider. See the Overseas Students Ombudsman website www.oso.gov.au or phone 1300 362 072 for more information.
Students should also be aware:

1. If a student chooses to access the provider’s complaints and appeals processes the registered provider must maintain the student’s enrolment while the complaints process and appeals is ongoing. National code 8.1,8.4

2. If the internal or external complaint handling or appeal process result in a decision that supports the student the registered provider must immediately implement any decision and or corrective and preventative action required & advise the student of the outcome National Code 8.5

3. The complaints policy must be given to overseas students before a contract is entered into or before an amount has been paid, which ever happens first. The policy must be given to overseas students again within 7days of them attending a course conducted by the registered provider(OS) Reg1998 Section8(4)(a)(b)

4. Nothing in The Makeup Technicians Pty Ltd Dispute Resolution Policy negates the right of any overseas student to pursue other legal remedies.

5. If a student is concerned about the actions of the provider they may approach the State Registration Authority for CRICOS. In Queensland this is the Department of Education, Training and the Arts (DETA). The Director-General of DETA has the power to suspend or cancel the provider’s registration or a course if a breach of the requirements of registration provision is proved. Concerns about the conduct of the provider should be addressed to The Manager, CRICOS Registration, Office of Non-State Education, NSW Department of Education; Complaints must be made in writing. E (OS) Reg 1998 Section 8 (3) (a) (b).

6. All records of any complaint will be kept on file.


DECLARATION
I have read and accept the conditions of the above Refund and Cancellation Policy.

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TERMS AND CONDITIONS

All students will be expected to conduct themselves in the opinion of The Makeup Technicians Pty Ltd in an orderly, considerate, and mature fashion.

No food is to be consumed in the classroom except at designated times or under special circumstances nor is smoking permitted on premises.

Students may be dismissed for disorderly or disruptive behaviour, failure to participate in the class and excessive absences, other than for proper cause and absences because of sickness supported by a medical certificate. If a student is absent for whatever reason for more than 10% of classes without prior approval from The Makeup Technicians Pty Ltd then the student may be dismissed from the course.

There is no refund for any student dismissed from the course and any outstanding fees due for the remainder of the Term the student is dismissed from, the student must pay those fees.

All students must be punctual.

No refund is applicable to a student who is attending classes that are additional to what the student has paid for.

Refunds for students who have paid their fees in advance and wish to leave the course before conclusion of the course will have their fees calculated on the basis of paying each term (as shown in Option 2 of "Method of Payment"). Refunds will be based on this calculation. There is no payment or refund for 3rd or 4th Term.

Once a term has been commenced, fees are payable for that entire term. If a student wishes to leave the course the student must notify the principal in writing of their intention to leave and the written notification must be received before the first day of the next term to be commenced otherwise fees are due and payable for that term. If students paying weekly or by term are dismissed or leave through the term, then they must pay the amount equivalent to the full term fees for the term they have commenced.

Once you have accepted any work through the school, either as paid work or work experience, you are required to arrive at least 15 minutes before the job starts. You must not, under any circumstances, not turn up to that job or arrive late or unprepared for the job. The work and/or work experience is to be undertaken by that student in a diligent and enthusiastic manner.

In relation to the Certificate IV in Make-up, final course marks are detailed on your Certificate and are based on: Final Exams (100%), Assignments (100%), Work Experience Participation (100%), and Attendance, Punctuality, Reliability and an ability to work pleasantly as a team member over the duration of the course (100%). The final exams are nine parts practical, one part theory. You must receive a 70% average in all final exams to pass. If you fail you will be given the option to resit the exam at a time suitable to The Makeup Technicians Pty Ltd.

To sit the exam all course fees must be paid in full 2 weeks prior to the exams.
If a student is found cheating in the Exam held at the end of the Course that student will be dismissed with no option to resit the Exam and no fees will be refunded.

Once a student has completed the course, that student will not be qualified to teach any aspect of the course within a three (3) year period without prior consent in writing from The Makeup Technicians Pty Ltd

Any student, who withdraws or defers from the course and wishes to continue their studies at a later date, may be put on a waiting list until a position becomes available in a suitable class. In regards to positions available, new enrolments will receive priority over students who have withdrawn or deferred from The Makeup Technicians Pty Ltd

Any student found stealing will be dismissed instantly from the course and will not be entitled to any refund of fees paid and will be required to replace all items stolen. The Police will be called.

Where class numbers fall below 15 students per class, the class will be open to being merged with another class resulting in a possible time and/or day change.

The Makeup Technicians Pty Ltd reserves the right to merge classes and/or re-arrange classes on different days or at different times for administration or functional reasons. The Makeup Technicians Pty Ltd shall not be liable for any claims for compensation for any inconvenience which may arise, providing notice of at least (14) fourteen days is given advising of The Makeup Technicians Pty Ltd intention to merge classes and/or re-arrange classes on different days or at different times.

As part of their certificate, students are required to undertake a minimum amount of work experience of 5 hours per week or equivalent.

An overseas student who fails to attend 90% of classes must by law, be reported to the department of immigration. If the visa is withdrawn, there is no refund from The Makeup Technicians Pty Ltd

Students will not be issued a certificate if their attendance level is less than 90%.

If any of these conditions are broken then The Makeup Technicians Pty Ltd has the right to dismiss any student with no recourse on The Makeup Technicians Pty Ltd by the student.

Access and Equity Policy
Staff and students must comply with anti discrimination legislation and anti vilification legislation relating to:
(a) race;
(b) gender;
(c) disability;
(d) age; and/or
(e) sexual preference.

I have read and fully understand all information provided in the student brochure and agree to the Terms and Conditions of The Makeup Technicians Pty Ltd

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THE MAKEUP TECHNICIANS PTY LTD
THE SCHOOL OF PROFFESIONAL MAKE-UP ARTIST

METHOD OF PAYMENT
DIPLOMA IN SPECIALIST MAKE-UP SERVICES
(CUF 50407)

Please read the attached sheet detailing method of payment for fees.

1. Please indicate below which option you have selected.

2. Please sign where indicated on both pages.
   __ OPTION 1
   __ OPTION 2

3. An Administration/Material fee of $2,995.00 is required for both options.

REFUNDS
The $2,995.00 Administration/Material fee on enrolment is not refundable unless written notice of cancellation is given 28 days prior to the commencement of the course.

On commencement of the course your admin/material fee is used to purchase the materials required during class. If you require a refund during the course, course refunds are calculated on the basis of terms not commenced.

Once a student has commenced a term the fees will cover that term commenced. A refund is applicable only to the terms not commenced. A request for refund must be in writing and received before the date of that term commencement.

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METHOD OF PAYMENT

International Students

Diploma in Specialist Make-Up Services
(CUF50407)

OPTION 1
UP-FRONT PAYMENT (includes discount)

Admin/Material fee $ 2,995.00 (This Admin/Material fee secures your place in the class and is due before the first day of class)

Upfront Payment $ 4,000.00

Total up-front = $ 6,995.00 (By paying your fees up-front you are saving money.)

OPTION 2
TERM PAYMENT

Admin/Material fee $ 2,995.00 (This Admin/Material fee secures your place in the class and is due before the first day of class)

1st Terms Fees $ 2,250.00 Due and Payable first day of 1st Term.

2nd Terms Fees $ 2,250.00 Due and Payable first day of 2nd Term.

Total $ 7,495.00

- At times during the course there may be optional excursions, which may incur additional minimal charges.
- If the above fees are not paid on schedule, you may not be able to attend your classes until all fees are paid.
- Prices are correct at time of printing; however they are subject to change at any time. Please confirm course fees prior to enrolling.

PAYMENT OPTION

STUDENT NAME

STUDENT SIGNATURE

DATE

WITNESS NAME
(Witness: Parent/Spouse/Other)

WITNESS SIGNATURE

DATE