

DOMESTIC ENROLMENT FORM

Tick the course you are applying for:

- CUA51015 Diploma of Screen and Media (in Specialist Makeup Services) Full Time
 CUA51015 Diploma of Screen and Media (in Specialist Makeup Services) Part Time (ASK FOR INTAKE DATE)
 CUA51015 Diploma of Screen and Media (in Specialist Makeup Services) Advanced Skill Set (Full time ONLY) (ASK FOR INTAKE DATE)

Which intake do you wish to start: January April July October

PERSONAL DETAILS

Unique Student Identifier (USI#): _____ Title: Miss Mr Mrs Ms

Family Name (Surname): _____ Sex: Female Male

First Name/s: _____ Middle Name/s: _____ Date of Birth: ____/____/____
DAY/MON/YEAR

Address: _____ Place of Birth: _____

Suburb: _____ Postcode: _____

Telephone: Home: _____ Work: _____ Mobile: _____

Email: _____ Women T-Shirt Size: XS S M L XL 2XL 3XL

You must provide an email address and mobile or phone number.

Men T-Shirt Size: S M L XL 2XL 3XL

Employer Company/Name: _____

Suburb: _____ Postcode: _____ ABN: _____

Emergency Contact Person: _____ Relationship: _____

Telephone: Home: _____ Work: _____ Mobile: _____

Address: _____ Suburb: _____

Postcode: _____ Email: _____

PART A AVETMISS DATA REQUIREMENTS

Mandatory information for AVETMISS reporting.

All of these questions must be answered by the student.

1 Residency Details

In which country were you born?

- Australia
 Other – please specify _____

Resident Type

- Australian Citizen
 Permanent Australian Resident
 New Zealand citizen living in Australia
 Visa Type – check question 3
 Visa holder on a pathway to permanent Australian residency

IMPORTANT: provide copy of proof of identity.

2 Has student completed Year 12 or equivalent?

- Yes No

3 Visa Type (if applicable)

- Skilled – Regional Sponsored (provisional)
 Visa, subclass 475 and subclass 495.
 Skilled – Regional Sponsored (provisional)
 Visa, subclass 487.
 Skilled – Nominated or State Territory
 Sponsored, subclass 489.
 State/Territory Sponsored Business Owner (prov.)
 Visa, subclass 163
 State/Territory Sponsored Senior Executive (prov.)
 Visa, subclass 164
 State/Territory Sponsored Investor (provisional)
 Visa, subclass 165
 Partner/Spouse or Defacto
 Visa, subclass 820 and subclass 801

4 Highest Level of education achieved. Please indicate all previous qualification.

- Bachelor Degree 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
 Certificate other than the above
 No post school qualifications

IMPORTANT: provide a copy of your resume

PART B DEMOGRAPHIC

5 What is your highest completed school level?

- Year 12 or Equivalent
 Year 11 or Equivalent
 Year 10 or Equivalent
 Year 9 or Equivalent
 Year 8 or Below
 Never attended school

 In which year did you complete that school level?

6 Of the following categories, which best describes your current employment status? Tick one box only.

- Full-time employee
 Part-time employee
 Self-employed – not employing others
 Employer
 Employed – unpaid worker in a family business
 Unemployed – seeking full-time work
 Unemployed – seeking part-time work
 Not employed – not seeking employment

7 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, other – please specify _____

8 How well do you speak English?

- Very Well
 Well
 Not well
 Not at all

9 Are you of Aboriginal or Torres Strait Islander origin?

- No
 Yes, Aboriginal
 Yes, Torres Strait Islander
 Both Aboriginal & Torres Strait Islander

10 Do you consider yourself to have a disability, impairment or long-term condition?

- No
 Yes – if yes please give more details.

You may indicate more than one area.

- Hearing/Deaf
 Physical
 Intellectual
 Learning
 Mental Illness
 Acquired Brain Impairment
 Vision
 Medical Condition
 Other

 If indicated please provide more details.

11 Do you have any learning difficulties?

- Yes – if yes please provide more details.
 No
-
- _____

12 Do you have any medical conditions?

- Yes – if yes please provide more details.
 No
-
- _____

13 Are you currently employed within the industry?

- No
 Yes

14 Is your employer funding this course?

- No
 Yes

Name of Employer _____

Contact Name _____

Phone number _____

15 Would you like to apply for Recognition of Prior Learning?

- No
 Yes
 Unsure

16 How did you hear about The Makeup Technicians?

- FACEBOOK
 INSTAGRAM
 TWITTER
 GOOGLE
 EDUCATION
 WEBSITE
 INDUSTRY EXPO
 WORD OF MOUTH
 STUDENT COUNSELLOR
 GRADUATE OF TMT

17 What is your main reason for study?

- 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 or promotion
 It was a requirement of my job
 I wanted extra skills for my job
 To get into another course of study
 For personal interest or self-development
 Other reasons
-
- _____

VET STUDENT LOANS - DIPLOMA ONLY

1 Do you have a Tax File Number (TFN)?

- Yes – if yes please provide your TFN.
 No – you will need to apply for one at the Australia Taxation Office
www.ato.gov.au

IMPORTANT: provide a copy of Tax File Number.

TFN: _____

2 Do you have a Commonwealth Higher Education Student Support Number (CHESSN)?

- Yes – if yes please provide your CHESSN.
 No – we will provide one for you

IMPORTANT: provide copy of CHESSN.

CHESSN: _____

3 Have you completed Year 12 or equivalent?

- Yes
 No

IMPORTANT: provide copy of Year 12 or equivalent certificate.

4 Do you have your Birth Certificate?

- Yes – if yes please provide a copy
 No – you will need to go to Births Deaths & Marriages
www.bdm.nsw.gov.au

IMPORTANT: provide copy of Birth Certificate.

CHECKLIST	SEND TO
<input type="checkbox"/> Resume <input type="checkbox"/> Visa (if needed) Diploma ONLY need the following information <input type="checkbox"/> provide your Tax File Number & CHESSN <input type="checkbox"/> provide a copy of Birth Certificate <input type="checkbox"/> provide copy of Year 12 or equivalent certificate or <input type="checkbox"/> Language, Literacy & Numeracy (LLN) Test	Email: tmt@makeup-technicians.com Post: The Makeup Technicians 106/420 Pitt Street Haymarket, NSW, 2000

COURSE FEES CUA51015 DIPLOMA OF SCREEN & MEDIA IN SPECIALIST MAKEUP SERVICES

HASSLE FREE PAYMENT \$11,800 (\$1500 DEPOSIT PAYABLE AT ENROLMENT) (\$300 MATERIAL FEE PAYABLE PRE-COMMENCEMENT)

TEMLY PAYMENT PLAN \$12,300 (\$1500 DEPOSIT PAYABLE AT ENROLMENT) (\$300 MATERIAL FEE PAYABLE PRE-COMMENCEMENT) 3 PAYMENTS OF \$3500.00 (PAYABLE 1ST DAY OF TERMS 1-3)

MONTHLY PAYMENT PLAN \$12,800 (\$1500 DEPOSIT PAYABLE AT ENROLMENT) (\$300 MATERIAL FEE PAYABLE PRE-COMMENCEMENT) 1 INTIAL PAYMENT \$2500.00 (PAYABLE 1ST DAY OF TERM 1) 10 MONTHLY PAYMENTS \$850.00

The payment plan I have chosen is:

Hassle Free Payment
 Termly Payment
 Monthly Payment

COURSE FEES CUA51015 DIPLOMA OF SCREEN & MEDIA ADVANCED SKILL SET

HASSLE FREE PAYMENT \$5,900 (\$1000 PAYABLE AT ENROLMENT)

TEMLY PAYMENT PLAN \$6,400 (\$1000 PAYABLE AT ENROLMENT) 2 PAYMENTS OF \$2,700.00 (PAYABLE 1ST DAY OF TERMS 1-2)

MONTHLY PAYMENT PLAN \$6,700 (\$1000 PAYABLE AT ENROLMENT) 6 MONTHLY PAYMENTS \$950.00 (PAYABLE 1ST DAY OF MONTH)

The payment plan I have chosen is:

Hassle Free Payment
 Termly Payment
 Monthly Payment

BANKING DETAILS

ACCOUNT NAME: The Makeup Technicians
 BANK: St George Bank
 BSB: 112 879
 ACCOUNT NO°: 421 703 046

PLEASE USE YOUR FULL NAME AS THE REFERENCE WHEN PAYING VIA DIRECT DEPOSIT

AGREEMENT

This enrolment and agreement form is the formal agreement between the student and the college. To familiarise themselves with the college and policy and procedures students should read the document 'student handbook', which is available from the college or can be downloaded from the college website. This document forms part of this agreements. Students should also note that 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.

The student agrees to:

- 1 Make payments in accordance with college payment schedules, or as agreed with the college individually.
- 2 Notify the college of changes of address and contact information while enrolled at the college
- 3 Inform the college in a timely manner of any changes in circumstances which may have an effect on the student's ability to attend, or complete the course.
- 4 Have all fees paid in full, 2 weeks prior to final exams commencement.

REFUND POLICY

Deposit

A deposit is required on enrolment this will confirm a position in the course. The deposit is part of the total course fee. The deposit is refundable up until four weeks/28 days prior to the course start date, after which it is not refundable. In the event of a deposit refund, an administration fee of \$100.00 will be deducted from the deposit amount. Written notification is required in the event of requesting a deposit refund.

Upfront Payment

Upfront Payment including the deposit and material payments will be refunded if written notification is received requesting a refund, four weeks/28 days or more before the scheduled course commencement date. In the event of a deposit refund, an administration fee of \$100.00 will be deducted from the deposit amount. All Course monies are protected.

If less than four weeks/28 days, notice is given in writing prior to course commencement, Upfront payment will be refunded, less the deposit.

Non-Delivery of a course

In the event of a course not being delivered the student will be notified as soon as a decision on delivery has been made. The student is entitled to a full refund of fees 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 is unable to provide a refund or place you in an alternative course our Tuition Protection Service (TPS) Tuition Assurance Administrator will place you in a suitable alternative course at no extra cost to you. Finally, if Tuition Assurance Administrator 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.

In a circumstance where the student has been enrolled through an education agent any refund to the student will be discounted by the amount of commission paid to the agent.

Student Default and Withdrawal from Course

Students are required to provide written notification of withdrawal from any course or course component, prior to the commencement of the enrolled course. If a

student withdraws from the course prior to the course start date but after the three-week deposit deadline the deposit is non-refundable, however any further prepaid course fee and incidental expenses will be refunded, less a \$100 admin fee. The student may defer their course to another intake date within a 24-month period from the initial course start date.

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 Termly Payment Option). Refunds will be based on this calculation. There is no payment or refund for 4- Term.

If a student withdraws from the course after a term has 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 two weeks before the first day of the next term is due to commence, otherwise fees are due and payable for that term. If students paying monthly 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. Refunds incur an admin fee of \$100.00.

Deferment of Enrolment

Students are required to provide written notification of deferring from any enrolled course or course component. A student is only allowed to defer commencement or suspend studies of a course on medical grounds (with a medical certificate) or other exceptional compassionate circumstances. An enrolment can be held no longer than 24 months from the original start date.

The Makeup Technicians reserves the right to defer or temporarily suspend the enrolment of the student on the grounds of misbehaviour (breach of Media Makeup Policies & Procedures) by the student. In this situation, The Makeup Technicians will inform the student in writing of the intention to suspend or cancel the student's enrolment and that the student has 20 working days in which to access the complaints and appeals processes. If the complaints & appeals processes are accessed by the student then the deferment will not take place until the internal process is completed.

Misbehaviour (breach of The Makeup Technicians Policies & Procedures) of students can also be grounds for cancellation of the course program and in this situation the student will be informed of this prior to enrolment. There is no monetary action on deferments, however, please note that courses may be subject to change and you are required to check with Student Administration, at the beginning of the year in which you intend to re-enrol, to ensure that re-enrolment is possible.

Refunds

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.

No refund applies if a student is expelled or deported.

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.

Requests for refunds should be made in writing and directed to the Principal and or Director of The Makeup Technicians.

PRIVACY STATEMENT

Australian Skills Quality Authority (ASQA) collect the required information on this form for use by the Commonwealth Department of Education Science and Training. This information is collected for the purpose of auditing participation and the monitoring and reporting of training outcomes.

The Makeup Technicians will not share staff or student information with a third party or other Organisation without the staff/student's permission, except by law. If a third party requires student information we will obtain permission from the student prior to release of any information. In order to protect the security of the personal information obtained appropriate measures will be taken by The Makeup Technicians.

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.

- 1 Speak to your trainer regarding your issue. Your trainer will assist you and try to resolve the problem. If not able to talk to your trainer or not satisfied with the outcome move to step 2.
- 2 Write a letter to the Principal outlining the situation. Within 10 working days from receipt of the formal lodgement of the letter. The Principal will review the situation. The Principal will provide a response in writing. All measure will be taken to finalise the process as soon as possible. If you are not satisfied with the result move to step 3.
- 3 Request in writing a review of the decision to the Director. 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. If you are not satisfied with the result move to step 4.
- 4 Contact external mediation. The Makeup Technicians will assist the student to access independent mediation at minimal or no cost to resolve the dispute.

Independent mediation is available through the NSW Community Justice Centres. For information contact 1800 671 964 or 9228 7455.

Email: cjc_info@agd.nsw.gov.au. Website: <http://www.cjc.nsw.gov.au/>

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, arriving 15 minutes prior to class start times.

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 Termly Option) Refunds will be based on this calculation. There is no payment or refund for 4- Term. Student Fee's include professional photo shoots to which students are responsible for organizing their own professional model. Should a student for any reason be unable to participate in a scheduled photo shoot for their enrolled class, 24 hours' notice must be given to office staff or the student will forfeit the photo shoot.

The Deposit is paid in advance prior to class commencement and is paid to hold the students place in the class, it is used to purchase the makeup kit and materials fee for each individual student. This fee is only refundable if the student is unable to attend the course and has informed in writing 'The Makeup Technicians Pty Ltd' at least 28 days in advance of their enrolled course commencing. Where a student is enrolled in a class but needs to defer a deferral payment will be incurred for the transfer.

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, enthusiastic and professional manner.

In order to receive your certificate and your Transcript of Academic Record you are required to sit all Terms Practical Assessments (100%), Final Exams (100%), complete Assessments and Research Assignments (100%), Work Placement 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 observations, one part knowledge assessment. The knowledge assessment will be given to you on the 1- day of Term 4 and you have until the 1- day of the practical observations in which to complete the knowledge assessment. You will be given 3 chances in which to rectify any errors. You must receive a 70% average in all final practical observations to pass. If you are found Not Yet Competent you will be given the option to re-sit a practical observation at a time suitable to The Makeup Technicians Pty. Ltd. If a student is found cheating on the knowledge assessment held at the end of the Course that student will be dismissed with no option to re-sit 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.

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 10 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 qualification, students are required to undertake a minimum amount of 5 hours per week or of work placement, The Work Placement is provided through The Makeup Technicians in cases where other artists need assistants, Photographers testing models or where any other type of production arises. The office will generate a WP Production Sheet and the student is required to attend, this can give you excellent contact in the industry for future work opportunities.

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 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:

- 1 race;
- 2 gender;
- 3 disability;
- 4 age; and/or
- 5 sexual preference.

Students are encouraged to 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".

REPRODUCTION OF WORK AND DECLARATION

I consent that The Makeup Technicians, School of Makeup may use a reproduction of my images and/or work;

- from any class photo shoots
- all forms of Internet, Social Media, and The Makeup Technicians Website (including images on www.makeup-technicians.com, Facebook, Instagram, LinkedIn, Twitter etc.)

I consent that any statements I have made about my experience of training at The Makeup Technicians, School of Makeup Pty Ltd in promotional material or for any other forms of promotion.

DECLARATION

I have read and understood the conditions applying to enrolment in this course, including the college refund policy, complaints policy, term and conditions, access and equity policy, college agreement and submission of data in accordance with the privacy notice above. I agree to the terms and conditions relating to this course and to pay the amount of the fees stated above in the payment for the course.

I declare that the information I have provided to the best of my knowledge is true and correct.

STUDENT NAME: _____

STUDENT SIGNATURE: _____ **DATE:** ___/___/___

WITNESS NAME: _____

WITNESS SIGNATURE: _____ **DATE:** ___/___/___

Guarantor/Guardian's Name and Signature (if applicant is under 18 years):

The Guarantor / Guardian irrevocably guarantees to be liable for the payment of all monies due under this agreement.

Default clause: **In the case of default of any monies due under this agreement the applicant and or guarantor are jointly or severally liable for payment of all costs incurred including but not limited to legal costs, debt collection costs, and any reasonable administration costs.**

PARENT/GUARDIAN NAME: _____

PARENT/GUARDIAN SIGNATURE: _____ **DATE:** ___/___/___