

APPLICATION FOR ENROLMENT



Personal information

Title: _____ Family Name: _____
First Name: _____ Middle Name: _____
Date of Birth: (DD/MM/YYYY): _____ Telephone: (Mobile) _____
Email: _____
Unique Student Identification Number USI.gov.au: _____
Permanent Home Address: _____
Suburb: _____ State: _____ Postcode: _____
Uniform Size: 4 6 8 10 12 14 16 18 20 22+
Gender: Female Male Other
Will you be over 18 years when you apply for your VET Student Loan?: Yes No
Emergency Contact Name: _____ Telephone: _____
Email: _____
How did you hear about us?: _____



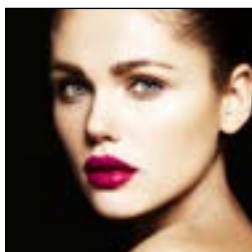
Ethnicity

Were you born in Australia?: Yes No
If not born in Australia, in what country were you born?: _____
and, what year did you arrive in Australia?: _____
Are you of Aboriginal or Torres Strait Islander origin?:
 No Aboriginal Torres Strait Islander Both Aboriginal and Torres Strait Islander

Citizenship / visa details

Are you an Australian citizen? Yes No
Are you a New Zealand citizen? Yes No
Do you hold a permanent resident visa? Yes No
Do you hold a permanent humanitarian visa? Yes No

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Language

Is English the language spoken at your permanent home address? Yes No

If not, what language is spoken at your permanent home address:

Student support including disability support

Do you have a disability, impairment or long term medical condition which may affect your studies, including practical treatments? Yes No

If yes, please indicate the area/s of impairment:

hearing vision learning medical mobility other

■ If you have a disability, would you like to receive advice on support services, equipment and facilities which may assist you? Yes No

■ Do you need computer assistance? Yes No

■ Do you require any training support? Yes No

Details of training support required if applicable:



Education

What is your highest completed secondary school level?

Year 10 or lower Year 11 Year 12

Year of completion: Postcode of residence whilst studying year 12:

Have you undertaken any post-secondary study? Completed? Year

Statement of attainment or competence Yes No

A vocational course (trade certificate) Yes No

Diploma / Advanced Diploma Yes No

Undergraduate / Post Graduate Degree Yes No

Other Yes No

LLN assessment Date:

Highest qualification of parent 1:

Highest qualification of parent 2:

Labour force status whilst studying course: Full time Part time

Self employed Employer Employed as unpaid worker in family business

Unemployed seeking full time employment Unemployed seeking part time

Not employed, not seeking employment

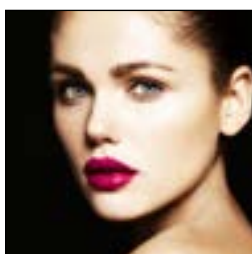
Reason for study

To get a job Develop a business Start a business Change career

Get a better job Job requirement Learn new skills



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Course details

What course are you enrolling in?

The Beauty Business - Double Diploma of:

SHB50121 Diploma of Beauty Therapy

SHB50216 Diploma of Salon Management

The Evolution of Beauty:

SHB50121 Diploma of Beauty Therapy

SHB50216 Diploma of Salon Management

AABT5022 Advanced Laser IPL and Dermal Therapies

The Beauty Business Upgrade- Double Diploma of:

SHB50121 Diploma of Beauty Therapy

SHB50216 Diploma of Salon Management

For students who have completed SHB30121 Certificate III in Beauty Services or SHB40121 Certificate IV in Beauty Therapy

IPL, Laser and Dermal Therapy Course:

AABT5022 Advanced Laser IPL and Dermal Therapies

Beauty Courses:

SHB50121 Diploma of Beauty Therapy

SHB40121 Certificate IV in Beauty Therapy

Salon Management:

SHB50216 Diploma of Salon Management

Short Courses

SHBBMUP008 Apply Eyelash Extensions

SHBBFAS004 Provide Lash and Brow Treatments

SHBBINF002 Maintain Infection Control Standards

SHBBMUP009 Design and Apply Make-up

Please nominate your attendance choice:

Day classes

Evening classes

Distance learning

Apprenticeship

What are your preferred attendance days?

Mon Tues Wed

Tues Wed Thurs

Wed Thurs Fri

Thurs Fri Sat

Whilst we endeavour to give you the day of your choice, availability is based on previous enrolments

Course location:

Bella Vista

Rockdale

North Strathfield

Starting date of course:



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Payment Options*



Option 1

The Beauty Business – utilising VET Student Loans	\$ 30,160
SHB50121 Diploma of Beauty Therapy	\$ 18,097
(Fully covered by VET Student Loans)	(\$18,097)
SHB50216 Diploma of Salon Management	\$ 12,063
(VET Student Loan available for qualifying students)	(\$12,063)
Student Contribution (Academy interest free loan)	\$ NIL



Option 2

The Evolution of Beauty – utilising VET Student Loans	\$ 42,160
SHB50121 Diploma of Beauty Therapy	\$ 18,097
(Fully covered by VET Student Loans)	(\$18,097)
SHB50216 Diploma of Salon Management	\$ 12,063
(VET Student Loan available for qualifying students)	(\$12,063)
AABT5022 Advanced Laser IPL and Dermal Therapies	\$ 12,000
Student Contribution (Academy interest free loan)	(\$ 12,000)
I would like to pay weekly x 48	\$ 250



Option 3

The Beauty Business – no VET Student Loans	\$ 30,160
SHB50121 Diploma of Beauty Therapy	\$ 18,097
SHB50216 Diploma of Salon Management	\$ 12,063
Student Contribution (Academy interest free loan)	\$ 30,160
I would like to pay weekly x 48	\$ 628.33
I would like to pay fortnightly x 24	\$ 1,257

Option 4

The Beauty Business Upgrade – utilising VET Student Loans	\$ 25,000
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This option is the reduced price for students who already hold SHB30121 Certificate III in Beauty Services or SHB40121 Certificate IV in Beauty Therapy

SHB50121 Diploma of Beauty Therapy	\$ 12,937
(Fully covered by VET Student Loans)	(\$ 12,937)
SHB50216 Diploma of Salon Management	\$ 12,063
(VET Student Loan available for qualifying students)	(\$ 12,063)
Student Contribution (Academy interest free loan)	\$ NIL

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Payment Options*



Option 5

SHB50121 Diploma of Beauty Therapy **\$ 24,097**

(Utilising VET Student Loans)

(VET Student Loan available for qualifying students) (\$18,097)

Student Contribution (Academy interest free loan) \$ 6,000

I would like to pay weekly x 48 \$ 125

I would like to pay fortnightly x 24 \$ 250

I would like to pay monthly x 11 \$ 545.50



Option 6

SHB50121 Diploma of Beauty Therapy **\$ 24,097**

(No VET Student Loans)

I would like to pay weekly x 48 \$ 503

I would like to pay fortnightly x 24 \$ 1004



Option 7

AABT5022 Advanced Laser IPL and Dermal Therapies **\$ 12,000**

Note: current students

(Not eligible for VET Student Loans)

I would like to pay weekly x 48 \$ 250

I would like to pay fortnightly x 24 \$ 500

I would like to pay monthly x 11 \$ 1091

Note: external students **\$ 16,000**

I would like to pay weekly x 24 \$ 667

Option 8

SHB50216 Diploma of Salon Management **\$ 12,063**

(Utilising VET Student Loans)

(VET Student Loan available for qualifying students) (\$12,063)

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Payment Options*



Option 9

SHB50216 Diploma of Salon Management \$ 12,063

(No VET Student Loans)

Student Contribution (Academy interest free loan) \$ 12,063

I would like to pay weekly x 48 \$ 252

I would like to pay fortnightly x 24 \$ 503

I would like to pay monthly x 11 \$ 1097



Option 10

SHB40121 Certificate IV in Beauty \$ 18,750

Student Contribution (Academy interest free loan) \$ 18,750

I would like to pay weekly x 48 \$ 391

I would like to pay fortnightly x 24 \$ 781



Option 11

SHB40121 Certificate IV in Beauty \$ -

This training is subsidised by the NSW Government, for students enrolled under the Apprenticeship and Traineeship Program

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SHORT COURSES

Option 1

SHBBMUP008 Apply eyelash extensions \$ 2,250

I will pay \$1000 deposit and three additional payments of \$417 for three months

Option 2

SHBBFAS004 Provide lash and brow treatments \$ 750

Upfront payment \$ 750

I would like to purchase the full Lash & Brow Kit \$ 275

Option 3

SHBBINF002 Maintain infection control standards

Upfront payment \$ 750

Option 4

SHBBMUP009 Design and Apply Make-up

Upfront payment \$ 1,500



Additional costs

Compulsory uniform \$ 165

Graduation \$ 165

Reissue of Certification (if required) \$ 50

Reassessment Fee (if applicable, for late or missed assessments without prior approval) \$ 150

Re-enrolment into a unit of competence (if applicable, for each unit where a satisfactory grade has not been achieved) \$ 1000

Additional days (if applicable for missed class or clinic days that need to be made up due to non attendance, that has not been advised in advance) \$ 150

*Please Note: Any fees not paid in full at the scheduled course completion will attract a 10% interest charge paid monthly on the outstanding balance.

These Fees and charges are for the 2024 Cohort and may change for further intakes. Please refer to website for current prices.

VET Student Loans will not be approved for students who do not meet eligibility requirements. A VET Student Loan gives rise to a HELP debt that continues to be a debt to the Commonwealth Government until it is repaid.

APPLICATION FOR ENROLMENT

Payment Options*



Consumer rights

Students have rights as a consumer under Australia's Consumer Protection Laws including a 2 day cooling off period from enrolment

Protection under Australian Consumer Law

As a student undertaking a vocational education and training course, you are protected under Australian Consumer Law and under State and Territory consumer protection laws. These protections include areas such as unfair contract terms, the consumer guarantees, statutory a cooling-off period, and unscrupulous sales practices. You can find out more information about your rights as a consumer from the Australian Consumer Law website which includes a range of helpful guides relating to specific areas of protection. Please visit the following sites for more information:

<https://consumerlaw.gov.au/consumers-and-acl>

<https://www.fairtrading.nsw.gov.au/buying-products-and-services/buying-services/education-and-training>



Ezidebit

The Academy utilises the services of Ezidebit for the collection of fees paid by students.

The document on the next page outlines your rights and responsibilities with regards to allowing Ezidebit to directly debit your nominated bank account or credit card for any installments or fees entered into by you with the Academy, as well as, the terms and conditions of this Contract and Ezidebit Service Agreement.

For further queries regarding your Contract or this form, contact Ezidebit on 1300 763 256.

Ezidebit Terms and Conditions - <https://www.ezidebit.com/-/media/ezidebit/files/ezidebit-terms-and-conditions-aus.pdf>



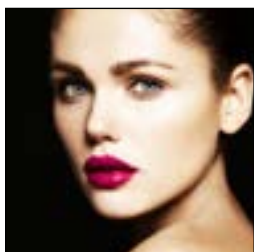
Study Now Pay Later with Zeefi Student Loans

We are an approved educational provider with Zeefi – a private student loan company offering finance for students who are seeking assistance in paying for their education. Through this provider, eligible students are able to borrow partial or full funding up to \$15,000 for their course at competitive rates with extended loan periods (up to 36 months).

For more information, please visit <https://zeefi.io/>

APPLICATION FOR ENROLMENT

Training Agreement and Declaration of Understanding



**Between: the Australian Academy of Beauty Dermal and Laser
(Australian Academy of Beauty Dermal and Laser P/L RTO 90094)**

and:

Student's name:

Address:



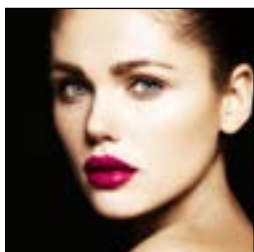
Name of Course:

- SHB50121 Diploma of Beauty Therapy
- SHB50216 Diploma of Salon Management
- AABT5022 Advanced Laser IPL and Dermal Therapies
- SHB40121 Certificate IV in Beauty Therapy
- SHBBMUP008 Apply Eyelash Extensions
- SHBBFAS004 Provide Lash and Brow Treatments
- SHBBINF002 Maintain Infection Control Standards
- SHBBMUP002 Design and Apply Make-up
- Other



APPLICATION FOR ENROLMENT

Training Agreement & Declaration of Understanding



Australian Academy of Beauty Dermal and Laser Pty Ltd (The Academy):

Responsibilities

The Academy will maintain the highest professional standards and comply with all requirements of the VET Quality Framework, and Standards for Registered Training Organisations including regularly monitoring, reviewing and implementing practices for continual improvement.

The Academy agrees to supply quality training, assessment facilities and resources in the above course as detailed in our Prospectus and Student Handbook.

The Academy will ensure all upper management staff have been properly vetted as Fit and Proper Persons and continue to be suitable to lead the organisation and ensure financial viability requirements at all times.

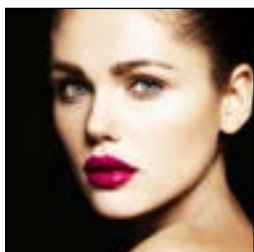
The Academy will also:

- regularly monitor review and implement practices for continual improvement and risk minimisation to achieving outcomes as described in standards
- comply with AQF requirements
- issue AQF Certification Documents in accordance with AQF Qualification Issuance Policy
- comply with relevant Commonwealth and State legislation and regulatory requirements
- provide adequate staff trainers and assessors and support staff for the number of students who are qualified and experienced, professional at all times, dedicated to providing the highest level of beauty and laser training, treat all students and other staff with respect, and represent The Academy ethically at all times. These trainers, assessors and administration undertake their duties with honesty, integrity and dilligence, while maintaining student confidentiality. Assessors ensure that assessments are fair, valid, reliable and flexible.
- recruit students in a responsible and ethical manner, and provide a caring, happy learning environment where all students, irrespective of age, gender, sexual orientation, marital status, disability, medical conditions, political convictions and nationality including those of Aboriginal and Torres Strait Island descent are treated respectfully and are free from any discrimination. The Academy's teaching staff are committed to nurturing the individual potential of all students to help them achieve their learning outcomes
- instill a positive culture that supports inclusion, human rights, integrity, quality training, safety and wellbeing and free from discrimination and harassment for all learners and staff



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Training Agreement & Declaration of Understanding



- abide by Consumer Rights laws and regulations
- treat all students fairly, providing external advice and support when needed.
- The Academy will take all reasonable steps to safe-guard the interest, welfare and safety of all students including minors. All Staff will maintain current Working with Children checks
- provide a fair and equitable refund policy with opportunity for extensions of time under certain circumstances and a refund for pre-paid fees where we may be unable to deliver the training and or assessment for which a learner has paid fees
- provide a grievance handling procedure that is fair and just
- ensure all students know how to reach their Trainers and Assessors and management staff
- students are able to access their personal information and assessment records via our online Student Portal, Moodle
- encourage student feedback at every stage of the course which is regularly reviewed for continuous improvement
- provide students with timely and accurate information as it pertains to course enrolment and all relevant administration matters
- provide facilities and equipment that are safe and fit for purpose
- undertake to work as a team, and understand and respect the contribution of each team member
- strive for total student satisfaction with all aspects of training, and takes every opportunity to ensure this occurs and that grievances are resolved fairly. All students will be aware of their contractual and financial agreements with us and receive a copy of their signed Training Agreement and VET Student Loan
- should there be significant changes to the Academy's operation, including changes to onsite delivery, changes to how a course is to be delivered, changes to senior management, changes to ownership or any other significant event students will be notified by email through Wisenet Student Management System within 20 days. Students will be asked to acknowledge receipt of this notification by return email which is saved automatically to their student file in Wisenet.

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Student Responsibilities

The Student agrees to attend the college on the scheduled days, complete required assessments and abide by The Academy's rules and regulations and makes the following declaration:

- I have read and understood the contents of the Australian Academy of Beauty Dermal and Laser Student Handbook, and understand the course structure, fee payment requirements and work experience requirements including completing the provided Student Log Book. I have also read and fully understand the VET Student Loan booklet, including eligibility criteria, withdrawal processes, deferral process and census date obligations. I understand and agree to abide by The Academy's rules and regulations, including my student expectations and responsibilities as listed below.
- The information contained in the Student Handbook has been explained to me and I have a sound understanding of The Academy's policies, procedures, rules and regulations outlined in the student handbook including, but not limited to:

Student Selection and Enrolment Information

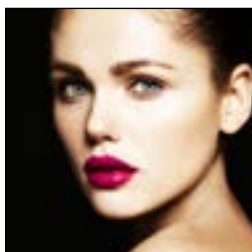
- Student selection and fairness procedures
- The need to obtain a USI number and how to obtain it
- I give permission for the Australian Academy of Beauty Dermal and Laser to retrieve my USI number from USI.gov.au should it be necessary

Course Information

- Course information, including course code and title, content and vocational outcomes
- Duration of course, modes of delivery, commencement dates and scheduling (timetables)
- Requirements for successful course completion
- Issuance of AQF qualifications in accordance with AQF Qualifications Insurance Policy

Attendance Requirements

- Attendance requirements
- Work experience expectations (clinic expectations)
- Requirement to complete an Application for Leave form for all absences
- Requirement to complete a Request for Further Time for any non completed theory or practical work
- Policy on making up days
- I understand and agree that if I miss any class or clinic time without completing a request for additional time form, I will have failed the attendance requirements for that unit, I will need to re-enrol in the unit of study at an additional cost
- I understand and agree that if I do not complete assessments which are part of the assessment on the stipulated day, and have not completed a request for additional time form, I will fail that unit
- Deferral and withdrawal from studies



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Training Agreement & Declaration of Understanding

Assessment Information

- Details about flexible learning and assessment procedures
- Recognition of prior learning arrangements and recognition of AQF qualifications issued by other RTOs (credit transfer)
- All work will be my own work, including assessments and I understand the Plagiarism policies and the consequences should plagiarism occur.
- Disputed assessments and access to assessment records
- I agree to the terms and conditions of assessments and agree that the electronic signature policy can be used to validate the authenticity and integrity of my assessments and work throughout the duration of my studies and any other documentation on the Student Portal (Moodle). I acknowledge that the electronic signature policy provides an added assurance that my work is my own. I acknowledge signing consent under the policy.

Privacy Information

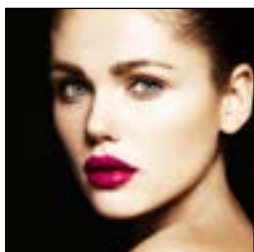
- I have read the Privacy Statement and VET data use statement detailed in the student handbook and prospectus, and consent to the collection and disclosure of information, outlined in this statement
- Personal information procedures and that information regarding my enrolment will be provided to various Government departments as required by law
- Parents or guardians will be provided with information on request for any student less than 18 years old
- Parents of learners who are over the age of 18m and have paid the fees on behalf of the learner may access their records and seek information regarding progress and attendance
- I agree that any photographs taken of me whilst training may be used for advertising and promotional purposes. I understand I may cancel this at any time. Cancellations must be in writing.

Student Support Services

- Identifying learning needs
- Assistance with language, literacy and numeracy
- Digital skills assistance, training in the use of Moodle and how to access all learning resources
- Student support services including welfare and guidance services and how to contact and access each type of support service
- How to access phone numbers and emails for all trainers and administration staff

Fees and Charges

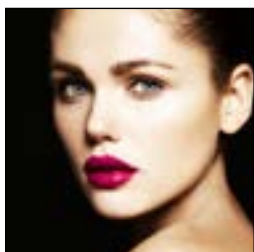
- Fees and charges including any additional fees and charges, variety of payment terms, including options for paying including payment up front, a loan through VET Student Loan scheme or quarterly payments or combination of first two options. See website for details under fees and charges
- Fees and charges will not change once enrolled in a particular course of study
- Other fees not covered with VET Student Loan including uniform, graduation costs and making up classes or re-assessment.
- Refund policy
- Implications of Government training entitlements and subsidy arrangements if applicable, including Smart and Skilled funding through the Apprenticeship and Traineeship Program



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VET Student Loans



- I have read and understand all aspects of the VET Student Loan Booklet including Loan Fees
- A VET Student loan will not be approved for students who do not meet eligibility requirements. A VET student loan gives rise to a HELP debt that continues to be a debt to the Commonwealth Government until it is repaid.
- It is the student's responsibility to ensure they have sufficient FEE HELP balance to cover the VET Student Loan assistance amounts indicated in the invoice notice
- VET Student Loan assistance is a loan from the Commonwealth Government;
- A VET Student Loan will remain as a personal debt obligation until it is repaid to the Commonwealth Government;
- A VET Student Loan may reduce the person's take-home (after-tax) wage or salary until the debt is repaid and may affect the borrowing capacity of the person until the debt is repaid to the Commonwealth Government;
- A Request for Commonwealth Government Assistance form signed by the student applies to a loan for the entire VET Course of Study, charged on a unit by unit basis, unless the student pays some of the Tuition Fees up-front;
- Census Date(s) will apply to each of the VET Units of Study in which the person enrolls, with the student taking out a loan for any Tuition Fees that remain unpaid at the end of each Census Date;
- A student may cancel their enrolment by withdrawing from each VET Unit of Study on or before the Census Date in accordance with The Academy's Withdrawal and Refund Policy;
- Withdrawal will result in the student not incurring a VET Student Loan debt; and/or receiving a refund for any up-front Tuition Fee payments made on or before the Census Date;
- A student may wish to seek independent financial advice prior to applying for a VET Student Loan.
- Including reading and understanding all aspects of the VET Student Loan booklet, amount of loan and fees
- I know how to access this information on The Academy's website and in Moodle
- I also know the location of published tuition fees, published census dates and published withdrawal policy and procedures on The Academy's website
- I know the location of the Schedule of fees and census dates on The Academy's website
- Withdrawals from course must be in writing via the Withdrawal Form on The Website and receipt acknowledged by the Director of Studies before advertised census date otherwise fees as per published Schedule of Fees on our website are applicable according to VET Student Loan policies and procedures.
- I understand if I am enrolled in a unit of study past the census date but choose not to attend any classes or hand in any assignments, The Academy is not obligated to find out why. I understand I will incur a VET Student Loan debt for that unit of study as per the applicable refund policy
- Applicable refund policy
- Tuition assurance arrangements
- Review procedures for re-crediting a FEE HELP balance

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Training Agreement & Declaration of Understanding



Other Policies

- Grooming requirements
- Disciplinary procedures
- Complaints and appeal processes and how to access forms if required
- Relevant legislative requirements
- Consumer rights and relevant human rights as detailed in the Student Handbook
- WHS requirements including students' responsibilities for cleaning and sanitizing
- Policies and procedures if there are significant changes to the Academy's operation or processes including changes to onsite delivery, or changes to how a course is to be delivered, or if the RTO closes or ceases to deliver any services, or if there are changes to ownership or senior management.

Please Note.

The policies and procedures and agreed services and conditions may change from time to time and The Academy reserves the right to make these changes and will notify students of any changes, 21 days before they come into effect and so as not to disadvantage students. Students have the right to access The Academy's complaints and appeals policy if they feel proposed changes will unduly affect them.

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Declaration

- I hereby apply for enrolment in the Australian Academy of Beauty Dermal and Laser and declare that the information I have provided in this form is true and correct.
- I understand that information about me and the study I undertake may be disclosed as described in the Privacy Statement or otherwise as required by law and the Standards for Registered Training Organisations.
- I have read and understand the Privacy Statement and VET Data Statement in the Student Handbook and Prospectus and I consent to the collection, use and disclosure of my personal information, outlined in the Privacy Statement
- I have a thorough understanding of my responsibilities regarding VET Student Loans.
- I declare I have read and understood all aspects of this training agreement and the student handbook and acknowledge my responsibilities.
- I declare that all the information provided by me, in connection with the enrolment process, is true, accurate, complete and not misleading in anyway

Name:

Signature:

Parent's/ Guardian
Name:

Parent's/ Guardian
Signature:

if under 18 years

If under 18 and independent, proof of independence must be provided eg: Youth Allowance

Staff Member's Signature:

Date:

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Enrolment Documents



Documents to be included with enrolment form:

The following documents must be submitted with your enrolment forms if you are applying for a VET Student Loan. Please tick to say they are included. Enrolments cannot be considered unless all documents are present. Original documentation must be sighted prior to the completion of the enrolment at the final interview

Students Accessing VET Student Loans

1. Copy of current passport or Australian birth certificate with at least one parent born in Australia
2. Copy of HSC certificate or Certificate IV or Higher or results of LLN test (if applicable)
3. USI number (obtained from usi.gov.au)
4. Tax file number
5. VET Student Loans parental consent forms if under 18 years of age



Students Enrolled Under the Apprenticeship and Traineeship Program

1. Copy of current passport or Australian birth certificate with at least one parent born in Australia or proof of Residency through VEVO
2. USI number (obtained from usi.gov.au)
3. A copy of the supervisors qualifications

