

Enrolment Form

STAFF-IN-CONFIDENCE
(WHEN COMPLETE)

1. PERSONAL DETAILS

Title: (Please tick) Mr. Mrs. Miss. Ms. Dr. Other

Family Name: _____ Given Names: _____

Residential Address: _____

_____ Post Code: _____

Postal Address: _____ Post Code: _____

Phone Numbers: Home _____ Work _____ Mobile _____

Email: _____ USI number _____

Date of Birth _____ / _____ / _____ Gender: _____

Emergency/Next of Kin Contact Details: Name _____ Phone: _____

2. List at least ONE form of ID (e.g. Drivers License). The Instructor or Admin Staff to sight ID

ID Type	ID #	ID Sighted (Instructor / Admin to sign)

3. Course/Qualification Selection

I am applying for the following course:

	Commencement Date:			
	Commencement Date:			
	Commencement Date:			
	Commencement Date:			

I am applying for RPL/RCC (Recognition of Prior Learning/Request for Course Credit) for the following course:

4. Payment Options (Please choose by placing an X in the boxes that apply to you)

Administration Fee (non-refundable)						
Total Tuition Fee						
Student Kit Fee						
Payment Options (refer to Payment Schedule Sheet):	In Full	Monthly	Fortnightly	Weekly	Others	

5. LANGUAGE AND CULTURAL DIVERSITY

- Are you of aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal AND Torres Strait Islander origin, mark both "Yes" boxes)

No	
Yes, Aboriginal	
Yes, Torres Strait Islander	
- Were you born in Australia? Yes No

If not, please specify? _____

- Do you speak a language other than English at home?

No, English only (Go to disability section)
Yes, other – please specify

- How well do you speak English? Very Well Well Not well Not at all

6. DISABILITY

Do you consider that you have a disability, impairment or long-term condition? (You may indicate more than one area)

No	Vision	Hearing/Deaf	Physical	Medical Condition
Other	Intellectual	Mental Illness	Learning	Acquired Brain Impairment

7. EDUCATION

What is your highest completed school level? In which year did you complete that school level _____

Completed year 12	Completed year 11	Completed year 10
Completed year 9 or equivalent	Completed year 8 or lower	Did not go to school

Are you still attending secondary school? Yes No

Have you successfully completed any of the following qualifications?

Yes (please tick ANY applicable boxes)	No (Go to the Employment section)
Bachelor Degree or Higher Degree	Certificate III (or Trade Certificate)
Advanced Diploma or Associate Degree	Certificate II
Diploma (or Associate Diploma)	Certificate I
Certificate IV (or Advanced Certificate/Technician)	Certificates other than the above

8. EMPLOYMENT

Of the following categories, which best describes your current employment status? (Tick ONE box only)

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

9. STUDY REASON

Of the following categories, which best describes your main reason for undertaking this course/traineeship /apprenticeship? (Tick ONE box only)

To get a job	To develop my existing business
To start my own business	To try for a different career
To get a better job 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

10. Privacy

The information contained on the Enrolment Form is collected by the Academy in order to provide you with services and or products, to communicate with you and/or to communicate with nominated people in the event of an accident and/or emergency. This information is collected in accordance with ABTA Privacy Policy, which is available from the Academy.

11. Refund Policy

In the event of a student deciding against commencing a course or withdrawing prior to the completion of the course the following Refund Policy will apply:

- a) If a student submits a Change/Defer/Withdraw Form to ABTA Student Services of the intention to withdraw from a course of study more than 28 calendar days or more prior to the commencement date of the course, all fees paid will be refunded less the Administration fee to cover administration costs incurred. The refund will be paid within four weeks of the date the Request for Refund Form is received.*
- b) If a student submits a Change/Defer/Withdraw Form to ABTA Student Services 0- 28 days before course commencement for a conditional offer where the conditions of the offer have not been met all fees will be refunded less the Administration fee to cover administration costs incurred.*
- c) Where a student withdraws and wishes to be considered for a refund of his/her tuition balance and/or exemption from liability for tuition fees, the student must fill in a Request for Special Consideration Form and submit it within 20 working days of the date of his/her Change/Defer/Withdraw Form from those units of study. Approval of special circumstances will only be given for extenuating circumstances at the discretion of the Academy Principal, refer to Withdrawal Policy and Procedure.*
- d) If a student wishes to withdraw from a course of study for any reason 28 calendar days (except in extenuating circumstances)before the course commencement date, or after the course commencement date, or if the student enrollment is terminated by the Academy due to student defaults, then no fee will be refunded to the student, and the full course fee remain payable regardless of student's absenteeism and/or failure to show for class, the balance of the fees are due to be paid in full as per the Payment Schedule option chosen by the student in the training contract.*
- e) Student enrollment may be terminated by the Academy because of inactive or not commencing as per scheduled course start date, a failure to comply with Academy policy, unsatisfactory academic progress, unsatisfactory attendance or misbehavior, refer to the Suspension and Expulsion Policy and Procedure. ABTA will notify the Secretary (or delegate) and Tuition Protection Service (TPS) officer of Student Default within 5 working days and will then advise the student of the default outcomes within 7 calendar days.*
- f) If a student wishes to withdraw from a course of study for reason/s that is/are considered as in extenuating circumstances (at the discretion of the Academy Principal) after the course commencement date, then no fee will be refunded to the student, and balance of the fees for the unit/s (the unit/s that student has commenced, refer to Academic Progress Record of the student) remain payable at most current short course fee rate, regardless of student's absenteeism and/or failure to show for class, the balance of the fees are due to be paid in full within four weeks of the date the Request for Special Consideration Form is approved.*
- g) Where a student studies on-campus the commencement date of the course is considered to be the first day of the delivery of the course. Where a student's studies include delivery by distance education the commencement date of the course is considered to be the date that their materials are dispatched from the Academy.*
- h) If ABTA cancels a student enrollment based on a course no longer being offered, a course not being offered for a particular term, or other provider default, students will be notified in writing within 3 working days and will be given the option to transfer their enrollment to another course and/or term or request a refund of their tuition fees paid in advance. If the student requests a refund, the Academy will refund the unused portion of prepaid tuition fees within two weeks of the provider default unless a request to transfer enrolment to another course or term is received from the student in writing during this period. ABTA will notify the Secretary (or delegate) and TPS officer within 3 working days of the provider default and the outcomes of a provider default within 7 calendar days.*
- i) Where the Academy cancels or is otherwise unable to continue to deliver a course which has already begun but before it is completed, does not start a course on the agreed starting day or a course fees paid to the Academy for that part of the course which has not been delivered will be refunded in accordance with the ESOS Act 2000 and ESOS Regulations 2001. This refund will be paid within two weeks of the date of cancellation.*
- j) All refunds will be paid to the person who originally paid the course fees.*
- k) Fees paid in advance are held in trust and paid to the Academy funds account in accordance with the fee schedule. The same Refund Policy applies as to scheduled payments.*

The Academy will provide the student with a written statement detailing how the refund amount has been calculated. This refund policy does not remove the right to take further action under Australia's Consumer Protection laws. The Academy's Complaints and Appeals Policy and Procedures do not circumscribe the student's right to pursue other legal remedies.

12. Agreement

I, _____ (**Student Name**) Understand and Agree to the following:

I understand and agree that fees paid to Australasian Beauty Therapy Academy are refundable only in accordance with the Academy's Refund Policy, as may be amended from time to time.

I agree to comply with the Terms and Conditions as in the ABTA Student Handbook (Policies and Procedures).

I have read and understood and agree to comply with the Student Policies and Procedures, a copy of which is available from the Academy.

As part of my course requirements I will be involved in and participate in class activities with staff, other students and guest lecturers of the Academy.

I release and hold harmless the Academy, its Principal, staff, servants and agents in respect to any property loss or personal injury that I may sustain whilst participating in my course or attending the Academy howsoever caused.

I authorise the Australasian Beauty Therapy Academy to obtain official records and other relevant information with respect to myself from other appropriate educational institution(s). I approve the release of details of my courses and grades at Academy to other educational institutions and academically relevant professional bodies. I authorise the Academy to release formal details for educational purposes or to meet legal obligations or in the case of an emergency, as authorised by the Director, in accordance with the Academy's policy and procedure covering confidentiality of student records.

I, declare that I have answered all questions truthfully to the best of my knowledge. I understand that these details are confidential and are protected by relevant privacy laws. I give my consent to ABTA to release my name, date of birth, contact details and statistical information to the relevant State Government bodies for the purpose of auditing, regulation of training, obtaining feedback and as statistical information.

Signature: _____ **Date:** _____ / _____ / _____

13. Guarantor/Guardian

Unemployed applicants and applicants under the age of 18 are required to provide a guarantor/Guardian to the training contract with the Academy.

Title: _____ Mr _____ Mrs _____ Ms _____ Miss _____ Other _____

Surname: _____ Given Names: _____

Phone: (Home) _____ Phone: (Work) _____

Mobile: _____ Fax: _____

Email: _____

Signature: _____ **Date:** _____ / _____ / _____

14. OFFICE USE ONLY

Staff Name: _____

Signature: _____ **Date:** _____ / _____ / _____

Enter in SMS by:

Signature: _____ **Date:** _____ / _____ / _____