

Application for Enrolment Form

INTENDED COURSE OF STUDY	
Course Code:	Course Name:
SHB20216	Certificate II in Salon Assistant

PERSONAL DETAILS			
<p>Enter your full name</p> <p>Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI please write your name exactly as written in the identity document you choose to use.</p> <p>Single name only - if you have one name only that cannot be written in the following format. Write your single name in the 'Family name' section.</p>			
Title	First Given Name	Second Given Name (Middle)	Family Name (Surname)
Miss	Sarah	Anne	Smith
Enter your birth date (Day/month/year)		Gender (Tick ONE box only)	
12 / 6 / 2009		<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female <input type="checkbox"/> Other (Indeterminate/Intersex/Unspecified)	
Enter your contact information			
Home phone (including area code)	08 8123 4567	Mobile	041 234 567
Email address	sarah.smith@email.com		
Alternative email address (optional)			

Enter contact information in case of emergency			
Emergency contact name	Relationship to you	Emergency contact number	
Sophie Smith	Mother	0412 345 678	
WHAT IS THE ADDRESS OF YOUR USUAL RESIDENCE?			
<p>Please provide the physical address (street number and name, not post-office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home.</p> <p>If you are from a rural area, use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address.</p> <p>Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.</p>			
Building/Property name			
Flat/Unit details			
Street or lot number (e.g., 205 or Lot 118)	1		
Street name	First Street		
Suburb, locality or town	Adelaide		
State/territory	SA	Postcode	5000
What is your postal address (if different from above)?			
Building/Property name			
Flat/Unit details			
Street or lot number (e.g., 205 or Lot 118)			

Street name			
Postal delivery information (e.g., PO Box 254)			
Suburb, locality or town			
State/territory		Postcode	

LANGUAGE AND CULTURAL DIVERSITY

In which country were you born?

☒ Australia ☐ Other – please specify:

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 – please specify: Mandarin

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

DISABILITY

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

☐ Yes ☒ No (Go to the next section)

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:
(You may indicate more than one area)
Please refer to the Disability supplement on the following page for an explanation of the following disabilities.

<input type="checkbox"/> Hearing/deaf	<input type="checkbox"/> Acquired brain impairment
<input type="checkbox"/> Physical	<input type="checkbox"/> Vision
<input type="checkbox"/> Intellectual	<input type="checkbox"/> Medical condition
<input type="checkbox"/> Learning	<input type="checkbox"/> Other:
<input type="checkbox"/> Mental illness	

If you answered YES to the above question, do you require any assistance to participate in this course?

☐ No ☐ Yes (We'll arrange a meeting to discuss this with you)

DISABILITY SUPPLEMENT

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

Hearing | Deaf

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

Physical

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life, for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

Intellectual

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

Learning

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

Mental Illness

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

Acquired Brain Impairment

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

Vision

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

Medical Condition

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

Other

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.

SCHOOLING

What is your highest COMPLETED school level?

If you are currently enrolled in secondary education, the Highest school level completed refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the Highest school level completed is Year 9.

(Tick ONE box only)

- | | |
|---|---|
| <input checked="" type="checkbox"/> Completed Year 12 | <input type="checkbox"/> Completed Year 9 or equivalent |
| <input type="checkbox"/> Completed Year 11 | <input type="checkbox"/> Completed Year 8 or lower |
| <input type="checkbox"/> Completed Year 10 | <input type="checkbox"/> Never attended school |

Are you still enrolled in secondary or senior secondary education?

- ☒ Yes ☐ No

PREVIOUS QUALIFICATIONS ACHIEVED

Have you **SUCCESSFULLY** completed any of the qualifications listed below?

- ☐ Yes ☒ No

Yes (if yes, please enter **one** of these Prior Education Achievement Recognition Identifiers **any** applicable qualification level.)

A – Australian

E– Australian equivalent

I – International

Note: If you have multiple Prior Education Achievement Recognition Identifiers for any one qualification, use the following priority order to determine which identifier to use

1. A – Australian
2. E– Australian equivalent
3. I – International

	A	E	I
<input type="checkbox"/> Bachelor's degree or Higher Degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Advanced Diploma or Associate Degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Diploma (or Associate Diploma)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Certificate III (or Trade Certificate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/> Certificate II	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Certificate I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Certificates other than the above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EMPLOYER DETAILS			
Enter your current employment information (where applicable)			
Employer organisation name	Adelaide Supermarkets	Your position	Salesperson
Supervisor name	Andrew Doe		
Employers' street address	2 Second Street		
Suburb, locality or town	Adelaide		
State/territory	SA	Postcode	5000
Telephone	08 1234 1234	Fax	
Email	andrew.doe@adlsupermarkets.com.au		
Website	adlsupermarkets.com.au		

EMPLOYMENT

Of the following categories, which BEST describes your current employment status?

For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).

(Tick ONE box only)

- | | |
|---|--|
| <input type="checkbox"/> Full-time employee | <input type="checkbox"/> Employed – unpaid worker in a family business |
| <input checked="" type="checkbox"/> Part-time employee | <input type="checkbox"/> Unemployed – seeking full-time work |
| <input type="checkbox"/> Self-employed – not employing others | <input type="checkbox"/> Unemployed – seeking part-time work |
| <input type="checkbox"/> Self-employed – employing others | <input type="checkbox"/> Unemployed – not seeking employment |

OCCUPATION

Which of the following classifications BEST describes your current or recent occupation?

(Tick ONE box only) If unemployed, go to the next question.

- | | |
|---|--|
| <input type="checkbox"/> Managers | <input checked="" type="checkbox"/> Sales Workers |
| <input type="checkbox"/> Professionals | <input type="checkbox"/> Machinery Operators and Drivers |
| <input type="checkbox"/> Technicians and Trade Workers | <input type="checkbox"/> Labourers |
| <input type="checkbox"/> Community and Personal Service Workers | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Clerical and Administrative Workers | |

INDUSTRY

Which of the following classifications BEST describes the Industry of your current or previous employer?
(Tick ONE box only) If unemployed, go to the next question.

- | | |
|---|--|
| <input type="checkbox"/> Agriculture, Forestry and Fishing | <input type="checkbox"/> Financial and Insurance Services |
| <input type="checkbox"/> Mining | <input type="checkbox"/> Rental, Hiring and Real Estate Services |
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Professional, Scientific and Technical Services |
| <input type="checkbox"/> Electricity, Gas, Water and Waste Services | <input type="checkbox"/> Administrative and Support Services |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Public Administration and Safety |
| <input type="checkbox"/> Wholesale Trade | <input type="checkbox"/> Education and Training |
| <input checked="" type="checkbox"/> Retail Trade | <input type="checkbox"/> Health Care and Social Assistance |
| <input type="checkbox"/> Accommodation and Food Services | <input type="checkbox"/> Arts and Recreation Services |
| <input type="checkbox"/> Transport, Postal and Warehousing | <input type="checkbox"/> Other Services |
| <input type="checkbox"/> Information Media and telecommunications | |

STUDY REASON

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

- | | |
|---|---|
| <input type="checkbox"/> To get a job | <input type="checkbox"/> I wanted extra skills for my job |
| <input type="checkbox"/> To develop my existing business | <input type="checkbox"/> To get into another course of study |
| <input type="checkbox"/> To start my own business | <input type="checkbox"/> For personal interest or self-development |
| <input checked="" type="checkbox"/> To try for a different career | <input type="checkbox"/> To get skills for community / voluntary work |
| <input type="checkbox"/> To get a job or promotion | <input type="checkbox"/> Other reasons |
| <input type="checkbox"/> It was a requirement of my job | |

UNIQUE STUDENT IDENTIFIER

From 1 January 2015, Colour Cosmetica Academy can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on computer or mobile device. Please note that if you would like to specify your gender as 'other' you will need to contact the USI Office for assistance.

Enter your Unique Student Identifier (USI) (if you already have one)

1	2	4	5	6	7	8	9	0	1
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In providing my USI, I confirm Colour Cosmetica Academy is authorised to collect, use and disclose my student identifier for the purposes required under the *Student Identifiers Act 2014*.

I understand that I will receive a notice regarding Colour Cosmetica Academy's use of this information to confirm my USI.

I understand that Colour Cosmetica Academy's name included in the notice may be different to the name they are familiar with – the name of the organisation verifying my USI is Colour Cosmetica Academy .

LEARNER UNIQUE IDENTIFIER (QUEENSLAND STUDENTS ONLY)

Do you have a Learner Unique Identifier?

If yes, please provide the 10-digit number.

If no, or don't know, tick box ☒

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VICTORIAN STUDENT NUMBER (VICTORIAN STUDENTS ONLY)

Enter your Victorian Student Number (VSN)

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If you have entered your VSN you can skip the question below and go straight to the next section

Have you attended any Victorian school since 2009 or done any training with a vocational education and training (VET) registered training organisation or an Adult and Community Education provider in Victoria since 2011?

☐ No (Go to next section)

☐ Yes – I have attended a Victorian school since 2009

Enter name of most recent Victorian school attended:

☐ Yes – I have participated in training at a TAFE or other training organisation since the beginning of 2011

List the 3 most recent training organisations with which you have participated in Victoria since 2011:

-
-
-

VICTORIAN GOVERNMENT VET STUDENT ENROLMENT PRIVACY NOTICE (VICTORIAN LEARNERS ONLY)

The Victorian government, through the Department of Education and Training (the department), develops, monitors and funds vocational education and training (VET) in Victoria. The Victorian government is committed to ensuring that Victorians have access to appropriate and relevant VET services. Any personal information collected by the department for VET purposes is protected in accordance with the *Privacy and Data Protection Act 2014* (Vic) and the *Health Records Act 2001* (Vic).

Collection of Your Data

Colour Cosmetica Academy is required to provide the department with learner and training activity data. This includes personal information collected in the Colour Cosmetica Academy enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the commonwealth's Unique Student Identifier (USI).

Colour Cosmetica Academy provides data to the department in accordance with the Victorian VET Learner Statistical Collection Guidelines, available at <http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>.

Use of Your Data

The department uses learner and training data, including personal information, for a range of VET purposes including administration, monitoring and planning, including interaction between the Department and learner where appropriate.

The data may also be subjected to data analytics, which seek to determine the likelihood of certain events occurring (such as program or subject completion), which may be relevant to the services provided to the Learner.

Disclosure of Your Data

As necessary and where lawful, the Department may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET-related purposes. In particular, this includes disclosure of VET student and training data to the Commonwealth and the National Centre for Vocational Education Research (NCVER).

Legal and Regulatory

The department's collection and handling of enrolment data and VSNs is authorised under the *Education and Training Reform Act 2006* (Vic). The department is also authorised to collect and handle USIs in accordance with the *Student Identifiers Act 2014* (Cth) and the *Student Identifiers Regulation 2014* (Cth).

Survey Participation

You may be contacted to participate in a survey conducted by NCVER or a department-endorsed project, audit or review relating to your training. This provides valuable feedback on the delivery of VET programs in Victoria.

Please note you may opt out of the NCVER survey at the time of being contacted.

Consequences of Not Providing Your Information

Failure to provide your personal information may mean that it is not possible for you to enrol in VET and/or to obtain a Victorian government VET subsidy.

Access, Correction and Complaints

You have the right to seek access to or correction of your own personal information. You may also complain if you believe your privacy has been breached.

For further information, please contact Colour Cosmetica Academy's Privacy Officer in the first instance by phone +61 8232 5188 or e-mail education@colourcosmetica.com.

Further Information

For further information about the way the department collects and handles personal information, including access, correction and complaints, go to

<http://www.education.vic.gov.au/Pages/privacypolicy.aspx>.

For further information about Unique Student Identifiers, including access, correction and complaints, go to <http://www.usi.gov.au/Students/Pages/student-privacy.aspx>.

VICTORIAN GOVERNMENT VET LEARNER ENROLMENT PRIVACY NOTICE (VICTORIAN LEARNERS ONLY)

Declaration

I acknowledge that I have read the Victorian Government's VET Student Enrolment Privacy Notice.

Applicant Signature:

Date:

**Parental/guardian consent is required for all students under the age of 18.*

Parent / Guardian
Signature:

Date:

PRIVACY NOTICE AND APPLICANT DECLARATION

PRIVACY NOTICE

Why We Collect Your Personal Information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

If you do provide adequate information as requested, Colour Cosmetica Academy may not be able to process your application.

How We Use Your Personal Information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How We Disclose Your Personal Information

We are required by law (under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER).

The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How the NCVER and other bodies handle your personal information

NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of

VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

NCVER is authorised to disclose information to the Australian Government Department of Employment and Workplace Relations (DEWR), Commonwealth authorities, state and territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation.
- facilitation of statistics and research relating to education, including surveys and data linkage.
- understanding how the VET market operates, for policy, workforce planning and consumer information.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information, please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DEWR is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>.

Please refer to the additional state or territory authority Privacy Notice included in this application process should this be relevant to your application.

PRIVACY NOTICE & APPLICANT DECLARATION

SURVEYS

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact Colour Cosmetica Academy to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

For information about how Colour Cosmetica Academy collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to Colour Cosmetica Academy privacy policy which can be found within the Student Handbook and on the web at <<insert link>>.

Under the *Data Provision Requirements 2020*, Colour Cosmetica Academy is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by Colour Cosmetica Academy for statistical, administrative, regulatory and research purposes. Colour Cosmetica Academy may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- Populating authenticated VET transcripts.
- Facilitating statistics and research relating to education, including surveys and data linkage.
- Pre-populating RTO student enrolment forms.
- Understanding how the VET market operates, for policy, workforce planning and consumer information; and
- Administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a learner survey which may be administered by a government department or NCVER employee, agent or third-party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Colour Cosmetica Academy retains a record of personal information about all individuals with whom we undertake any form of business activity. Colour Cosmetica Academy must collect, hold, use and disclose information from our clients and stakeholders for a range of purposes.

As a government registered training organisation, regulated by the Australian Skills Quality Authority, Colour Cosmetica Academy is required to collect, hold, use and disclose a wide range of personal and sensitive information on Students in nationally recognised training programs. This information requirement is outlined in the *National Vocational Education and Training Regulator Act 2011* and associated legislative instruments.

Colour Cosmetica Academy must require and confirm identification however in services delivery to individuals for nationally recognised course programs. We are authorised by Australian law to deal only with individuals who have appropriately identified themselves. That is, it is a *Condition of Registration* for all RTOs under the *National Vocational Education and Training Regulator Act 2011* that we identify individuals and their specific individual needs on commencement of services delivery and collect and disclose Australian Vocational Education and Training Management of Information Statistical Standard (AVETMISS) data on all individuals enrolled in nationally recognised training programs. Other legal requirements, as noted earlier in this policy, also require considerable identification arrangements.

PRIVACY NOTICE & APPLICANT DECLARATION

This Privacy Policy contains information about how individuals may access and seek correction of the personal information held by us, and how to complain about a breach of privacy, and how we will deal with such a complaint.

In providing your personal information as requested and signing this notice, you are confirming your receipt of, and understanding of these details, and providing your consent for the collection, storage, use and disclosure of your personal information as outlined.

APPLICANT DECLARATION AND CONSENT

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

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

In making this application for enrolment, I am aware of the consequences that may arise from providing false, misleading or incomplete information, including the cancellation of my enrolment or the withdrawal of any offer made by Colour Cosmetica Academy .

I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed, and NCVER policies, procedures and protocols published on NCVER's website at www.ncver.edu.au

Marketing Use Content

I give Colour Cosmetica Academy permission to use photos in public material and social media (including any photos where I may be recognised) as may be useful.

I authorise images of my participation in training to be used by Colour Cosmetica Academy for future marketing and business purposes.

I understand that I retain the right to withdraw my consent at any time.

☐ I choose to opt-out of this marketing and usage consent.

Applicant Signature:	<i>Sarah Smith</i>	Date:	1 / 1 / 2025
		Time of signing:	3:00pm
<i>*Parental/guardian consent is required for all students under the age of 18.</i>			
Parent / Guardian Name:	Sophie Smith		
Parent / Guardian Signature:	<i>Sophie Smith</i>	Date:	1 / 1 / 2025
		Time of signing:	

FEE STRUCTURE SUMMARY			
Administration Placement Fee:	\$200.00	Date Paid: <i>To be paid on enrolment</i>	1 1 25
TUITION FEES			
\$ 435 + 3% Administration Fee = \$445 <i>If applicable</i>			
PAY STRUCTURE			
<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> In full <input type="checkbox"/> ZeeFi Student Loan			
1 st Payment	\$ 200	Date: 1 2 25	
2 nd Payment	\$ 235	Date: 1 3 25	
Instalment Payments: <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input checked="" type="checkbox"/> Monthly			
Invoice to be sent	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Amount to be invoiced	\$ 435
Name on invoice to be sent:	Name: Sophie Smith _____		
Fee paying contact person:	Name: Sophie Smith _____		
Fee paying contact address:	Address: 1 First St, Adelaide SA 5000 _____		
Fee paying contact email:	Email: sophie.smith@email.com _____		
Fee paying contact – phone number:	Mobile: 041 1234 5678 Home: _____ Work: _____		

Signature: *Sophie Smith*

Date: 1 | 1 | 25

EQUIPMENT AND MATERIAL

Total: \$ 150

Deposit: \$ 50 Date Paid: 1 | 1 | 25 *If applicable*

Balance: \$ 100 To be Paid: 1 | 2 | 25

Signature:

Sophie Smith

Date:

1 | 1 | 25

AVETMISS DATA REQUIREMENTS

COUNTRY OF BIRTH

- ☒ Australia
☐ Other – Please specify:

MAIN LANGUAGE SPOKEN AT HOME

- ☒ English
☐ Other – Please specify

INDIGENOUS STATUS

- ☐ Australian Aboriginal
☐ Torrens Strait Islander
☐ Australian Aboriginal and Torrens Strait Islander
☒ Neither Australian Aboriginal nor Torrens Strait Islander

DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY, IMPAIRMENT OR LONG-TERM CONDITION?

- ☒ No
☐ Yes – If yes, please indicate:
☐ Hearing/deaf
☐ Physical
☐ Intellectual
☐ Learning
☐ Mental Illness [e.g., anxiety/depression]
☐ Acquired Brain Impairment
☐ Vision
☐ Medical Condition
☐ Other – Please specify:

ARE YOU CURRENTLY ENROLLED IN SECONDARY SCHOOL?

- ☐ Yes ☐ No

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

HAVE YOU COMPLETED ANY OF THE FOLLOWING QUALIFICATIONS?

- ☒ No Post School Qualifications
☐ Certificate I
☐ Certificate II
☐ Certificate II
☐ Certificate IV
☐ Diploma
☐ Advanced Diploma or Associate Degree
☐ Bachelor or Higher-Level Degree Level

WHAT IS YOUR EMPLOYMENT STATUS?

- ☐ Full-time employed
☒ Part-time employed
☐ Self-employed – Not employing others
☐ Self-employed – Employing others
☐ Unemployed – Seeking Full-time work
☐ Unemployed – Seeking Part-time work
☐ Not employed – Not seeking employment

WHAT IS YOUR MAJOR STUDY REASON?

- ☐ 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
- ☐ To get skills for community/involuntary work
- ☐ Other reason

RPL, CREDIT TRANSFER, RECOGNITION OF CURRENT COMPETENCIES

Do you believe that you qualify for RPL or Credit Transfer for some or all units of competency because you have already studied them as a part of another qualification and you wish to be assessed for Recognition of Prior Learning or Credit Transfer?

Evidence must be provided for Credit Transfer.

- ☐ Yes
- ☒ No

PLEASE DISCUSS WITH OUR RECRUITMENT TEAM MEMBER PRIOR TO APPLICATION TO DISCUSS EVIDENCE TO BE ASSESSED.

AN APPLICATION FEE FOR RPL IS APPLICABLE PER UNIT OF COMPETENCY

100 POINT CHECK

Documentation required to meet the 100-point proof of identify [ID]

PROVIDE:

1. At least one original ID document from Category A
2. The rest of the documentation: all from Category A or from Category A and Category B
3. Current documents
4. At least one document that includes your photograph
5. Documents with a current residential address
6. ID in one name
7. Proof of name change if your ID is in two names

IF YOU ARE UNDER THE AGE OF SIXTEEN YEARS OLD, PROVIDE:

1. Two forms of ID including at least one Category A document
2. Your parent/guardian must produce one form of Category A Identification

WE DO NOT ACCEPT:

1. Passports that are cancelled or expired
2. Birth certificate extracts
3. Document with a post box address as current address
4. ID in two different names without proof of name change documentation
5. More than one bank card/statement per financial institution

Indicate which ID Documents You are Providing

CATEGORY A

70 POINTS

- ☐ Current Australian Passport
- ☒ Birth Certificate: Not an Extract
- ☐ Australian Citizenship Certificate.

40 POINTS

- ☒ Driver's Licence including Foreign Licence.

25
POINTS

- ☐ Proof of age card

CATEGORY B

40 POINTS

- ☐ Centrelink Card
- ☐ Public Service Employee ID Card
- ☐ Security Licence OCBA
- ☐ Tertiary Education ID Card
- ☐ Veteran Affairs Gold Card
- ☐ Visa [with non-Australian Passport]
- ☐ Australian Certificate of Registration by Descent

35 POINTS

- ☐ Land Titles Office records
- ☐ Mortgage documents.

25
POINTS

- ☐ Medicare Card
- ☐ Bank Statements
- ☐ Bank Cards: Maximum two cards from different Institutions
- ☐ Council Rates Notice
- ☐ Electoral Enrolment Card
- ☐ Insurance Renewal Documents: not Health Insurance
- ☐ Motor Vehicle Registration
- ☐ Rent records: Less than three months
- ☐ Seniors Card
- ☐ Utility account: less than three months

OFFICE USE ONLY

☐ I have witnessed the applicants ID and have certified copies or originals of all forms of ID provided for their learner file.

☐ I have confirmed that the applicants name is:

_____ as identified and ticked above.

Staff member name: _____

Signature: _____ Dated: ____|____|____

Please read the following agreement and sign the authorisation on page 46.

Learner Enrolment Agreement

It is a condition that this agreement be read, signed and returned to Colour Cosmetica Academy, prior to acceptance and commencement in agreed tuition.

Learner Enrolment Process into Colour Cosmetica Academy

The following procedures outline the processes of enrolment at Colour Cosmetica Academy.

- Visit the Colour Cosmetica Academy website, www.colourcosmetica.com and find the courses or qualification you are interested in.
- Read all relevant course information.
- Or book a time to meet with a Career Counsellor for a face-to-face meeting or online
 - a telephone meeting can be requested.

To apply for any course or qualification at Colour Cosmetica Academy, foremost you must fully understand the outcomes and requirements of the course or qualification in which you want to study, have a full desire and commitment to the industry.

- You must understand and agree with the cost of the tuition and materials that are required.
- You must understand that Colour Cosmetica Academy offers payment plans.
- You must understand that Colour Cosmetica Academy only accept \$1,500 as the highest amount upfront.

Upfront Assessment of Needs

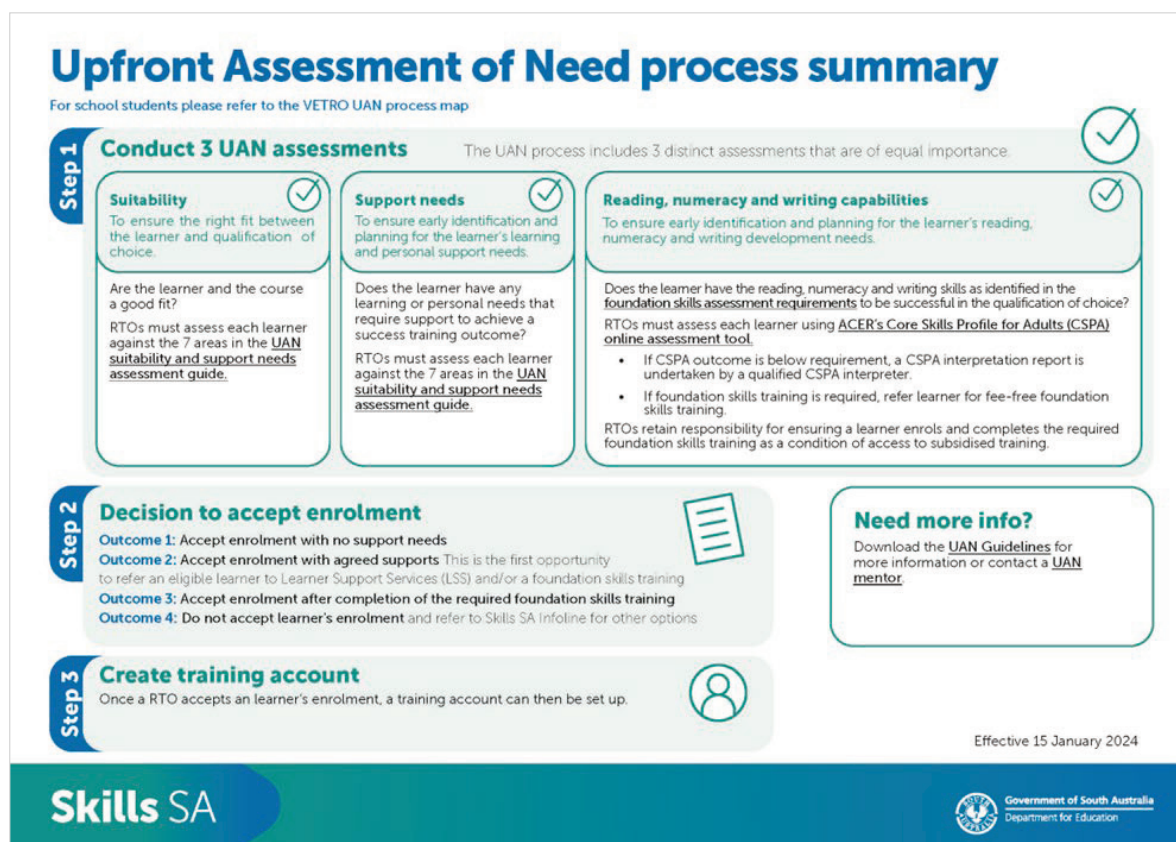
Colour Cosmetica Academy will then continue with the process of the Upfront Assessment of Needs:

- Colour Cosmetica Academy initially will assess your suitability against the course requirements which means you are expected to sit a supervised learning, literacy and numeracy and writing and digital online assessment.
- The learner will in total complete a supervised 3 UAN assessments.
- The UAN process includes 3 distinct assessments that are of equal importance.
- **Suitability:** To ensure the right fit between the learner and qualification of choice.
 - Understanding if the learner needs extra help or meet the AQTF standard of learning required for the course selected.
- **Support needs:** To ensure early identification and planning for the learner's learning and personal support needs.
- **Reading, numeracy and writing capabilities:** To ensure early identification and planning for the learner's reading, numeracy and writing development needs.
- The learner is then required to complete a **digital literacy self-assessment** and **online digital assessment**.
- Then complete the Colour Cosmetica Academy research Assignment.

Colour Cosmetica Academy must assess a learner's suitability prior to enrolment of any qualification or course and or if a learner needs any adjustments.

A learner may be eligible for a ***subsidised training place***.

- to check eligibility please refer to www.skillsa.gov.au
- for the Upfront Assessment Needs process please refer to the table below



Once **suitability | support needs | reading, numeracy and writing capabilities | digital literacy self-assessment | online digital assessment and Colour Cosmetics Academy research assignment** is assessed, the learner may proceed if suitable with the following:

- Complete the application form and submit the finalised form via email or face to face at a formal meeting with the career counsellor in the administration centre.
- All learners are required to meet the 100-point proof of identity (ID) and proof of age. You must provide on application:
 - at least one original ID document from Category A
 - the rest of the documentation: all from Category A or from Category A and Category B
 - current documents
 - at least one document that includes your photograph
 - documents with a current residential address
 - ID in one name
 - proof of name changes if your ID is in two names
 - If a learner is under 16 years old provide:
 - ☐ two forms of ID including at least one Category A document
 - ☐ your parent/guardian must produce one form of Category A identification
 - ☐ We prefer original documents but also accept colour photocopies certified by a JP

- If the learner has departed high school within the last 2 years, please provide a copy of the most recent school report.

Please note that the application must have all questions answered and the relevant documents attached, plus the 100-point proof of identity.

After your application has been received, you will be contacted for an interview at the Academy. Please download and read the Learner Handbook prior to the interview and bring it with you, as there are forms to be completed.

If you are under 18 years of age, then a legal guardian will need to attend the interview.

Before the interview commences, a short questionnaire will need to be completed. This questionnaire will help us to better understand your abilities to undertake the chosen qualification that you are applying for. You are to do this by yourself with no aids to help answer the questions. Complete the questions on your own in the presence of a Colour Cosmetica Academy staff member prior to your interview.

At the interview the content and activities of the course will be explained, policies and procedures and fees and charges will be discussed and the prospective learner's ability to undertake the course will be assessed during the interview by a qualified Trainer and Assessor who will assess this questionnaire and discuss the results with you. At this time, it will be recognised if you have the required language, literacy and numeracy level to successfully complete the qualification that you are applying for.

Some qualifications at Colour Cosmetica Academy have further entry requirements that may need to be discussed addressed and completed. If so, the learner will be required to submit further evidence for entry, a time and date will be made for further submissions.

If accepted into a course at Colour Cosmetica Academy, the learner is required to pay a placement and administration fee of \$200.00. The learner will then receive a confirmation of enrolment which will confirm their placement in the course intake, for all learners under the age of 18 a guardian signature is required.

Incidental expenses are payable 30 days before courses commence.

Your future in fashion starts at Colour Cosmetica Academy. We encourage you to apply early to secure your place. Overseas applicants are reminded to apply early to ensure adequate time for learner visa processing when accepted.

Preparing to Apply

- + Learners must read the Colour Cosmetica Academy course portfolio and information guide.
- + Learners must complete and submit enrolment forms with required academic documentation.
- + Learners must be aware of all entry requirements including a Stage 1 interview and potential Stage 2 interview for further entry requirements.
- + Learners will be notified during Stage 1 interview if a Stage 2 interview is applicable to them.

Unique Learner Identifier

Every year, almost four million Australians build and sharpen their skills through Nationally Recognised Training. Because of this high demand it has been a requirement that from the 1st of January 2015, all learners undergoing Nationally Recognised Training will need to have a Unique Learner Identifier (USI). This includes learners doing Vocational Education Training (VET) in schools.

What is USI...?

The Unique Learner Identifier or USI is a reference number made up of 10 numbers and letters that:

- creates a secure online record of learners undergoing recognised training and learners who have gained Qualifications in Australia, even from different training organisations.
- gives learners access to training records and transcripts
- can be accessed online, anytime and anywhere.
- is free and easy to create.
- stays with a learner for life.

Who Needs a USI and Why...?

If you are a new or continuing learner undertaking Nationally Recognised Training and courses, you will need a USI in order to receive your qualification or Statement of Attainment. If you do not have a USI, you will not receive your qualification or Statement of Attainment.

Your USI will give you access to an online record of the training you have done, from the 1st of January 2015. You will also be able to produce a comprehensive transcript of your training, which can be used when applying for jobs, seeking credit transfers or demonstrating pre-requisites when undertaking further training.

For international learners studying offshore that do not have an Australian passport, Australian entry visa or other Australian proof of ID required to create a USI, a USI is not required.

If you are a New Zealand citizen you cannot apply for a USI while overseas. You will require a USI if you undertake a VET course in Australia and you will be able to apply for a USI once you have entered Australia on your NZ passport.

The USI will:

- link a learner's VET achievements, regardless of where in Australia they did the qualification or accredited course.

It will allow learners to easily access secure digital transcripts of their achievements and gives learners more control over their VET information.

Colour Cosmetica Academy requires a Unique Learner Identifier code to be completed prior to the completion of the learner enrolment process and supplied on the Learner Application Form.

To generate a USI, please visit www.usi.gov.au.

Colour Cosmetica Academy Enrolment Process

The following procedures outline the processes of enrolment at Colour Cosmetica Academy.

- + The learner must visit the Colour Cosmetica Academy website, www.colourcosmetica.com and find the relevant study option. Read all relevant qualification or accredited course information.
- + The learner can then book a time to meet with a Colour Cosmetica Academy Career Counsellor for a face-to-face meeting or virtual meeting via computer or at the Academy education@colourcosmetica.com
- + Before applying for any qualification, the learner must fully understand the outcomes and requirements of the qualification aspiring to study and have a full desire and commitment to the industry.
- + The learner is to complete the required application form and submit the finalised form via email to education@colourcosmetica.com or submit the application form face to face at a formal meeting with a Colour Cosmetica Academy Career Counsellor in the Administration Centre.

Colour Cosmetica Academy Academic Credit

Learners intending to apply for Academic Credit/Recognition of Prior Learning (RPL) must complete and submit the Application Form for Academic Credit (RPL) with all required supporting documentation. The Application for Academic Credit (RPL) Form is to be submitted at the same time as the learner application for enrolment.

What is Academic Credit...?

Colour Cosmetica Academy accepts applications for Academic Credit (RPL), this involves claiming recognition for prior knowledge and skills not trained as part of a formal qualification or Statement of Attainment but from life or work experience and any other training that a learner may have undertaken. (RPL, Recognition of Current Competence).

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) means recognition of competencies currently held, regardless of how, when or where a learner's learning occurred. Under the Australian Quality Training Framework, competencies may be attained in a number of ways. This includes through any combination of formal or informal training and education, work experience or general life experience. In order to grant RPL, the Colour Cosmetica Academy Assessor must be confident that the learner is currently competent against the endorsed industry or enterprise competency standards or outcomes specified in Australian Qualifications Framework accredited courses. The evidence may take a variety of forms and could include certification, references from past employers, testimonials from clients and work samples. The Colour Cosmetica Academy Assessor must ensure that the evidence provided is authentic, valid, reliable, current and sufficient.

Recognition of Current Competency

(RCC) and skills recognition are now used interchangeably with each other and essentially means the same thing. RPL and RCC is available to the learner, the process will involve the learner completing an assessment on the units of competence against the outcomes.

Recognition of Prior Learning Process

Credit transfers and RPL/RCC are available on entry at Colour Cosmetica Academy.

All learners are given the opportunity to have their current knowledge, current competencies, skills, attitudes and experience measured against the unit/program learning outcomes. Learners with relevant past experiences, education qualifications and acquired expertise may be exempt from undertaking appropriate units of competence.

All learners must pay a fee of \$150.00 per unit of competence that is being tested for. This must be paid prior to the test that is being given.

Proof of these qualifications or units of competency must be provided on entry. If there is any reasonable doubt as to the qualifications or experience, or proof of qualifications cannot be provided, a small eligibility test on the relevant unit of competence can be undertaken. A minimum of 80% must be achieved in the test before an exemption can be granted.

If a learner believes that the requirements have been met, they may complete the application form or contact angelap@colourcosmetica.com.

Enrolment Requirements for New Learners Applying at Colour Cosmetica Academy

All learners are required to meet the 100-point proof of identity (ID) and proof of age.

- Learners must provide on application: *(view Application Form)*
 - at least one original ID document from Category A:
 - Current Australian Passport *(70 points)*
 - Birth certificate *(70 points)*
 - Australian citizenship certificate *(70 points)*
 - Driver's licence including foreign licences *(40 points)*
 - Proof of age card *(25 points)*
- Other documentation required to exceed 100 points may be: all from Category A or from Category A and Category B current documents:

Category A:

- Current Australian passport *(70 points)*
- Birth certificate: not an extract *(70 points)*
- Australian citizenship certificate *(70 points)*
- Driver's licence including foreign licences *(40 points)*
- Proof of Age card *(25 points)*

Category B

- Centrelink card (40 points)
- Public service employee ID card (40 points)
- Security licence (OCBA) (40 points)
- Tertiary education ID card (40 points)
- Veteran Affairs gold card (40 points)
- Visa (with non-Australian passport) (40 points)
- Australian Certificate of Registration by Descent (40 points)
- Land Titles Office records (35 points)
- Mortgage documents (35 points)
- Bank statements: not if using credit, bank, debit cards from the same account (25 points)
- Credit, bank, debit cards: maximum two cards from different institutions (25 points)
- Council rates notice (25 points)
- Electoral enrolment card (25 points)
- Insurance renewal documents: not health insurance (25 points)
- Medicare card (25 points)
- Motor vehicle registration (25 points)
- Rent records: less than three months old (25 points)
- Seniors card (25 points)
- Utility account: one only, less than three months old (25 points)
- At least one document that includes the learners ID photograph
- Proof of documentation with learner's current residential address
- Proof of name change if the learner's ID is in two names (e.g., Maiden name or Married name or similar)

If the learner is under 16 years old:

- two forms of ID including at least one Category A document.
- earners parent or guardian must produce one form of Category A identification.

NOTE: *Colour Cosmetica Academy prefers original documents but also accepts colour photocopies certified by a JP.*

If a learner has departed high school within the last 2 years, the learner must provide a copy of their most recent academic school report.

Please note that when a learner is enrolling into Colour Cosmetica Academy, the Application/Enrolment Form must have all questions answered and all relevant documents attached, plus 100-point proof of identity.

Applicants must have a Minimum of the Following Requirements

Year 10 education or equivalent for level I, II and III qualifications.

- Meet all entry requirements for level IV, Diploma and Advanced Diploma qualifications

- Be over the age of 16 years [unless applying for VET in schools' tuition]
- Meet the language, literacy and numeracy requirements for the qualification level entering into.
- Basic computer literacy for levels I, II and III qualifications selected
- Intermediate computer literacy for levels IV, Diploma and Advanced Diploma Qualification selected
- The ability to use word processing, presentation software and the necessary skills for formatting and uploading of images and documents as well as confidence and effective use of the internet and social media.
- A genuine desire to work in the relevant area of study
- Be willing to work cohesively in a team environment, have good communication skills and have creative flair
- Have good personal hygiene and presentation to work in a personal service, fashion and design industry
- Be prepared to complete on the job training and work experience hours when required.

For levels I, II and III qualifications learners will work with our Colour Cosmetica Academy Career Counsellor's to complete the Stage I interview process. For learners completing levels IV, Diploma and Advanced Diploma qualifications where further entry requirements are required, a Stage 2 interview process will be required for preparation and presentation.

Individuals entering a qualification at Colour Cosmetica Academy must have the following personal qualities:

- Patience and pride in their work
- A strong interest and awareness of current fashion|style and design
- Ability to think clearly and laterally
- Ability to approach problems in a broad and creative manner in order to achieve the best results
- Ability to apply both formal and informal concepts to practical situations
- A mature attitude to the industry and study
- An appreciation of the practical application of the Qualification's work requirements
- A positive attitude to study, combined with the willingness to learn and do all that is necessary to succeed in the Qualification
- Determination and enthusiasm to achieve a career path in the fashion industry

Colour Cosmetica Academy Interview Process

- The Colour Cosmetica Academy representative will guide learners through all forms and contracts, to be completed by the learner prior to enrolment.
- If a learner is under 18 years of age a legal guardian will need to be present at interview.
- Colour Cosmetica Academy is committed to upholding successful learner outcomes by only

enrolling learners who have the aptitude to fulfil the requirements to complete the qualification or units of competency applying for. All Colour Cosmetica Academy marketing materials clearly states that the prospective learner must have the appropriate Language, Literacy and Numeracy skills to succeed.

- Colour Cosmetica Academy recognises that all learners have different Language, Literacy and Numeracy skills and as such, identifies and provides ongoing academic assistance to help learners succeed in their studies.

- Colour Cosmetica Academy integrates Language, Literacy and Numeracy skills into the units of competency in all Training Packages and it is a national requirement that all learners complete a Language Literacy and Numeracy Assessment prior to enrolment
- Colour Cosmetica Academy is committed to providing clear information to all learners about the detail of the Language, Literacy and Numeracy assistance available at Colour Cosmetica Academy upon enrolment.
- For learners who require additional support, private lessons or coaching sessions. Extra services for learners are provided by Colour Cosmetica Academy to the learner. Additional fees are incurred to the learner of \$85.00 per hour *[view Incidental Fees]*. Learners requiring these services will be notified through verbal and written communication of evidence after an interview or throughout the study period. Procedures will be formulated with extra study support plans executed prior to enrolment.
- Colour Cosmetica Academy determines the support needs of individual learners and provides access to the educational and support services necessary for an individual learner to meet the requirements of the training product as specified in the training packages or VET accredited course.

Entry Requirements

All entry requirement content and focus will be discussed at Stage 1 of interview for levels IV, Diploma and Advanced Diploma. as some qualifications and accredited courses offered at Colour Cosmetica Academy have further entry requirements, a Stage 2 interview is required to submit evidence for entry. A time and date will be discussed during Stage 1 interview for submissions for the final Stage 2 of interview process. The applicant must complete all Entry Requirements on the date set by the Career Counsellor for entry to the qualifications. If this is not completed, a late enrolment penalty fee will apply. *[See Incidental Fees]*. Applicants for overseas, workshops or in remote locations must submit digitally and participate in an online virtual interview to angelap@colourcosmetica.com.

If accepted into a qualification at Colour Cosmetica Academy, the learner is required to pay a Placement and Administration Fee of **\$200.00**. The learner will then receive a confirmation of enrolment which will confirm placement in the qualification intake. For all learners under the age of 18, a guardian signature is required.

A placement and administration fee applies for learners completing a Qualification | Accredited Course Beginner Workshop | Short Course | Industry Professional Development Workshop | International Workshop and RPL Enrolment.

Incidental expenses [Learner Kits] are payable 28 days before commencement.

Qualifications that Contain Entry Requirements at Colour Cosmetica Academy

- | | |
|------------|--|
| ▪ CUA51020 | Diploma of Screen and Media [Specialist Make-Up Services] |
| ▪ CUA41220 | Certificate IV in Screen and Media [Specialist Make-Up Services] |
| ▪ SHB50216 | Diploma of Salon Management |
| ▪ SHB40216 | Certificate IV in Hairdressing |

It is Agreed as Follows:

1. Acceptance of Enrolment

It is agreed that the learner agrees with the terms set out in the enrolment agreement. This agreement is made on the date shown in the schedule between Colour Cosmetica Academy [RTO Code 40055] and the learner as is described in the schedule annexed hereto.

2. Learner Responsibilities

The learner agrees:

- To pay the administration placement fee of \$200.00 at the time of signing the enrolment agreement.
- To pay all tuition fees and charges levied by Colour Cosmetica Academy by the due dates in accordance with the schedule of fees published by Colour Cosmetica Academy annually.
- To Comply with the code of conduct and behaviour as set out in the Colour Cosmetica Academy Learner Enrolment Handbook and Learning at Colour Cosmetica Academy Handbook. Agree that this may be amended annually at the Academy's discretion either verbally or in written form.
- Should any tuition fees and charges not be paid by the due date then Colour Cosmetica Academy may suspend or terminate the learner's enrolment at Colour Cosmetica Academy's absolute discretion.

3. Credit Transfer

If a learner has completed study at another institution, the learner can apply for Credit Transfer towards their Colour Cosmetica Academy tuition.

Colour Cosmetica Academy has many Credit Transfer options in place that can shorten the time it takes to complete Colour Cosmetica Academy Qualifications | Accredited course tuition or lighten the duration of study and tuition fees.

Credit Transfer refers to the process in which Colour Cosmetica Academy recognises all relevant AQF Qualifications and Statements of Attainment issued by all other RTOs.

It is the policy of Colour Cosmetica Academy that:

- Proof of these qualifications must be provided upon enrolment.
- When presenting Certificates all originals must be viewed by Colour Cosmetica Academy.
- Colour Cosmetica Academy will grant Credit Transfer based upon recognition of Qualifications or Statements of Attainment issued by other RTOs and no fee will be issued.
- Colour Cosmetica Academy must receive original certificates for certification.
- Note all original certificates will be photocopied and placed in learner file and all original certificates will be handed back to learners.

4. Administration Fees

The Fee Schedule [tuition fee] relates to Colour Cosmetica Academy Qualification | Accredited Course | Beginner Workshop | Short Course | Industry Professional Development Workshop | International Workshop and RPL Enrolment.

A qualification | Accredited Course | Beginner Workshop | Short Course | Industry Professional Development Workshop | International Workshop and RPL Enrolment for learners is subject to annual review and amendment. Any fee increases occur at the beginning of each calendar year and will change the total tuition fee. This does not include additional tuition fees due to repeating subjects and units of competency in the event of unsuccessful completion or reduction due to academic credit

awarded. Fees are invoiced on a monthly period basis. All fees are paid in Australian dollars and inclusive of GST where GST is applicable.

An initial non-refundable administration placement fee of \$200.00 will apply to all Qualifications |Accredited Courses |Workshops and RPL|RCC enrolments, payable 28 days before commencement.

Payment must be made 28 days prior to enrolment. Enrolment openings are:

Term 1 | Semester 1 | Mid - February
Term 2 | Semester 1 | Mid - April
Term 3 | Semester 2 | Mid - July
Term 4 | Semester 2 | 1st Week in October

A late up front enrolment penalty fee of \$400.00 will apply to all late enrolments after the due date.

Colour Cosmetica Academy Terms and Conditions for Payment

Fees are to be paid in Australian Dollars [AUD] only.

1. Payment methods include
 - Visa | MasterCard [1.5% surcharge applies]
 - EFTPOS | Debit Card
 - Direct Debit [Debit Success]
2. Upon enrolment all learners or guardians direct debiting fees must read, sign and abide by the Direct Debit Authority [DDR] and financial contract located in this Colour Cosmetica Academy enrolment form.
3. All learners entering into a Qualification |Accredited Course |Workshop or RPL|RCC enrolment must read, sign and abide by the Colour Cosmetica Academy Financial Agreement Contract located in this Colour Cosmetica Academy enrolment form.
4. Education Instalment payments are paid by the learner or guardian as follows:
 - i. Administration placement fee of \$200.00 to be paid at least 28 days before commencement
 - ii. Monthly instalments are paid by learner or guardian for the period of study
 - 1st monthly payment fee is paid prior to commencement of study, for the first month of study
 - monthly payments thereafter are made for the duration of study
 - iii. Learner Kit fees are to be paid 28 days prior to the commencement of studies
5. All monthly part payments will incur a 3% surcharge [*administration fee*].
6. Colour Cosmetica Academy may exclude the learner from attending the Qualification |Accredited Course |Workshop or RPL|RCC application in the event of a default in payment of any or all Qualifications |Accredited Courses |Workshops or RPL|RCC enrolment Fees. In the event of a default in payment [*dishonoured payment*] of a Qualification |Accredited Course| Workshop or RPL|RCC enrolment Colour Cosmetica Academy has the right to terminate the financial Agreement. Upon termination outstanding a Qualification |Accredited Course |Workshop or RPL|RCC application fees and *penalty fees* are due and payable immediately.
7. Should a learner's payment be, *dishonoured* with Debitsuccess, Debitsuccess will debit the learner with a *penalty fee* of \$10.00 with a further charge of \$50.00 *dishonoured penalty fee* charged from Colour Cosmetica Academy directly to the learner or guardian.

8. Should a learner's payment be, *dishonoured* with Visa|MasterCard, EFTPOS, Cheque a charge of \$50.00 *dishonoured penalty fee* is charged from Colour Cosmetica Academy directly to the learner or guardian.
9. Should a learner's payment be late, a *late payment penalty fee* will be charged from Colour Cosmetica Academy directly to the learner or guardian of \$30.00 per day.
10. Any default debt may be reported to a credit reporting agency.
11. The learner or guardian will be responsible for all expenses incurred by Colour Cosmetica Academy in pursuing recovery of overdue amounts on the learner's account including [but not limited to] legal fees, location, and service fees, administrative costs and any commission payable to debt recovery consultant.
12. The Financial Agreement contract cannot be varied or waived except in writing by CEO's | the Directors of Colour Cosmetica Academy.
13. Any waiver by Colour Cosmetica Academy of any of the provisions of the Agreement shall relate only to the specific matter in respect of which such waiver is given. It shall not apply to any subsequent or other matter.
14. The learner and guardian [*if the learner is under 18years*] must read, sign and be able to abide by the Financial Agreement Contract upon enrolment.

Please also view Incidental Fees for:

Late Enrolment Penalty Fees

Late Payment Penalty Fees

Dishonoured Payment Penalty Fees

What is Debitsuccess...?

Debitsuccess, is part of the transaction service group and provides billing services.

Debitsuccess is the only full-service payment processor in Australasia incorporating billing, call centre customer management and credit control. Billing dates are aligned to learner's monthly payment requirements to suit learner's cash flow and are arranged monthly by Colour Cosmetica Academy.

Debitsuccess is a full service, offering and is the most comprehensive and cost-efficient solution for businesses and undertakings that wish to offer their customers an alternative to paying for goods and services in one lump sum, by offering payment options through a number of instalments.

Debitsuccess maintains professionalism and integrity throughout its entire billing process. The company is an authorised representative [AR 407894] of Transaction Services Holdings Limited [AFSL 338256] within the Australian Financial Services Licensing Regime, Level I PCI DSS [Payment Card Industry Data Security Standard] compliant and independently certified and Colour Cosmetica is also externally audited.

Debitsuccess has offices in Auckland, Melbourne, Sydney, Perth and Brisbane servicing the national market.

Learners have rights and responsibilities with regards to the ability of Debitsuccess Pty Ltd. Debitsuccess Pty Ltd directly debits the learners nominated bank account or credit card for all monthly education instalments or fees at Colour Cosmetica Academy due by the learner under the terms and conditions of the Debitsuccess Contract and DDR Service Agreement.

How Payment are Made to Debitsuccess

The customer [learner or guardian] agrees to pay the instalment amount at the agreed payment frequency until the Debitsuccess Contract is terminated in accordance with clause 4 [view Direct Debit Authority [DDR] Form]. Should there be any arrears in payments the Customer [learner or guardian] must authorises Debitsuccess to debit the outstanding balance in order to bring the account up to date.

Note: For all late and dishonoured payments, penalties are incurred to the learner or guardian - The Learner will receive by Colour Cosmetica Academy a dishonoured payment penalty fee for each dishonoured payment to debit success or VISA/Mastercard, & EFTPOS transaction of \$50.00 or for late payments, a late payment penalty fee will apply of \$30.00 per day late.

Learner's Commitment and Responsibilities to Colour Cosmetica Academy

It is the learner's responsibility to safeguard and ensure that adequate funds are available in the nominated account to be withdrawn on the due date. It is the learner's responsibility to safeguard that the authorisation given to draw on the nominated account and, is identical to the account signing instruction held by the Financial Institution where the account is based.

It is the learner's responsibility to advise Colour Cosmetica Academy and Debitsuccess if the account nominated by the learner or guardian to receive the Colour Cosmetica Academy Pty Ltd drawings is transferred or closed. It is the learner's responsibility to arrange with Colour Cosmetica Academy and Debitsuccess a suitable alternate payment method if they wish to cancel Colour Cosmetica Academy Pty Ltd drawing.

Learner to pay:

- the administration placement fee of \$200.00 at the time of signing the enrolment agreement.
- to pay all tuition fees and charges levied by Colour Cosmetica Academy by the due dates in accordance with the schedule of fees published by Colour Cosmetica Academy annually.
- to comply with the code of conduct and behaviour as set out in the Colour Cosmetica Academy Learner Enrolment Handbook, Learning at Colour Cosmetica Academy Handbook, Colour Cosmetica Academy Study and Assessment Handbook. The Learner also agrees that this may be amended annually at the Academy's discretion either verbally or in written form.
- that should any tuition fees and charges not be paid by the due date, then Colour Cosmetica Academy may suspend or terminate the learner's enrolment at the Academy's absolute discretion.

Incidental Fees

Incidental Fees are often associated with education tuition expenses and are used to pay for additional services other than instruction.

Incidental Fees and charges are costs incurred by learners as part of their studies at Colour Cosmetica Academy that are in addition to their tuition fees.

Incidental fees are charged at colour cosmetica academy when:

- Electronic transactions surcharge [EFTPOS, Visa and Master Card] Service Charge 1.5%
- The publishing of a replacement Qualification and/or Statement of results will incur an administration charge of \$50.00
- If a learner has had more than three endeavours at assessment or other Qualification or Accredited Course related activities and is still found to be 'not yet competent', the learner may be required to pay additional fees for ongoing training and/or assessment activities.
- Printing of assignments will incur a fee of \$1.00 per colour page and \$0.10 per black and white page.
- Second resubmission of assignment [penalty] \$85.00
- A late fee [penalty] is charged for assignment outside of extension period \$25.00 per day
- Request for Reassessment \$85.00
- Where additional on the job or work base training placement must be sourced, due to adverse action or omission on the part of the learner a penalty fee of \$250.00 is charged.
- Where additional compulsory practical assessment must be conducted for a learner and the additional assessment is required due to adverse action or omission on the part of the learner [Penalty] \$200.00
- Re-enrolment into a unit [penalty] \$250.00-\$1,000.00
- Reassessment of Unit of Competency [penalty] \$170.00
- Learners who necessitate additional support or have missed class may need to attend private lessons or coaching sessions to achieve competency. These sessions will be at a charge of \$85.00 per hour.
- Registered Post for Qualification issue are charged \$25.00
- Late Enrolment Fee [penalty] \$400.00
- Late Payment Fee [penalty] \$30.00 per day
- Dishonoured Payment [penalty] \$50.00
- Locker Hire – Annual [service charge] \$50.00 Half Annual [service charge] \$25.00
- Locker Key Reissue [penalty] \$25.00
- Reissue of Colour Cosmetica Academy Learner ID card [penalty]
- Graduation Ceremony \$150.00
- **NOTE:** PLEASE ALSO READ *Resubmission/ Reassessment and Re-enrolment Fees and Procedures*

Learning Kits [Books, Tools and Equipment]

All Qualifications, accredited courses, workshops or RPL/RCC enrolments have associated costs for Learner Kits and are payable 28 days before commencement except when negotiated otherwise.

All Learner Kits [books, tools and equipment] will be issued in full 12 weeks after payment is made. All Learner Kits are purchased at very efficient prices and the retail value of most kits is over and above the cost to learners. Learner Kit prices are made available upon first enquiry of study into any area of study at Colour Cosmetica Academy.

Additional Incidental Fees

All learners need to supply their own personal stationery:

- current diary
- A4 blank & lined note paper
- A4 sketch pad,

- carbon & tracing paper
- blue, black and red pens
- highlighters
- eraser
- ruler
- adhesive glue
- hard cover professional folder for each subject
- plastic sleeves
- calculator
- laptop computer
- a digital camera

Depending on the Qualification | Accredited Course or Workshop a learner may be asked to do research for assessments, complete in-house photo shoots, construct fashion garments or construct props for visual merchandising or for window displays which may incur resource costs.

A checklist of all extra materials required for classes will be given to the learner upon written enquiry to the academy and again on enrolment.

Learners generally must be able to complete the requirements of their Qualification | Accredited Course or Workshop without the imposition of fees that are additional to tuition fees. These would be either a service charge or penalty.

Re-submission | Re-assessment and Re-enrolment Fees and Procedures at Colour Cosmetica Academy

Learners must apply for resubmission or reassessment of assignments or reassessment of unit of competency outcomes in accordance with the contained procedures. Educators|Trainers accept responsibility for ensuring the procedures are adhered to when arranging resubmission or reassessment.

1. Re-submission, Re-assessment and Re-enrolment of Assignments

1.1 THEORY ASSIGNMENTS MUST BE SUBMITTED BY OR ON THE DUE DATE

- Where an assignment is submitted by or on the due date and is assessed as Not Yet Competent, the Tuition Director or Educator|Trainer may allow for resubmission. The limit|deadline for resubmission will not exceed one week.
- If the resubmitted assignment is again assessed as Not Yet Competent, the learner may make a second resubmission by the limit|deadline specified by the Tuition Director or Educator|Trainer.
- A fee of \$85.00 will be charged for this second resubmission. The second resubmission will not be assessed until proof of payment of the fee is presented.
- If a second resubmission is Not Assessed or is assessed as Not Yet Competent the learner will be deemed Not Yet Competent for the Unit of Competency.

1.2 ASSIGNMENTS SUBMITTED AFTER THE DUE DATE

- In the absence of an extension having been granted or the existence of compassionate or compelling circumstances, where an assignment is submitted after the due date the learner may be granted a one-week extension for submission.
- If the learner submits an assignment outside this period of extension, a penalty charge of \$25 per day is incurred.
- Where the Director or Educator|Trainer elects to Assess the assignment and a Grade of Not Yet Competent Results, the trainer may, at their discretion, allow for resubmission.
- A fee of \$85.00 will be charged for this first and only resubmission. The resubmission will not be assessed until proof of payment of the fee is presented.
- If the assessment is Not Assessed or is assessed as Not Yet Competent the learner will be deemed Not Yet Competent for the unit of competency.

1.3 REASSESSMENT OF ASSIGNMENTS

- Where a learner believes an assignment has been assessed inaccurately or unfairly the Director or Educator|Trainer and learner should meet to go through the reasons for the assessment.
- If the outcome of the meeting is not satisfactory to the learner, a learner may request reassessment of an assignment by the Director or Educator|Trainer. Reassessment may lead to marks being raised or lowered.
- Any subsequent requests for reassessment will incur a fee of \$85.00.
- Aggrieved learners may raise an Academic complaint at any time by following the Complaints and Appeals Policy and Procedures.

1.4 ON THE JOB OR WORK BASED TRAINING PLACEMENTS AND PRACTICAL ASSESSMENTS

- Where an additional On the Job or Work Based Training Placement must be sourced for a learner and the additional placement is required due to adverse action or omission on the part of the learner, an administrative fee of \$250.00 will be charged to the learner. Evidence of payment must be provided to the course co-ordinator prior to the additional placement being sourced.
- Where an additional compulsory practical assessment must be conducted for a learner and the additional assessment is required due to adverse action or omission on the part of the learner, a fee of \$200.00 will be charged to the learner. Evidence of payment must be provided to the assessor prior to the assessment being conducted.
- Examples of adverse actions or omissions on the part of the learner include, but are not limited to:
 - Poor attendance
 - Failure to attend a placement or assessment without reasonable justification
 - Misbehaviour
 - Poor conduct or attitude
 - Laziness or failing to work diligently
 - Disobeying or ignoring instructions; and/or
 - Failing to comply with school and placement policies and procedures

1.5 RE-ENROLMENT INTO A UNIT

- Learners that have been absent for 80% or more of a unit will be required to re-enrol in the unit prior to undertaking the assessment for that unit. In some circumstances, learners may also be required to re-enrol in a unit even if they have attended more than 50% of the scheduled hours. Re-enrolment cost vary depending on the length of the unit. The cost will be between \$250-\$1,000. Proof of payment must be submitted prior to entry to the class.

2. Re-Assessment of Unit of Competency Outcomes

2.1 INITIAL ASSESSMENT

- Initial assessment will be conducted in accordance with the requirements of the relevant course and Training Package and in compliance with other Colour Cosmetica Academy policies and procedures.
- Initial assessment will generally result in a learner being deemed Competent [C] or Not Yet Competent [CNA] with regard to the relevant unit.
- Unit Educator|Trainers may elect to issue a grade otherwise in a manner which does not conflict with this or other Colour Cosmetica Academy Policies and Procedures, by awarding a grade in accordance with the Colour Cosmetica Academy grading notation guide

2.2 ASSESSMENT AND AWARDING OF GRADES

- For courses assessed on a Competent|Not Yet Competent basis, learners may request that their Educator|Trainer reassess their unit of study outcomes to provide graded results.
- The normal cost for reassessment of Unit of Competency outcomes to determine graded results is \$170.00.
- Unit of study outcomes will not be reassessed until proof of payment of the administrative fee is presented to the assessor.

Colour Cosmetica Academy Financial Agreement and Refund Policy

All requests for refunds must be made in writing. Refunds will be processed within 14 [fourteen] days of receipt of request and relevant documentary evidence.

There is no automatic right to a refund of fees paid in advance if a learner decides that they do not wish to commence or complete a Qualification, Accredited Course, Workshop or RPL|RCC application with Colour Cosmetica Academy. Refunds will be issued in accordance with the financial agreement and refund policy and at the discretion of the CEOs|Directors, Ms Angela Pastore and Mrs Rebecca Faraone.

28 Days of Notice or More

If a refund is requested 28 days or more before the Qualification | Accredited Course | Workshop or RPL|RCC application commences, a refund, minus the administration fee will be given. If a learner wishes to change enrolment to another Qualification | Accredited Course or Workshop delivered concurrently with

the enrolled Qualification | Accredited course or workshop, the fees paid are transferable to the new Qualification | Accredited Course or Workshop. A second administration fee will be charged.

Notice Within 28 Days of Qualification or Accredited Course Commencement

- Cancellations within 28 days from Qualification | Accredited Course | Workshop or RPL | RCC enrolment, commencement may be subject to full payment or a pro-rata payment to cover fixed cost commitments minus the administration fee.
- Tuition fees may not be refunded or allocated to another tuition in these circumstances.
- Colour Cosmetica Academy cannot accept responsibility for changes to work commitments or personal circumstances within this 28-day period.

Notice on or After Start of Service Deliver

Once training | service has commenced in the qualification | accredited course | workshop or RPL | RCC application period, no refund is available to learners who leave before finalising the qualification | accredited course | workshop or RPL | RCC application | period unless the learner can provide a medical certificate or show extreme personal hardship. In that case, fees may be refunded on a pro-rata basis, minus the administrative fee | deposit. However, should learners wish to finalise incomplete competencies in a future qualification | accredited course | or workshop, the original fee payment can be used as credit towards that qualification | accredited course or workshop within 6 months of initial payment. A learner should download an Application for Refund Form from the Colour Cosmetica Academy website www.colourcosmetica.com and submit to accounts@colourcosmetica.com.

Cancelled Qualification or Accredited Course

Should Colour Cosmetica Academy cancel a qualification, learners are entitled to a full refund [or prorate adjusted refund] or transfer of funds to another | future qualification | accredited course or workshop. in this event, learners will be given their preferred option.

Application for Refunds will be in Writing and Processed as Follows:

1. Payment requisition details will be issued for management's approval.
2. A refund cheque will be issued when approved in Australian dollars.
3. Details will be entered into the electronic client record file.
4. Details will be entered into financial accounts electronic files.
5. A signed cheque | refund will be raised for dispatch.
6. Refund will be dispatched as per instructions.

Invoicing and Payment

- Tuition fees are due 28 days prior to the commencement of the training
- Tuition fees will be invoiced 40 days prior to tuition commencement and are due 28 days prior to this commencement date.

- Enrolments made after this 40-day period will be invoiced on enrolment and tuition fees will be due no later than 28 days prior to tuition commencement.
- All enrolments received by Colour Cosmetica Academy will be considered as confirmed enrolments unless Colour Cosmetica Academy is advised otherwise. Cancellations and transfers of enrolment are subject to the terms and conditions outlined.
- If payment of tuition fees has not been received within the stated period, an enrolment may be cancelled, and a late payment penalty fee will apply [*View Incidental Fees*].
- Payment can be made via MasterCard, Visa, EFTPOS, Cheque, Electronic Bank Transfer or Direct Debit [*Debitsuccess*].
- Where Pre - Qualification or Accredited Course materials [*learner kits -View Incidental Expenses*] are issued as part of tuition preparation, this will not occur unless payment of tuition fees has been received. Tuition fees are due 28 days prior to tuition commencement
- Colour Cosmetica Academy will not accept the application fee if a place is not available for the intake applied for and will consult with the learner to defer commencement date.
- Full refund of tuition fees paid, textbooks and equipment [*learner kit*] fees will be made if;
 - Colour Cosmetica Academy fails to deliver the Qualification | Accredited Course or Workshop from which the learner is enrolled.
 - The learner advises Colour Cosmetica Academy in writing to; CEO | Directors, 20-32 Union St, Adelaide, SA, 5000 more than 28 [twenty-eight] days prior to the commencement of the Qualification | Accredited Course or Workshop of their intention not to commence.

Non-attendance and Academic Performance

If a learner fails to participate in or attend a qualification | accredited course or workshop and suspension or withdrawal occurs, tuition fees will not be refunded or allocated to another tuition.

Colour Cosmetica Academy Completion Requirements

Completion of the full qualification | accredited course or workshop requires the learner to successfully complete all units of competencies and or subjects for the qualification or workshop undertaken and comply with the standards from the national Training Packages. All fees should be paid in full to receive issuance of the enrolled qualification | accredited course.

Financial Policy

- a. Colour Cosmetica Academy reserves the right to review fees at any time. If tuition fees are increased, the learner will be required to pay the new fees as they are introduced, if not in a current financial contract with Colour Cosmetica Academy.
- b. Learners granted competency RPL | RCC status will be charged a minimum fee of \$150.00 for each general subject [unit], and further additional fees for more specialised units, plus administration and processing fees by Colour Cosmetica Academy. If the RPL | RCC is granted the associated cost of the competency will be credited against future studies.
- c. Credit card payments using Visa, MasterCard will be subject to a surcharge of 1.5%. Other cards are not accepted.
- d. All bank fees will be borne by the learner.
- e. Any learner refusing to pay fees after requests have been made in writing shall not receive any form of certificate or recognition of Qualification | Accredited Course or Workshop undertaken and shall be

refused entry into classes until fees have been remitted to Colour Cosmetica Academy in full [Dishonoured Penalty Payment Applies – View Incidental Expenses]. Colour Cosmetica Academy will also pass on to the learner or guarantor any fees incurred to collect outstanding monies.

- f. If a learner fails to complete a qualification|accredited course |workshop or RPL|RCC application for any reason whatsoever other, than the default of Colour Cosmetica Academy, there will be no refund of fees paid or reduction in fees payable.
- g. All learners are bound to comply with all Colour Cosmetica Academy contractual agreements, [Policy and Procedures] which are subject to change annually:
 - Colour Cosmetica Academy Learner Enrolment process
 - Colour Cosmetica Academy Application Form
 - Learning at Colour Cosmetica Academy Handbook
 - Colour Cosmetica Academy Study and Assessment Manual Colour Cosmetica Academy Professional Vocational Placement Handbook |Workbook
 - Colour Cosmetica Academy Look and Learn Demonstration Workbook
 - Colour Cosmetica Academy Practical Workbooks

Colour Cosmetica Academy reserves the right, at its absolute discretion, to reject any application of enrolment, and it shall be under no obligation whatsoever to give reasons for its decision.

Colour Cosmetica Academy reserves the right in its absolute discretion to review and alter the organisation and|or structure of the qualification or accredited course at any time.

If any books, tools and equipment materials [learner kits] alteration are made before the commencement of a qualification | accredited course or workshop, Colour Cosmetica Academy will endeavour to notify the learner so affected but shall not have any liability if it is unable to so notify.

It is a condition of enrolment and the personal responsibility of the learner to ensure they hold appropriate medical insurance cover for the duration of your learner enrolment.

Colour Cosmetica Academy Policies

All Policies and Procedures will be given to the learner throughout the pre-enrolment interview. The learner will be required to abide by all the rules and regulations as stipulated in the Colour Cosmetica Academy Learner Enrolment Handbook, the Learning at Colour Cosmetica Academy Handbook, the Colour Cosmetica Academy Study and Assessment Handbook and the Learner Enrolment Process Handbook. Learners will have the opportunity to ask any questions relating to Colour Cosmetica Academy guidelines throughout the enrolment period. Learners must read and sign the Colour Cosmetica Academy Handbooks and submit all signed documents and contracts with enrolment form.

Colour Cosmetica Learner Enrolment Process Handbook and Learning at Colour Cosmetica Academy Handbook covers:

- General Guidelines and Information
- Enrolment Requirements [including Access and Equity and Code of Practice]
- Conduct and Behaviour
- Academy Information including:
 - Academic Performance

- Academic Attendance
- Language, Literacy and Numeracy
- Complaints and Appeals Policy
- Support Services
- Training and Delivery
- Flexible Learning and Assessment
- Learner Directory and Hours

Learners will agree to comply with Colour Cosmetica Academy rules, regulations, policies and procedures as outlined throughout the induction period as well as in the Colour Cosmetica Academy Study and Assessment Handbook. Learners agree that this may be amended from time to time at the Academy's discretion either verbally or in written form.

A FUTURE IN FASHION STARTS AT COLOUR COSMETICA ACADEMY. WE ENCOURAGE LEARNERS TO APPLY EARLY TO SECURE PLACEMENT.

General Policies

- Colour Cosmetica Academy shall be under no liability whatsoever to any learner for any loss or damage, except for personal injury or death, sustained at or upon Colour Cosmetica Academy premises however caused, and whether in respect of any negligent act or omission by Colour Cosmetica Academy, its employees, agents or servants or otherwise.
- Colour Cosmetica Academy shall be under no liability whatsoever to any learner for any loss or damage, except for personal injury or death, suffered by reason of the failure of Colour Cosmetica Academy, its employees, agents or servants to notify the learner of any risk or danger of which they had no prior knowledge nor ought reasonable to have had such knowledge.
- Colour Cosmetica Academy reserves the right and liberty to use promotional work taken in the form of photography, films or reproductions for the purpose of advertising, photography and publicity – either wholly or in part, in any manner or form whatsoever and in any medium, either separately or in conjunction with other photographs, films or reproductions thereof.
- Please note all additional requests for original Academic transcripts will incur a charge of \$50 per Qualification and/or Statement of Attainment.
- It is assumed that all learners who have received the Learner Handbook have read, understood & accepted the conditions, fees & refunds policy of this course.
- This policy is correct at the time of publishing, but is subject to change without notice, for all updated versions please contact our administration department.

Academy Policies

All policies and procedures will be given to the learner throughout pre-enrolment interview and information received. the learner will be required to abide by all the rules and regulation as stipulated in the Learner Policy Handbook, learners will have the opportunity to ask any questions relating to Colour Cosmetica Academy guidelines throughout the enrolment period. Learners must read and sign the Colour Cosmetica Academy Handbook and submit all signed documents and contract with enrolment form.

Learners will agree to comply with Colour Cosmetica Academy rules, regulations, policies and procedures as outlined throughout the induction period as well as the Learner Policy Handbooks. Agree that this may be amended from time to time at the Academy's discretion either verbally or in written form.

Enrolment

- Colour Cosmetica Academy reserves the right at its absolute discretion to reject any application of enrolment, and it shall be under no obligation whatsoever to give reasons for its decision.
- Colour Cosmetica Academy reserves the right in its absolute discretion to review and alter the organisation and/or structure of the course at any time.
- If any books, tools and equipment materials [learner kits] alteration are made before the commencement of a course, Colour Cosmetica Academy will endeavour to notify the learner so affected but shall not have any liability if it is unable to so notify.
- It is a condition of enrolment and the personal responsibility of the learner to ensure they hold appropriate medical insurance cover for the duration of your learner enrolment.

Course Participation

The learner shall attend and take part in all parts of the course as may be directed and instructed. Failure to do so may result in temporary or permanent suspension from enrolment.

Completion Requirements

Completion of the course requires the learner to successfully complete all units of competencies for the qualification undertaken and comply with the standards from the national Training Packages. All fees should be paid in full to receive issuance of course parchment or certificate.

Non-attendance and Academic Performance

If a learner fails to participate in or attend a course and suspension or withdrawal occurs, tuition fees will not be refunded or allocated to another tuition.

Sick Leave

Five sick days leave per year with doctors' certificate for all days is allowed during the duration of the course. Should there be any further absenteeism during the course, the lesson [or time] missed needs to be made up. It is a requirement that you contact the Academy before 8.45am if you are unable to attend class for that training day.

Learner Discipline

It is agreed that the Colour Cosmetica Academy may, in its absolute discretion, determine when the conduct of the learner warrants discipline and may apply such discipline as the Academy sees appropriate. Learners agree to the *Conduct and Behaviour* section in the Learner Handbook for more detail on the Academy's discipline, behaviour policies.

It is agreed that the learner agrees to the conditions of all Academy policies and procedures that may include suspension from and immediate termination of the learner's enrolment under this Enrolment Agreement at the Academy's discretion.

Any grave misconduct or wilful neglect and discharge of duties will result in instant and permanent suspension from the course.

Course Suspension, Deferment, Withdrawal and Re-entry

1. SUSPENSION

Suspension from the Colour Cosmetica course can be defined as permanent suspension or temporary suspension. If a learner is found to be in breach of Academy rules and/or regulations a suspension may occur. The steps that Colour Cosmetica Academy takes for suspension is as follows:

- a. The learner will be given counselling by form of a meeting with the Director, and/or Educational Manager in the matter of the breach that has led to the possible suspension.
- b. The 'Academic Committee' will investigate the matter and validate the decision made so far presented by the evidence provided.
- c. A letter will be issued to the learner to inform them of the Committee's decision within 14 days from the initial meeting with the Academy Managers.
- d. An appeal process will be identified to the learner and 20 days will be given in this instance to appeal any decision. This will be at no further cost to the learner if the complaints/appeals process is taken.
- e. This should be undertaken within 20 days of notification of the suspension decision. If applicable, refund can be requested at this point.
- f. The learner will be required to put into writing their understanding of the decision and be required to complete a 'Learner Exit Form'.
- g. A final, exiting meeting will take place with the Colour Cosmetica Academy to hand out attained parchments and if eligible, refunds and a 'letter of release'.

2. WITHDRAWAL

Any learner who wishes to discontinue their studies is free to do so, but there is no obligation on the part of Colour Cosmetica to reinstate any learner who has withdrawn willingly. All withdrawals from the course must be made in writing. Before any withdrawal application is considered all course fees must be paid up in full. For all learners who wish to withdraw from their course, there is a process for withdrawal that is outlined below:

- a. A learner will meet with the Director and/or Educational Manager including their class educator.
- b. The learner shall put into writing their decision to exit the course detailing any reasons.
- c. The Academy will respond to this request by form of a letter to confirm their decision to withdraw from the course and to receive a 'Letter of Release' if applicable/eligible. See 'Letter of Release Policy and Procedure' for details on issuance.
- d. Where the Colour Cosmetica Academy does not grant a letter of release, the learner will be informed in writing of the outcome stating the reasons why. Each learner has access to the Academy's Complaints and Appeals Process [Refer to *Complaints and Appeals Policy* for this procedure] Each learner will be given 20 days from this letter, to proceed with any complaints/appeals procedure as in line with the policy outlined.
- e. Colour Cosmetica Academy will respond to this complaint/appeal within 7 days from receiving the complaint/appeal in writing.
- f. The learner will be required to complete a 'Learner Exit Form' and a concluding learner's survey.

3. DEFERMENT

Leave from study is the period of time during which a learner is permitted to suspend enrolment in a course. Colour Cosmetica Academy has a defined course structure and it is intended that each enrolment is undertaken continuously to completion. Unforeseen circumstances may necessitate temporary deferment from a learner's study. To accommodate any such occurrence a learner may apply to the Academic Committee for leave of absence from the course that shall exceed four weeks of study. Colour Cosmetica Academy will notify the learner in writing of the decision made in relation to an application and shall make the necessary records where appropriate.

4. RE-ENTRY

If any learner withdraws from the course, upon re-entry the learner must re-apply to return back to study following the usual means of application|registration. The Academy will advise if there are to be any 'conditions' of re-entry such as, further skill testing or pre-requisite information required. This is up to the discretion of the Academy to deem if further enrolment conditions to accept learners back into the course. If there has been an extended period of time absent from studies the Academy does not automatically guarantee acceptance back into the course with no obligation to reinstate previous enrolment. In this case, the learner will be required to undertake normal registration and acceptance into the course through the usual means.

This agreement shall be governed by and interpreted in accordance with the laws of the State of South Australia.

Acceptance of Enrolment into Colour Cosmetica Academy

It is agreed that the learner agrees with the terms set out in the Enrolment Agreement. This agreement is made on the date shown in the schedule between Colour Cosmetica Academy [RTO Code 40055] and the learner as is described in the schedule annexed hereto.

Authorisation

- ☒ I have read and understood the learner enrolment agreement, terms and conditions in this booklet and agree to abide by them.
- ☒ I have honestly and accurately provided information contained on this enrolment form.

Sarah Smith	<i>Sarah Smith</i>	1 / 1 / 25
Learner Name	Signature	Date

Sophie Smith	<i>Sophie Smith</i>	1 / 1 / 25
Parent/Guardian Name	Signature	Date

Sophie Smith	<i>Sophie Smith</i>	1 / 1 / 25
Fee Payer's Name	Signature	Date

John Doe	<i>John Doe</i>	1 / 1 / 25
Witness Name	Signature	Date

SIGNED BY MANAGEMENT – COLOUR COSMETICA ACADEMY

 Name Signature Date

Financial Agreement Contract

PAYMENT TERMS AND CONDITIONS

These terms and conditions shall be read in conjunction with the 'Terms and Conditions' referred to in the *Colour Cosmetica Academy Education Handbook* and the *Participant Booklet* ['Agreement'].

The Agreement applies between you ['the Learner'] and Colour Cosmetica Academy Pty. Ltd. ['Colour Cosmetica Academy']. If a Guarantor[s] is required, he or she must guarantee the payment of the Course Fees as referred to herein.

1. The Learner must sign the Agreement.
2. Colour Cosmetica Academy will deliver training in: Adelaide
3. The Learner has an obligation to pay \$ 435 in educational and material fees.

Instalment payments are to be paid by the Learner as:

3.1 Placement fee of **\$200.00** to be paid via direct deposit prior to 1 / 1 / 25

Tuition total: \$ 435

Instalments for a period of: \$200 commencing 1 / 1 / 25

1st Instalment Payment of: \$ \$200 Date: 1 / 1 / 25

2nd Instalment Payment of: \$ \$235 Date: 1 / 2 / 25

General instalment Period of: _____ Instalments of: \$ _____

commencing ____|____|____

Total material fees: \$ \$150 to be paid prior to commencement of studies.

Date when materials will be paid: 1 / 2 / 25

PLEASE NOTE: ALL PART PAYMENTS INCLUDE A 3% ADMINISTRATION FEE

4. Learners are only able to pay for their school fees by Visa | Master Card and Direct Debit.
5. The first instalment is due on the date of commencement of the Course.
6. Colour Cosmetica Academy may exclude the Learner from attending the Course classes in the event of default in payment of any or all Course Fees. In the event of default in payment of Course Fees, Colour Cosmetica Academy has the right to terminate this Agreement. Upon termination outstanding Course fees are due and payable immediately.
7. Any default debt may be reported to a credit reporting agency.
8. The Learner understands they will be responsible for all expenses incurred by Colour.
9. Colour Cosmetica Academy in pursuing recovery of overdue amounts on the Learner's account including [but not limited to] legal fees, location, and service fees, administrative costs and any commission payable to debt recovery consultant.
10. The Agreement cannot be varied or waived except in writing by Colour Cosmetica Academy.
11. Any waiver by Colour Cosmetica Academy of any of the provisions of the Agreement shall relate only to the specific matter in respect of which such waiver is given. It shall not apply to any subsequent or other matter.
12. The undersigned Guarantor[s], in consideration of the acceptance by Colour Cosmetica Academy of the Learner's application to undertake the Course and the payment by Colour Cosmetica Academy of one dollar [\$1.00] payment of which the Guarantor[s] acknowledge, guarantees payment of all or any

Course Fees by the Learner and such guarantee shall be enforceable against the Guarantor[s] in the event that the monies become due and payable as referred to in this Agreement.

13. The undersigned Guarantor[s] acknowledge[s] that the performance by the Learner of the obligations under the Agreement shall be enforceable against the Guarantor[s] to the same extent, in the extent that the Learner is a minor, as if the Learner before entering into the Agreement had attained 18 years age.
14. The Learner acknowledges that the Agreement is for his or her benefit in obtaining future employment. If the Learner is under 18 years of age as at the time of execution of the Agreement, the Learner undertakes to ratify in writing this Agreement on or after the day on which the Learner attains 18 years of age.

Authorisation of Financial Agreement Contract

☒ I have read and understood the Financial Agreement Contract and its terms and conditions and agree to abide by them.

Sarah Smith	<i>Sarah Smith</i>	1 / 1 / 25
_____ Learner Name	_____ Signature	_____ Date

Sophie Smith	<i>Sophie Smith</i>	1 / 1 / 25
_____ Parent/Guardian Name	_____ Signature	_____ Date

Sophie Smith	<i>Sophie Smith</i>	1 / 1 / 25
_____ Fee Payer's Name	_____ Signature	_____ Date

John Doe	<i>John Doe</i>	1 / 1 / 25
_____ Witness Name	_____ Signature	_____ Date

SIGNED BY ACADEMY MANAGEMENT – COLOUR COSMETICA ACADEMY

_____ Name	_____ Signature	_____ Date
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Ratification of the Agreement by Learner [where appropriate]

Pursuant to section 4 of the *Minors Contracts* [Miscellaneous Provisions] Act 1979, I represent that I have attained 18 years of age and hereby ratify this agreement.

Sarah Smith	<i>Sarah Smith</i>
_____ Print full name [BLOCK LETTERS]	_____ [Signature]

Date: 1 | 1 | 25

Who is the Primary Financial Contract?

- ☐ **Myself**
☒ **Parent/Emergency Contact** (*details already recorded in this document*)

☐ **Other – Please complete below**

Name of the Primary Financial Contact: Sophie Smith

Relationship to Learner: Mother

CONTACT INFORMATION

Mobile: 0412 345 678

Home: _____ Work: _____

Email: sophie.smith@email.com

Sophie Smith

Sophie Smith

Print full name [**BLOCK LETTERS**]

[Signature]

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