

# Illusions Beauty & Other Things Academy

2 Pierce Street, Moonah Tas 7009

## Enrolment Form

### Student Contact Details

Title: Mr  Mrs  Miss  Ms

Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_

Date of Birth(dd/mm/yy): \_\_\_\_\_ Gender (M/F) \_\_\_\_\_

Home address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Employer Details (If applicable)

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Business Fax: \_\_\_\_\_

Business Email: \_\_\_\_\_

Apprentice/Trainee (if applicable/ if known) Registration Number \_\_\_\_\_

### Emergency Details

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Of the following categories, which BEST describes your current employment status?(Please tick)

Full-time employee

Part-time employee

Self employed - not employing others

Employer

Employed-unpaid family worker

Unemployed-seeking full-time work

Unemployed-seeking part-time work

Not employed-not seeking employment

### Personal Details:

Country of Birth: Australia Other(Please Specify) \_\_\_\_\_

Are you a permanent Australian Resident? Yes No

Are you an overseas paying student? Yes No

Do you speak a language other than English at home? (if yes, please specify) \_\_\_\_\_

How well do you speak English?(please circle) Very well Well Not well Not at all



Please select payment method that best suits your requirements: (Please note payment plans do not include short courses or Kit requirements.)

Full fees per qualification chosen (including Enrolment fee \$200, RCC/RPL fee if applicable, All tuition, learner guides and resources.)

Monthly payment plan (including Enrolment fee \$200, RCC/RPL fee if applicable and Five hundred dollars \$500 minimum commencement fee.)

Enrolment fee applicable to chosen short course.

Total payment included with this Application \$ \_\_\_\_\_

Select Payment Method: Cash  Cheque  Credit Card  Bank Deposit   
(Please note– all credit Card transactions will incur an additional fee Of 3.5% on value.)  
Illusions Beauty & Other Things  
BSB 037 005  
A/C : 160424

Card Name: \_\_\_\_\_ Card No: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Expiry date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature: \_\_\_\_\_

Driver license No: \_\_\_\_\_ Medicare No: \_\_\_\_\_

**Declaration by the Applicant**

I declare that the information I supplied on this form is correct and complete. I acknowledge that the provision of incorrect information or the withholding of information or documentation relating to my application for Enrolment may result in the cancellation of any offer enrolment. I declare that I have read, understood and agreed to the attached policies and procedures of Illusions Beauty & Other Things Academy.

I understand that Illusions Beauty & Other Things Academy reserves the right to discontinue or alter any course, subject, fee, admission requirement, staffing and other arrangements without prior notice.

I accept **Terms and Conditions** (Over leaf)

Full Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Declaration by the Applicants Guardian**

I accept

Full Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Medicare No: \_\_\_\_\_ or Drivers License No: \_\_\_\_\_

Date: \_\_\_\_\_

# Illusions Beauty & Other Things Academy

## Terms and Conditions

### FEES & CHARGES

Enrolment Fee	\$200 applicable to Certificate II, III, IV qualifications \$400 applicable to Short courses except Cosmetic tattoo. Payable upon enrolment.
RCC/ RPL Fee	\$100 applicable to each applicant, pursuing current competencies. Payable upon application.
Tuition Fee Text Books Resources	Costs allocated for tuition, books & equipment/products used whilst training. May be paid in full or monthly payment plan to suit course undertaking.
Student Kits	Additional kits required by the student to under go training. <b>CANNOT PAID BY INSTALMENTS.</b>
Late payment Fee	5% interest will accrue on overdue balances.

### PAYMENTS

Accepted Methods	Cash, Cheque, Credit Card, Bank Deposit
Commencement Fee	Must be paid either on enrolment or 7 days prior to commencement.
Payment Plans	Monthly payment plans will be structured accordingly to the approximate completion date of the course chosen. All payment plans are due by 15th of each month following commencement. <b>EXCLUDES SHORT COURSES</b>
Apprentices	Are to pay fees prior to unit commencement.

### CANCELLATION, WITHDRAWAL, COURSE TRANSFER & REFUND POLICY

Cancellation refers to withdrawal of enrolment PRIOR to commencement. Withdrawal or Course Transfer refers to termination or change of enrolment AFTER the course commences. Any request for cancellation, withdrawal or course transfer has to be in writing. The following refund policy applies;

#### CANCELLATION

Enrolment Fee	Not refundable, unless the course is cancelled by the Academy.
RCC/RPL Fee	Not refundable, unless the course is cancelled by the Academy.
Cancellation of course by the Academy	Full refund of enrolment, tuition & equipment fees that have been paid.
Cancellation by the Student minimum 1 Month prior to course commencement	Full refund of equipment fee, 50% (fifty percent) of the paid tuition fee will be deducted. No refund if cancellation is requested less than 1 (one) month prior to course commencement.
Short Course	No refund of tuition & equipment fees.

## **WITHDRAWAL / COURSE TRANSFER**

Enrolment Fee	Not refundable under any circumstance
RCC/RPL Fee	Not refundable under any circumstance
Text books & Equipment Fee	Textbooks & equipment issued is not returnable. Once ordered, textbooks & equipment is not refundable.
Course transfer to enroll in a higher qualification or from part-time to full-time.	No penalty applies.
Course transfer to enroll in a lower qualification	A withdrawal charge applies, amounting to 25% of the remaining balance of tuition fees.
Full withdrawal from the course.	Students required to give 4 weeks written notice of withdrawal from the said course to obtain a refund of payments relating to the remainder of the course after the four weeks notice, or make payments up to the date of 4 weeks notice. If all units remaining have been started or entered into no refund will be granted.
Short Course	No refund of tuition or equipment fees.

Refunds if applicable, will be paid by cheque, or Electronic Bank transfer to a nominated Bank account. Payment or refund will be made within 28 (twenty eight) business days once the Academy receives the notice of cancellation or withdrawal.

## **PRIVACY POLICY**

All personal information collected by Illusions Beauty & Other Things Academy is confidential and may be made available for our database of customer information for commercial reasons, or the relevant Commonwealth and State Agencies.

### **Disclaimer:**

Every reasonable effort has been made to ensure that the information in this document referring to Illusions Beauty & Other Things Academy was correct at the time of publication. However, the Academy reserves the right to discontinue or alter any course, subject, fee, admission requirement, staffing or other arrangement without prior notice.

The Academy reserves the right to cancel or not offer a program. If any program is cancelled and/ or not offered, the Academy will refund all money in accordance with the policies and procedures that complies with the Office of Tasmanian Qualifications Authority Financial standards and the AQTF Standards for Registered Training Organisations.

# Application for RCC / RPL

Illusions Beauty & Other Things Academy

Confidential

Students Name: .....

Date Submitted: .....

## Forms of Evidence Required and to be Presented:-

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Out comes from learning programs (including self-learning and Online learning).       |
| <input type="checkbox"/> | Assessment feedback (from trainer or assessor)  |
| <input type="checkbox"/> | Observation checklists (from workplace supervisor or assessor)                        |
| <input type="checkbox"/> | Written statements or references (including workplace supervisors, community leaders) |
| <input type="checkbox"/> | Job descriptions  |
| <input type="checkbox"/> | Work journal  |
| <input type="checkbox"/> | Work samples  |
| <input type="checkbox"/> | Finished products   |
| <input type="checkbox"/> | Product descriptions or specifications (supporting the product samples included)      |
| <input type="checkbox"/> | Statutory declarations  |
| <input type="checkbox"/> | Other evidence (list each piece)  |

Application Fee \$100.00