



Australian Hair and Beauty College
 Level 1, Royal Arcade, 175-181 Oxford St
Bondi Junction NSW 2022 Australia
 T. +61 2 9389 0771
 E. info@ahbc.com.au

Agent Stamp (contact information):
 Agents must complete this field.

AGENCY NAME:

Address:

Contact Number:

Email:

Contact Name:

Please send the completed form to:

Level 1, Royal Arcade, 175-181 Oxford St
 Bondi Junction NSW Australia 2022
 Fax: +61 2 9389 0771
 Email: info@ahbc.com.au

OFFICE USE ONLY:

SID: _____ Date: _____

Received:

Staff Signature: _____

Enrolment application form

Personal Details:

First Name:

Family Name:

Date of birth: ____/____/____ Sex: M F

Country of citizenship:

Country of birth:

Email (print clearly):

Are you currently in Australia? Y N

If yes, visa type:

DIAC OFFICE (visa application): city country

Postal address in home country:

Postcode:

Phone no: Fax no:

Postal address in Australia: (if known)

Postcode:

Phone no: Fax no:

Mobile in Australia:

How did you hear about AHBC?

Agent Ex AHBC student Newspaper

Friend Magazine Internet

Education Exhibition Current AHBC student

What is your highest education qualification?

Qualification:

Year of Completion:

Institution / University:

What's your level of English?

Intermediate Upper-Intermediate Advanced

Please attach your English evidence.

Have you completed an IELTS test?

IELTS test band score:

Date taken:

Which course do you wish to study?

- WRH30106 Certificate III in Hairdressing
 WRH40106 Certificate IV in Hairdressing
 WRH50106 Diploma in Hairdressing Salon Management

Intake date: ____ / ____ / ____

Please refer to the latest Prospective Student Pack information for updated course fees and intake dates.

What's your first language?

Language:

Passport number:

Would you like to apply for Course Credits (based on previous academic study or informal learning)?

- No Yes – *Please attach a completed Application for Recognition of Prior Learning (RPL) form.*

Do you have any pre-existing learning difficulties, disabilities or other conditions, which may inhibit your learning or ability to undertake study in your chosen course?

- No Yes – Please give details:

Student Signature:

Date: ____ / ____ / ____

AHBC students can only enroll once they've read the International/Domestic student Handbook and the AHBC prospective student pack. Have you read you read the documents mentioned above?

Yes No, please send me a copy of: the Student Handbook the AHBC prospective student pack

Conditions of Enrolment

Would you like AHBC to arrange your health cover?

Australian Government Regulations require that all overseas students pay a health cover premium (OSHC).

No Yes – If yes, which one do you require?
 SINGLE (\$388.80 AUD) FAMILY (\$777.60 AUD)

How to enroll at AHBC

- Fill out this application form, sign and send it by mail, fax or email.
- Attach the below supporting documents with your application:
 - Copy of your passport (*page with the photo and D.O.B details*)
 - English Evidence (*5.5 IELTS or equivalent*)
 - Highest qualification achieved (*in Australia or home country*)
 - High school certificate

3. Once your application is approved, AHBC will send you an offer letter containing the detailed information on the courses you would like to enroll. If you agree with AHBC's conditions of enrolment, you will then sign the "Acceptance of Offer Letter" and send it back with the payment of \$250.00 (enrolment fee) plus 30% of the total course fee you enrolled for.

AHBC's account details are on page 4 of this form.

The payment can also be made by credit card or by telegraphic transfer

4. When we receive your payment, we will send you a Confirmation of Enrolment (COE) provided all correct information has been received. You can then apply for your student visa on www.immi.gov.au.

Visa requirements

Some countries require a pre-visa assessment process. You should find out from the Australian Embassy in your country whether this process is needed. Please see immi.gov.au for details on visas and Australian visa offices.

Courses, term dates and fees

Australian Hair and Beauty College reserves the right to review courses, term dates and fees at any time without notice. We will notify you of any changes prior to the commencement of your course.

English entry level

5.5 IELTS or equivalent.
 Students must meet minimum English and education requirements.

Minimum entry age

Students must be at least 18 years old at time of study commencement

Payment of fees

A 30% deposit is required upon enrolment and a \$250.00 enrolment fee. The enrolment fee is non refundable in any circumstance.

Current fees may increase by a maximum amount of 3% over the enrolment period for each course.
 For overseas student applications, the confirmation of enrolment (CoE)

will be electronically sent to the Department of Immigration and Citizenship (DIAC). You will receive a copy for your records. For non payment of fees, AHBC will notify students with its intent to cancel their enrolment.

Students whom do not pay their fees on time will be subject to a late fee charge at the discretion of the College.

Cancelation and Refund Policy

The College reserves the right to cancel any enrolment prior to the date of course commencement and all fees will be refunded.

Requests for refunds must be made in writing, addressed to the Principal and submitted with relevant documentary evidence. All refunds will be made by cheque or electronic fund transfer to the nominated bank account of the person who paid them, within 14 days.

Where an applicant cancels his or her course giving more than 28 days notice prior to course commencement, all pre-paid fees are fully refunded less the 30% deposit within 14 days of receipt of notification of cancellation of the course

Where an applicant cancels his or her course giving less than 28 days notice prior to course commencement, NO REFUNDS will be given.

A full refund of all tuition fees paid by the international student will be refunded if the initial student visa application is rejected. The request for refund must be accompanied with a copy of the rejection notice from DIAC; the application for the refund must be made no later than four weeks after the visa refusal and must be addressed to the Principal

Notice of cancellation must be made in writing directly to the College attention to the Principal by the student.

Any refunds will be paid in 14 days to the person who paid them.

This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

If the provider defaults for the following reasons a full refund of all monies paid to the provider will be refunded within 14 days. The Course doesn't start on the agreed starting day, The course is not provided in full or the provider cannot deliver the course

In the event that a student defaults, no refund will be issued to the student either before or after commencement of their course. (student default is: the student failed to pay an amount he or she was liable to pay AHBC directly or indirectly, in order to undertake the course, the student breached a condition of his or her student visa or misbehavior by the student).

- Breaches of conduct can be found in the student handbooks.

Funds are non transferable.

"Please photocopy this "Cancelation and Refund Policy for your own records prior to returning to the College."

Student Signature:

Date: ____ / ____ / ____

Conditions of Enrolment

Transferring between Training Packages

AHBC must manage the transition from superseded Training Packages within 12 months of its publication on the National Training Information Service.

Employment policy

Every effort is made to assist students in finding employment after graduation but the College can make no guarantee of job placement.

Change of contact details

You are required to always advise The Australian Hair and Beauty College of your current residential address and telephone number. You are required to advise AHBC of any subsequent changes to your residential address within 7 days of the change. This is extremely important. Under section 20 of the ESOS Act, AHBC is obliged to serve a notice to your last known address if you breach a student visa condition relating to attendance or academic performance. It is your responsibility to ensure that you always update your address details at AHBC to ensure you receive important information about your course, fees and possible breaches of your student visa.

Suspension or Expulsion of studies

The principal (or delegated nominee) may suspend a student or recommended expulsion as described in the student handbooks. This includes suspension or expulsion as a result of unsatisfactory academic progress; plagiarism; submitting assignments and exams that are not the students own work (except where appropriately referenced; facilitating other students to cheat on assignments and exams; and student behaviour that intentionally disrupts or interferes with education, administrative or operational activities.
 - Please see *misconduct in your student handbook*.

Disclosure of Information

The Australian Hair and Beauty College acknowledges and respects the privacy of individuals. We advise that the information you provide is "personal information" as defined by the Privacy and Personal Information Protection Act 1998. This information is collected for the purposes of processing your registration application or enquiry, keeping you informed of upcoming events and assisting us in improving our educational service. This information includes but is not limited to your personal contact details, course enrolment details and changes, and the circumstances of any suspected breach by a student of a student visa condition (National Code 2007, Standard 3.1).

Some government departments may access your information without your permission.

Media Release

At times during the course, staff/contractors may take photos/videos for use in promotional activity. These photos will remain the property of the Australian Hair and Beauty College and will not be sold to any third party. Some of the media may be used for promotional editorials in public and professional publications and other types of media. By signing this form, you acknowledge your acceptance in participating in such activities. Should students wish to view or purchase copies of any photo/video outside the normal distribution, this request should be made in writing to the General Manager.

Complaints and Appeals

Complaints and appeals procedure is available to you at anytime, please ensure you have read the Complaints and appeals policy provided to you in the prospective student pack.

All International students must read and understand the AHBC International Learner Contract prior enrolment.

YES, I've read it. NO I haven't, please send me a copy.

Transfer Policy—Standard 7 of the National Code

The Prospective letter from the Principal clearly states AHBC obligations under Standard 7 of not knowingly enroll students whom has not completed 6 months of student under their Principal course of study, except in certain circumstances further explained in Standard 7.

AHBC will issue you an offer letter which you should take to your current RTO to request release from your studies. AHBC do not require payment of fees at this stage of the enrolment process.

Do not pay any fees to AHBC if you are not sure if you require release from your studies—seek advise from your current RTO before intending to transfer from your current RTO to AHBC.

AHBC will take reasonable steps to check whether a student is enrolled with another provider before completing the enrolment. Such reasonable steps include. Asking the student if he or she is currently enrolled with another provider, checking a student's visa, and using PRISMS.

Please see: for more information on transferring between providers or any other visa related questions: www.deewr.gov.au/ww.immi.gov.au

Subject to Government Guidelines and policy, students may be transferred to another institution. NO TRANSFER of tuition fees will be made to other institutions or between courses at the College after course commencement. In the event that the student abandons their course without formally cancelling their enrolment with the College, no refund will be issued, which includes all monies paid or scheduled to be paid to AHBC for OSHC etc and the balance of all fees due will be invoiced to the student. Course abandonment is classified as one month's unauthorised absence. Abandoning a course may lead to the College reporting you to the Secretary of DEEWR through PRISMS.

Attendance

All overseas students must attend 80% of the classes. Any student who fails to attend less than 80% of classes will be subject to attendance intervention and possibly reported to the Department of Immigration and Citizenship.

AHBC students are required to attend a minimum of 20hrs per week over a minimum of three days of attendance. Students must allocate their shifts on the Induction day, they are required to attend a minimum of 4 shifts over 3 days. The shifts are: Friday – 9am to 5pm, And Monday to Thursday (AM/PM shifts). AM shift – 9am to 2pm and PM shift – 2pm to 8pm. There are 9 shifts in a week. If the visa is withdrawn, there is no refund from the Australian Hair and Beauty College.

Academic

You must maintain satisfactory course progress during your enrolment for the course for which you are enrolled for. You will be subject to monthly academic monitoring and the corresponding intervention strategy should your progress be questionable.

The College requires all students from time to time to participate in the student salon as hair models.

Student Welfare and Support Services

The welfare of our students is extremely important to us at Australian Hair and Beauty College. For this reason we encourage the students to advise us of any difficulties they may be having whether they are personal or course related and if these issues are affecting their enjoyment of the course or the outcome of their learning. We will aid all students in need of personal counseling to seek the assistance they require and will put them in touch with a suitable external welfare or guidance service.

If you have any special needs, including Language, Literacy, Learning, mobility, visual impairment, or hearing, please notify staff prior to enrolment to allow us to cater for your needs.

Students seeking extra tuition, must request so in writing to the Director of Studies and Compliance.

Student Signature:

Date: ____ / ____ / ____

\$250	Enrolment fee
\$	Enrolment deposit
\$	Overseas health cover
\$	Total deposit

Conditions of Enrolment

Australian Hair and Beauty College account details

Account Name Australian Hair and Beauty College Pty Ltd

Bank Name HSBC bank

Bank Address 183 Oxford St

BSB 342 078 Account Number 040813 001

Swift Code HKBAU2S

* Do not make any payments before reading and understanding the Australian Hair and Beauty College conditions of enrolment and you have received and accepted an offer letter. If you haven't received one, please contact the college.

Payment by credit card

I would like to pay by:

MasterCard
 Visa
 Amex

Card number:

Three digit validation code:

Cardholder's name:

Expiry date: ___ / ___ / ___

PRIOR TO ENROLMENT

The Australian Hair and Beauty College as an RTO, is required to provide all students prior to enrolment information on the following:

- Student selection, enrolment and induction procedures
- Course information, including content and vocational outcomes, fees and charges, and refund policy.
- Provision for language, literacy and numeracy assistance.
- Welfare and guidance services, student support, including any external support the College arranges for students.
- Flexible learning and assessment procedures.
- Appeals and complaints procedures and disciplinary procedures.
- Staff responsibilities for access and equity.
- Recognition of prior learning (RPL) arrangements and credit transfer.
- Course related fees including the potential for fees to change and refund policies.
- ESOS framework.

INDUCTION

Once you commence your course, you will enter into a written agreement. The induction process is compulsory and may take up to 8 hours.

Induction Day - see your offer letter for start date information

The Induction will start at 10:00am and will take all day.

An administration fee will apply to students who do not show up for Induction or do not stay until the Induction is completed.

All students are required to wear closed toed shoes and smart casual clothes. AHBC students must inform the College at least 48hrs before if not able to attend the Induction.

STUDENT DECLARATION

- I agree to abide by the College attendance and academic policies
- I declare that the information I have given in this enrolment form is true and correct.
- I have read the above terms and conditions and agree to abide by them.
- I will follow all the study instructions and College Rules and Regulations as outlined on this enrolment form.
- I understand that the first day I arrive is the Induction day – I have to be available all day on that day. There will be a rescheduling fee if I am not able to attend.
- I understand there are no classes on Public Holidays.
- I release and hold harmless the Australian Hair and Beauty College, its Principal, staff and agents in respect of any property loss or personal injury that I may sustain whilst participating in my course or attending the College however caused.
- I have read and understood all of the information contained in this enrolment form.
- I have been given information on all fees payable to the College including those fees which are non-refundable.
- I understand and am aware of the AHBC Transfer Policy relating to students who wish to change courses during study.
- I have not been actively recruited by AHBC. (AHBC students recruits students in an ethical and responsible manner – Standard 2 – National Code).
- If the course is cancelled or not available before the course start date, I understand that Australian Hair and Beauty College will either place me in another suitable course or refund the tuition fee if no suitable course is available.
- I have read and fully understand the Cancellation and Refund Policy, and agree to be bound by them.
- I declare that I have signed this form.

DO NOT SIGN THIS ENROLMENT FORM IF YOU FEEL YOU HAVE NOT RECEIVED ENOUGH INFORMATION ON ALL OF THE POINTS FROM "PRIOR TO ENROLMENT".

PLEASE ASK COLLEGE STAFF TO EXPLAIN OR PROVIDE YOU MORE INFORMATION, BEFORE ENROLLING AND SIGNING

BELOW. WHERE POSSIBLE AHBC INVITES STUDENTS TO VISIT THE COLLEGE BEFORE FORMALISING THE ENROLMENT.

Signature of applicant:

Print Name:

Date: ___ / ___ / ___