

# AVALON BEAUTY COLLEGE

## COLLEGE ENROLMENT FORM

To be completed in conjunction with the College policies and regulations attached

<b>Family name:</b> _____	<b>Given names:</b> _____	<b>Title:</b> _____
<b>Address:</b> _____		<b>Post code:</b> _____
<b>Telephone:</b> (H) _____	(W) _____	(M) _____
<b>Date of Birth:</b> _____	<b>email address:</b> _____	

**COURSE:** \_\_\_\_\_

**Starting date** \_\_\_\_\_

**Course Fee:** \$.....

**Deposit:** \$.....

**Balance of Fees:** \$.....

**Date of final payment due:**        /        /        **all fees to be paid by this date.**

**Other comments** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. I acknowledge that on signing this agreement I become liable to pay the full amount whether I finish the course or not.
2. Student withdrawals after enrolment but prior to commencement of classes will be eligible for a refund of all fees paid less \$200.00.
3. Delays in paying fees due may result in the student's program being placed on hold until the situation is rectified.
4. All fees must be paid in full before any assessment reports or qualifications can be issued.
5. I understand the college cannot accept responsibility for any accident, injury damage or loss of property through negligent and or inappropriate behavior.
6. I agree the college will calculate the final payment date and I will pay my fees in full by this date.
7. I agree to indemnify the college in respect to all debt collection costs and commissions as a result of my fees becoming outstanding for a period greater than 30 days.

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME OF GUARDIAN: (if student is under 18yrs) \_\_\_\_\_

( Please Print)

RELATIONSHIP TO STUDENT: \_\_\_\_\_ SIGNATURE OF GUARDIAN: \_\_\_\_\_

COLLEGE MANAGER: \_\_\_\_\_ DATE: \_\_\_\_\_

<b>PAYMENT DETAILS:</b> Cash ( ) Cheque ( ) Direct Transfer ( ) Money Order ( ) Visa ( ) Bankcard ( ) Mastercard ( )
Cardholders Name:.....Card No :.....
Expiry Date: ..... Amount: \$.....Date:.....Signature:.....

## COLLEGE POLICY AND REGULATIONS

### **Attendance:**

Students are required to attend all classes. The College or the Trainers cannot be held responsible for information missed by students through absence. The student must be prepared to make up both theory and practical in their own time. Any student leaving the college before class finishes is required to sign out at reception. If under 18yrs parental consent must be given.

Non Attendance with out notice – any student not attending class for a period of 3 weeks will be deemed as a withdrawal.

### **Presentation:**

At all times students must be well groomed and neatly attired in clean uniforms and shoes of a type specified by the school. Clean and presentable shoes to be worn and to be closed in. (no sandals)

### **Jewellery And Valuables:**

Students are advised to wear minimal jewellery or none if possible to prevent loss items. The College accepts no responsibility for lost valuables.

### **Deferment:**

A student unable to continue the course due to health reasons supported by a Doctors letter or other reason as approved by the college may request a deferment. A written letter is to be forwarded to administration for approval. A fee may be applicable for deferments. If notification is not given a fee of \$50.00 per unit will be charged for re-enrolment of each unit. Payment schedules must be strictly adhered to and all fees must be up to date before a deferment will be granted. Any lessons missed by the student before the deferment is granted, will incur a unit fee.

### **Grievances:**

Avalon Beauty College procedures are in place if a student has a grievance/appeal. Grievances and appeals will be dealt with promptly, fairly and confidentially in accordance with established procedures.

### **Assessments:**

All qualifications are based on completion of each unit of competency before a qualification can be recognized.

Re –assessments: Unless a medical certificate is provided, a student not present for a scheduled assessment will be charged a fee of \$40.00 per re-assessment.

Re – schedule of classes other than medical will result in a \$20.00 administration fee per unit.

### **Discrimination:**

We are committed to the principals of equal opportunity in employment for all persons and therefore will not tolerate any forms of discrimination or harassment on the grounds of sex, race, marital status, pregnancy, age, impairment, religious or political conviction.

### **Conflict Of Interest:**

We will avoid situations where our personal interests may be seen to be, or are, in Conflict with our obligations to Avalon Beauty College. We will ensure that any activity outside our employment does not involve unauthorized use of Avalon's property, resources, products, facilities, time or the services of fellow employees. We will openly declare any personal interest in any matter with which we are dealing, and where appropriate withdraw from any involvement should a potential conflict of interest arise.

**Conduct:**

At the Manager’s discretion students can be refused permission to continue attendance at the college for inappropriate behaviour, theft or injury caused to another student or lecturer or failing to obey the College Policies and Procedures in the Student Handbook. Suspension or termination will not affect the liability of outstanding fees and/or expenses. All fees must be paid as per the enrolment form.

Mobile phones are not to be turned on in class.

Eating and drinking in class is not permitted.

Smoking is prohibited inside the College and in all the surrounding car parks.

**Skills Recognition: RPL /Credit Transfer/ National Recognition**

If you have existing skills and knowledge relevant to your chosen of study you may be eligible for recognition for some components of the course. Successful outcomes in other training or educational institutions within Australia may be recognized so you don’t have to study the same thing twice. Life skills or prior work experience may also enable you to gain recognition for parts of the course.

Apply for Skills Recognition with the Manager

**Access and Equity:**

Were pre-requisites are not listed, any student is able to attend and partake of the training as long as they are able to complete the requirements of the course. When a student cannot complete a training requirement the College may suggest and /or offer alternate arrangements until they are able to finish the training. Therefore, access to these training courses are not limited on the basis of age, gender, social or educational background, race, language or religion.

**Class Requirements:**

All equipment used in the classroom is provided free of charge. Text and implements are required for most courses.( See requirements on information sheet) Student kits are expected to with the student every day and without these tools and texts the student is unable to perform tasks. Students will be informed on when models are required for training.

**Refund Policy:**

Student withdraws prior to commencement – a full refund in given less 25%

Student withdraws after the course commences – no refund is given student is liable to pay all course fees.

On enrolment of your course you will need to sign this form to say you have read and agree with the details above and return to the college with the enrolment form.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Please print name