

## 2018 INTERNATIONAL STUDENT COURSE REGISTRATION

### OFFICE USE ONLY

Date application received: \_\_\_\_\_ Date Letter of Offer Sent: \_\_\_\_\_

Course:  Certificate II in Salon Assistant       Certificate II in Retail Cosmetics

Certificate III in Hairdressing       Diploma of Salon Management

Diploma of Salon Management incorporating Certificate II in Salon Assistant and Certificate III in Hairdressing

### STUDENT'S PERSONAL DETAILS:

Title:  Miss    Ms    Mrs    Mr      Gender:  Female    Male    Non-binary

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Surname: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day      Month      Year

Unique Student Identifier No. 

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Emergency / Next of Kin Details:      Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_ Phone: \_\_\_\_\_

### ADDRESS IN AUSTRALIA:

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

Suburb: \_\_\_\_\_ Post code: \_\_\_\_\_

State: \_\_\_\_\_ Country: \_\_\_\_\_

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

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

### ADDRESS IN HOME COUNTRY:

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

Suburb: \_\_\_\_\_ Post code: \_\_\_\_\_

State: \_\_\_\_\_ Country: \_\_\_\_\_

Phone Numbers:    Mobile: + \_\_\_\_\_      Home: + \_\_\_\_\_

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

Australian Emergency Contact Details:      Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_ Phone: \_\_\_\_\_

**ENGLISH COMPETENCIES:**Do you speak a language other than English at home?  No English only  Yes - Please specify:How well do you speak English?  Very well  Well  Not well  Not at all

If English is not your first language, please attach English Test Results:

English test result: Name of test: \_\_\_\_\_ Result: \_\_\_\_\_ Date test was taken: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Day Month Year**PASSPORT DETAILS:**

Passport Number: \_\_\_\_\_ Country of citizenship as shown on passport: \_\_\_\_\_

Passport expiry date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Country of birth: \_\_\_\_\_  
Day Month Year**PERSONAL INFORMATION:****Prior Education:**

What is your highest COMPLETED school level or equivalent? (Tick ONE box only)

 Year 12  Year 11  Year 10  Year 9  Year 8 or below

In which YEAR did you complete that school year? \_\_\_\_ \_

Are you still attending secondary school?  Yes  No

Have you successfully completed any of the following qualifications?

 Bachelor Degree  Advanced Diploma  Diploma  Certificate IV  
 Certificate III (Trade Certificate)  Certificate II  Certificate I  Other: \_\_\_\_\_**Do you consider yourself to have a disability, impairment or long-term condition?** Hearing  Physical  Intellectual  Learning  Acquired Brain Impairment Medical Condition  Other: \_\_\_\_\_**Of the following categories, which best describes your main reason for undertaking this course of study?**  
(tick one box only) To get a job  To develop my existing business  To start my own business  To try for a different career  
 To get a better job or promotion  It was a requirement of my job  I wanted extra skills for my job  To get into another course of study  
 For personal interest or self-development  Other reasons: \_\_\_\_\_**UNIQUE STUDENT IDENTIFIER (USI)**From 1 January 2015, we Taylorweir International School of Hairdressing 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). In addition, we are required to include your USI in the data we submit to NCVER. 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.**WHERE DID YOU FIND US?**

How did you hear about Taylorweir? \_\_\_\_\_

## PRIVACY STATEMENT

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Taylorweir for statistical, regulatory and research purposes.

Information is collected during your enrolment in order to meet our obligations under the Education Services for Overseas Students Act 2000 and the National Code 2018, to ensure student compliance with the conditions of their visa and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018.

Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian government and designated authorities and, if relevant, the Tuition Protection Scheme Assurance Fund Manager. In other instances information collected during your enrolment can be disclosed without your consent where authorised or required by law, this may include and the circumstance of any suspected breach by the student of a student visa condition.

Under the Data Provision Requirements 2012, Taylorweir International School of Hairdressing (Taylorweir) is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research LTD (NCVER).

Taylorweir may disclose your personal information for these purposes to third parties, including:

- NCVER
- Organisations conducting student surveys; and
- Researchers

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing statements of attainment or qualification, and populating authenticated VET transcripts
- Facilitating statistics and research relating to education, including surveys
- 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 an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. 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 VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

## INTERNATIONAL STUDENT PAYMENT OF FEES POLICY AND REFUND POLICY

### PAYMENT OF FEES POLICY:

All course fees are to be paid as per the Terms of Payment outlined in the Letter of Offer. The Terms of Payment Arrangements established during enrolment are to be maintained at all times.

Students requiring advice concerning their current financial circumstances should in the first instance seek an interview with the international student coordinator.

A tax invoice will be issued by Taylorweir at the time of payment when fees are paid directly to Taylorweir. When fees are paid by bank transfer, a tax invoice can be requested from Taylorweir.

Duplicate tax invoices will incur an administration fee of \$5.00.

#### **Please note:**

A Statement of Attainment or an Academic record will not be issued until all outstanding fees are finalised.

Any remaining units of competence will not be assessed until all outstanding fees are finalised.

#### **Cancellation of Enrolment:**

Taylorweir International School of Hairdressing may cancel the enrolment of a student if:

- a) The student fails to make a payment in accordance with a payment plan when it becomes due
- a) Taylorweir International School of Hairdressing has given the international student 21 days written notice of its intention to report the student as a Student Default to Department of Home Affairs and DEEWR via PRISMS for non-payment of fees
- b) The payment remains unpaid at the expiry of the 21 days.

Further to the cancellation of enrolment; if the student fails to make payment at the expiry of the 21 days written notice:

- Taylorweir International School of Hairdressing will report the student as a Student Default to DEEWR via PRISMS for non-payment of fees. This action automatically notifies Department of Home Affairs (immigration) and your visa may be cancelled
- The Secretary and the TPS Director will be notified of the default within 5 business days of the default occurring
- Taylorweir International School of Hairdressing may recover the amount in a court of competent jurisdiction as a debt due to Taylorweir International School of Hairdressing.

**REFUND POLICY:****Students must provide written advice of withdrawal to ensure they are eligible for refunds.**

Students seeking a course refund should direct their initial inquiry to the International Student Coordinator who will provide the enrolled or enrolling student with information relating to, and access to the course fee refunds procedures.

Taylorweir International School of Hairdressing will provide a total refund of Tuition fee paid in advance or for tuition already received where:

- The course ceases to be provided prior to commencement
- The course is not provided in full to the student because a sanction has been imposed on the registered provider under part 6 (ESOS Act).

Should Taylorweir International School of Hairdressing's management withdraw its offer or fails to provide the program offered or terminates its course delivery after the course commences, Taylorweir will apply the following refund calculation:

- The number of weeks between the date of default and the end of the period to which the payment relates is to be calculated by rounding up the number obtained by dividing the number of days between the date of default and the end date of the period to which the payment relates (inclusive) by 7.

Taylorweir International School of Hairdressing will apply the following refunds where applicable:

Where a written application is received for a Tuition fee Refund Taylorweir International School of Hairdressing staff will:

- Provide a total refund of course fees paid in advance less the maximum of 5% of the withdrawn course fee or \$500.00, whichever is the lesser, for administrative expenses, where a Visa has been denied **prior** to commencement of the course
- Provide a total refund of tuition fees paid in advance calculated from the day after the default day (*course fee is payable up to and including the default day*), where a Visa has been denied **after** commencing the course
- Provide a full refund of course fee paid in advance, where enrolling students provide more than 10 weeks written notice of their intention to withdraw from the course prior to the course commencement. The refund will be less the maximum of 5% of the withdrawn course fee or \$500, whichever is the lesser, for administrative expenses
- Provide a partial refund of course fee paid in advance, where enrolling students provide more than 4 weeks and up to 10 weeks written notice of their intention to withdraw from the course prior to the course commencement. The refund will be less the maximum of 5% of the withdrawn course fee or \$500, whichever is the lesser, for administrative expenses
- Provide a partial refund of course fee paid in advance, where enrolling students provide less than 4 weeks written notice of their intention to withdraw from the course prior to the course commencement. The refund will be 40% of term's fees, less the maximum of 5% or \$500, whichever is the lesser, for administrative expenses
- Provide a partial refund to students who withdraw after the commencement of the course up until the first 4 weeks. The refund shall be 30% of term's Tuition fees, less the maximum of 5% of the withdrawn course fee or \$500, whichever is the lesser, for administrative expenses (no refund will be applied to non-tuition fees)
- Apply no refund where a student has withdrawn from the course after the 4<sup>th</sup> week of the course
- A student, who has paid for more than Taylorweir terms in advance and withdraws during term and more than four weeks before the commencement of the following term, will receive no refund of fees for the current term and at least 70% of the following term's fees and a full refund of fees paid for any subsequent term
- Should Taylorweir International School of Hairdressing Management withdraw a student from a course because the student has seriously breached international student visa conditions or a provider's rules, no refund of the current term's fees and 40% of fees applicable to a subsequent term and a full refund of fees paid for any subsequent term.

**Course Fee Refunds Procedures**

Where a student believes that they have grounds for a course fee refund, students should:

- 1) Submit a written request for course fee refund to the International Student Coordinator
- 2) State valid reasons for their course refund application
- 3) Allow 7 days for the application to be processed by Taylorweir International School of Hairdressing Management.

When receiving a written course fee refund application, the International Student Coordinator shall:

- Present the application to Taylorweir International School of Hairdressing management
- Provide to the student in writing the resulting decision of Taylorweir International School of Hairdressing management
- Advise the student of their right to appeal the decision of Taylorweir International School of Hairdressing's management. This refund policy and the availability of a complaints and appeals process, does not remove the right of the student to take action under Australia's consumer protection laws.

**STUDENT DECLARATION** *Please tick the appropriate box:***I give my permission to Taylorweir to:**

Take my photo and use it on the Taylorweir Web and Social Media platforms  Yes  No

**Please note:** Students may at any time opt out of having their photo taken or shared on Taylorweir web/social media platforms by completing a "Withdrawal of Consent" form.

**I declare that I have reviewed and understood:**

The Privacy Statement  Yes  No

The Taylorweir International Student Handbook  Yes  No  
including

The Payment of Fees Policy and Refund Policy  Yes  No

The Assessment Policy  Yes  No

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

Student Name \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**COURSE DETAILS:** *Please tick ✓ required course/s and Extras*

Certificate II in Assistant – 24 Weeks (Inclusive of Cert II Equipment kit and Make-up kit)  AUD\$5,500

Certificate II in Retail Cosmetics – 20 Weeks (Inclusive of Make-up kit)  AUD\$5,000

Certificate III in Hairdressing - 46 Weeks  AUD\$19,500

Diploma of Salon Management - 24 Weeks  AUD\$7,500

Diploma of Salon Management incorporating Certificate II in Salon Assistant and Certificate III in Hairdressing - 2 Years (Inclusive of Cert II Equipment kit and Make-up kit)  AUD\$32,500

**EXTRAS:**

Premium Equipment Kit Certificate III  AUD\$1,155.20\*

Supplementary Premium Equipment Kit Certificate III (For students who have received their Cert II kit)  AUD\$865.20\*

*\*Please note that prices quoted for the "Extras" may change due to supplier increases.*

**PAYMENT PLAN SELECTED:** *Please tick ✓ Payment Plan*

Plan A  Plan B  Plan C

**COURSE START DATE:**

Commencement Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **College Hours:** 8.30am – 4.30pm Lunch: 12.00pm – 1.00pm

**PAYMENT DETAILS:**

Taylorweir accepts payment by BANK TRANSFER, EFTPOS, CREDIT CARD (Visa/MasterCard) and CASH.

**Please note that we do not accept the deposit payment by credit card over the phone.**

Bank Transfer Details

Account Name: **Taylorweir International**

BSB Code: **066-000**

Account Number: **11288918**

SWIFT Code: **CTBAAU2S**

Reference: **Your Name**

Student Financial Declaration on the following pages MUST be completed

**STUDENT FINANCIAL CAPACITY DECLARATION:**

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

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Passport Number: \_\_\_\_\_ Country of Passport: \_\_\_\_\_

Australian Postal Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_ Email: \_\_\_\_\_

Permanent Home Address: \_\_\_\_\_

Post Code: \_\_\_\_\_ Country: \_\_\_\_\_ Email: \_\_\_\_\_

**PROPOSED COURSE OF STUDY:** *Please tick* ✓

- Certificate II in Salon Assistant   
 Certificate II in Retail Cosmetics   
 Certificate III in Hairdressing  
 Diploma of Salon Management   
 2 Year Diploma of Salon Management incorporating:  
 Certificate II in Salon Assistant and Certificate III in Hairdressing

**GENUINE ACCESS TO FUNDS:**

You and your accompanying family members must have enough money genuinely available to you for your use while you are in Australia.

When considering whether the funds shown will be genuinely available, we will take into account factors including:

The nature of the relationship between you and the person who is providing the funds

**The funds that I need to have access to for the first year of my study in Australia are as follows:**

Category	Description	Cost per Person	Total number of People per Category	Total Costs in AUD\$
Travel (all applicants)	Return airfare to Australia:			
Course Fees: Main Visa Applicant	Total cost of your course fees for the first year of study:			
School Fees: Dependants aged: 5 - 18	Total cost of schooling for the first year of study for all dependents:			
Living Costs	Yourself:	AUD\$19,830		
	Your Partner/Spouse:	AUD\$6,940		
	First Child:	AUD\$2,970		
	Each additional child:	AUD\$2,790		
<b>Total Costs:</b>				<b>AUD\$</b>

**I confirm that I have access to the following funds to support myself and my dependents (if applicable):**

Source of Funds	Amount in AUD\$	Supporting Documentation Required:
Bank Accounts (Personal or Family Savings)		<ul style="list-style-type: none"> <li>▪ <b>Assessment Level 1 countries:</b> No evidence of funds will be required, this declaration is satisfactory</li> <li>▪ <b>Assessment Level 2 &amp; 3 countries:</b> Copies of bank statements required for at least 3 months prior to date of application which shows the level of funds stated.</li> </ul>
Bank Loan:		Copy of Loan paperwork
Sponsorship:		Copy of Sponsorship Agreement
<b>Total Funds Available:</b>	<b>AUD\$</b>	

**STUDENT DECLARATION:****I confirm that I have reviewed and understood the following websites and pages:**

<http://www.border.gov.au/Trav/Stud/More/Student-Visa-Living-Costs-and-Evidence-of-Funds>

<http://www.border.gov.au/Trav/Stud/More/Health-Insurance-for-Students>

I declare that I have a genuine intention to study the course/s for which I have applied and that I have access to sufficient funds to cover Course Fees, Overseas Student Health Cover, schooling of dependents (if applicable) and living expenses.

I confirm that these funds are genuine and are to be used for no other purpose than to support me in my course/s of study. I am aware that making a false or misleading statement may result in automatic refusal of my admissions request or subsequent cancellation of my enrolment at Taylorweir International School of Hairdressing which may affect my student visa in Australia. Taylorweir International School of Hairdressing reserves the right to report students to the Department of Immigration and Border Protection if they feel the student is not genuine in their intention to study or pay their course fees.

**Signature of Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**WITNESS DECLARATION:**

I confirm that I have viewed a valid form of ID and that this "Student Financial Capacity Form" has been signed in my presence by: \_\_\_\_\_ (student's full name)

Name of Authorised Witness: \_\_\_\_\_

Signature of Authorised Witness: \_\_\_\_\_

Qualification as a Witness: \_\_\_\_\_

Contact Details of Witness: Phone: \_\_\_\_\_

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

Witness Stamp (if applicable)