

TAYLORWEIR

ACCREDITED PROGRAMS FOR CUTTING-EDGE CAREERS
LEVEL 1, 189 WILLIAM ST, NORTHBRIDGE WA 6003
RTO CODE 1896 CRICOS CODE 03016A

2026-2027 INTERNATIONAL STUDENT COURSE REGISTRATION - AGENT

OFFICE USE ONLY

Date application received: _____ Date Letter of Offer Sent: _____

Course: ☐ SHB20216 Certificate II in Salon Assistant ☐ SHB30416 Certificate III in Hairdressing
☐ SHB30516 Certificate III in Barbering ☐ SHB50216 Diploma of Salon Management
☐ SHB30416 Certificate III in Hairdressing & SHB30516 Certificate III in Barbering **DUAL QUALIFICATION**
☐ 2 Year pathway incorporating Diploma of Salon Management **and** Dual Qualification **or** Certificate II in Salon Assistant and Certificate III in Hairdressing or Certificate III in Barbering

AGENT INFORMATION:

Company Name: _____

Address: _____

City: _____ Post Code: _____ MARA No. _____

Country: _____ Office Phone No. _____

Agent's Name: _____ Agent's Mobile No. _____

Agent's Email: _____

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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STUDENT'S ADDRESS IN AUSTRALIA:

Residential Address: _____

Suburb: _____ Post code: _____

State: _____ Country: _____

Phone Numbers: Mobile: _____ Home: + _____

Email: _____

Australian Emergency Contact Details:

Name: _____

Email: _____

Relationship to Student: _____ Phone: _____

ADDRESS IN HOME COUNTRY:

Residential Address: _____

Suburb: _____ Post code: _____

State: _____ Country: _____

Phone Numbers: Mobile: + _____ Home: _____

Email: _____

EMERGENCY CONTACT DETAILS:

Name: _____

Email: _____

Phone Number: Mobile: + _____

WHERE DID YOU FIND US?

How did you hear about Taylorweir? _____

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 Hairdresser & Barber Training 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.

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 Hairdresser & Barber Training (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).

INTERNATIONAL STUDENT PAYMENT OF FEES POLICY AND REFUND POLICY

PAYMENT OF FEES POLICY:

All tuition 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.

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 finalized

Cancellation of Enrolment:

Taylorweir Hairdresser & Barber Training 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 Hairdresser & Barber Training 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 Hairdresser & Barber Training 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 Hairdresser & Barber Training 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 Hairdresser & Barber Training 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 Hairdresser & Barber Training'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 Hairdresser & Barber Training will apply the following refunds where applicable:

Where a written application is received for a Tuition fee Refund Taylorweir Hairdresser & Barber Training 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 4th 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 Hairdresser & Barber Training 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 Hairdresser & Barber Training Management 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 Hairdresser & Barber Training Management'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

SHB20216 Certificate II in Assistant – 24 Weeks (Inclusive of Cert II Equipment kit) ☐ AUD\$5,785.00

SHB30416 Certificate III in Hairdressing - 46 Weeks ☐ AUD\$21,000.00

SHB30516 Certificate III in Barbering - 24 Weeks (**Dual qualification with Cert III in Hairdressing unit credits**) ☐ AUD \$7,000.00

SHB30516 Certificate III in Barbering - 46 Weeks ☐ AUD\$21,000.00

SHB50216 Diploma of Salon Management - 24 Weeks ☐ AUD\$8,000.00

Diploma of Salon Management incorporating Certificate II in Salon Assistant and Certificate III in Hairdressing **or** Certificate III in Barbering - 2 Years (Inclusive of Cert II Equipment kit) ☐ AUD\$34,785.00

Diploma of Salon Management incorporating **Dual Qualification** Certificate III in Hairdressing and Certificate III in Barbering - 2 Years ☐ AUD\$36,000.00

EXTRAS:

Professional hairdressing or barbering equipment Kit Certificate III ☐ AUD\$1,995.00*♦

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

♦ Price on application for left-handed scissors.

PAYMENT PLAN SELECTED: PLEASE TICK ✓ PAYMENT PLAN

☐ Plan A ☐ Plan B ☐ Plan C

COURSE START DATE:

Commencement Date: ____ / ____ / ____

College Hours: 8.30am – 4.00pm

Lunch: 12.00pm – 12.30pm

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 ✓☐ SHB20216 Certificate II in Salon Assistant☐ SHB30416 Certificate III in Hairdressing☐ SHB30516 Certificate III in Barbering☐ SHB50216 Diploma of Salon Management☐ SHB30416 Certificate III in Hairdressing & SHB30516 Certificate III in Barbering **DUAL QUALIFICATION**☐ 2 Year pathway incorporating Diploma of Salon Management **and** Dual Qualification **or** Certificate II in Salon Assistant and Certificate III in Hairdressing or Certificate III in Barbering**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\$29,710		
	Your Partner/Spouse:	AUD\$10,394		
	Dependent child, per child:	AUD\$4,449		
	Annual school costs per child:	AUD\$13,502		
Total Costs:				AUD\$

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)		Assessment Level 1 countries: No evidence of funds will be required, this declaration is satisfactory Assessment Level 2 & 3 countries: Copies of bank statements required for at least 3 months prior to date of application which shows the level of funds stated.
Bank Loan:		Copy of Loan paperwork
Sponsorship:		Copy of Sponsorship Agreement
Total Funds Available:	AUD\$	

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 Hairdresser & Barber Training Management which may affect my student visa in Australia. Taylorweir Hairdresser & Barber Training Management 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)