

FEE FOR SERVICE COURSE REGISTRATION

TRAINEE'S PERSONAL DETAILS:

Title: *(Please tick)* Mr Mrs Miss Ms

First Names: _____ **Surname:** _____

Date of Birth: ____ / ____ / ____ **Gender:** Male Female Non-binary

USI Number:

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Residential Address: _____

Suburb/Town: _____ **Post Code:** _____

Phone Numbers: **Mobile:** _____ **Home:** _____

Email: _____

Emergency/Next of Kin Details: Name: _____

Relationship to student: _____ Phone: _____

How did you hear about Taylorweir? Friend Newspaper Social media Other: _____

Are you Aboriginal or Torres Strait Islander origin? No

Yes, Aboriginal Yes, Torres Strait Islander Yes, Aboriginal & Torres Strait Islander

In which country were you born? Australia Other – Please specify _____

Do you speak a language other than English at home? No, English only

Yes, other – please specify: _____

Do you consider yourself to have a disability, impairment or long-term condition? Yes No

If yes, please indicate the areas of disability, impairment or long term condition:

Hearing Physical Intellectual Learning Mental Illness Vision

Medical Condition Acquired Brain Impairment Other, please specify _____

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 Never attended school

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 (Advanced Certificate/Technician)

Certificate III (Trade Certificate) Certificate II Certificate I Certificate other than above

Are You?	<input type="checkbox"/> Full-time employee	<input type="checkbox"/> Part-time employee	<input type="checkbox"/> Self-employed	<input type="checkbox"/> Employer
<input type="checkbox"/> Employed – unpaid worker in family business	<input type="checkbox"/> Unemployed – seeking full-time work	<input type="checkbox"/> Unemployed – seeking part-time employment	<input type="checkbox"/> Not employed – not seeking employment	

Of the following categories, which best describes your main reason for undertaking this course?
(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.

STUDENT FEE PAYMENT AND REFUND POLICY: Accredited Courses and Qualifications

PAYMENT OF FEES POLICY:

All tuition fees are to be paid prior to commencement unless a payment plan has been established. The Course Fee Payment Arrangements established during enrolment are to be maintained at all times.

Where a student fails to meet their Course Fee Payment obligations, the student's enrolment may be cancelled by Taylorweir Management.

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

A payment receipt 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 payment receipt can be requested from Taylorweir when a bank transfer confirmation is presented, or funds have been confirmed in the Taylorweir account.

Duplicate payment receipts 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.

REFUND POLICY:

Students must provide written advice of withdrawal to ensure they are eligible for refunds.

Requests for refunds must be lodged within two weeks of the official withdrawal date.

No refunds are applicable to manuals.

ELIGIBILITY:

Full Refund

If a student has paid the full course fee prior to commencement and does not commence the course, a refund less administration fee of 10% of the tuition fee will apply.

Part Refund

Students who withdraw within four weeks will be eligible for a full refund of their course fee, less administration fee of 10% of the tuition fee and 50% of the resource fee paid.

Pro Rata Refunds

Students may apply for a pro rata refund of fees at any time during the delivery of a course if the reason/s is beyond their control.

For example:

- Serious illness resulting in extended absence from classes
- Injury or disability that prevents the student from completing their programme of study
- Other exceptional reasons at the discretion of the Director of Taylorweir.

In all cases, relevant documentary evidence (for example, medical certificate) is required.

PRIVACY STATEMENT AND STUDENT DECLARATION

PRIVACY NOTICE:

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).

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.

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

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer
- Commonwealth and State or Territory government departments and authorised agencies
- 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 programme 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).

STUDENT DECLARATION AND CONSENT:

Please tick the appropriate boxes, sign and date declaration

I give my consent to have my photo taken and used on Taylorweir web/social media platforms:

Yes No

I declare that I have reviewed and understood:

The Taylorweir Student Handbook Yes No

Including

The Payment of Fees Policy and Refund Policy Yes No

Assessment Policy Yes No

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

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

Student's Full Name: *(Please print)*

Parent/Guardian Name – If student is under 18: *(Please print)*

Student's Signature:

Parent/Guardian Signature:

Date: ____ / ____ / ____

Date: ____ / ____ / ____

COURSE DETAILS:**SHB20216 CERTIFICATE II IN SALON ASSISTANT***(3 Days a week – 24 weeks including holidays) ★Salon work experience included* \$5,500*Inclusive of Cert II Equipment Kit***SHB50216 DIPLOMA OF SALON MANAGEMENT***(2 Days a week – 24 weeks including holidays)* \$7,500*All students will need to provide their own laptop computer and USB***BSB50215 DIPLOMA OF BUSINESS – Contextualised to the hairdressing/barbershop business***(1 Day a month for 8 months)* \$5,200*All students will need to provide their own laptop computer and USB*Non-Accredited **EVENING TRAINING TOPICS** – 5.30 -9 pm – Various dates available during the year*5.30 registration, 6-7pm Look & Learn 7-9pm Practical – Students are to provide own model & equipment***CLIPPER AND FADING TECHNIQUES** (Open to apprenticed & qualified hairdressers/barbers only) \$50**SCISSOR OVER COMB & BLENDING** (Open to apprenticed & qualified hairdressers /barbers only) \$50**MEN'S GROOMING** (Open to apprenticed & qualified hairdressers/barbers only) \$75**SHORT HAIR FUNDAMENTALS** (Open to apprenticed & qualified hairdressers/barbers only) \$75**COMMERCIAL HAIR UP** (Open to apprenticed & qualified hairdressers/barbers & make-up artists) \$50**LOBS, BOBS AND SHOBS** (Open to apprenticed & qualified hairdressers/barbers only) \$75**PAYMENT DETAILS:**

Taylorweir accepts payment by Credit Card (not Amex), Cheque, Bank Transfer, EFTPOS and Cash (if paying in person). You may also choose our Payment Plan Option.

*If choosing the Payment Plan Option, application documents will be provided to you on request. Please note that a \$60.00 administration fee is charged for this option.**If choosing Bank Transfer, please use your First Name and Surname as the reference so that we can track your payment.***PAYMENT METHOD:** (Please tick) Payment Plan Bank Transfer Cash Cheque Credit Card**CREDIT CARD REMITTANCE:**

Amount \$ _____

Credit Card #

Expiry Date:

____ / ____

CCV:

 MasterCard Visa

Name on Card:

Signature:

_____**BANK TRANSFER DETAILS:**Account Name: **Taylorweir**BSB Code: **066-007**Account Number: **10057588**Reference: **Student's Name**