

AVALON

BEAUTY COLLEGE

CLASSROOM ENROLMENT FORM

Surname: _____	Given names: _____	Title: _____
Address: _____		
Suburb: _____	Postcode: _____	
Telephone: (H) _____	(W) _____	(M) _____
Date of Birth: _____	Email address: _____	

COURSE: _____

Commencement date: _____ **Course Fee:** \$ _____

Referred by: _____ **Deposit:** \$ _____

Balance of Fees: \$ _____

Payment plan for the payment of outstanding fees will be provided following enrolment acceptance.

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

Other comments _____

Recognised Prior Learning

List previous beauty course studied and qualifications

College _____ Units studied _____

Application for enrolment requires agreement to the college terms and conditions attached. Please read this document carefully before committing to enrolment as it defines the obligations of the student and the college for the duration of the course. Following enrolment the student will be supplied with a Student Handbook which sets out all the college policies and regulations.

STUDENT SIGNATURE: _____ DATE: _____

NAME OF GUARDIAN: (if student is under 18yrs) _____
(Please Print)

RELATIONSHIP TO STUDENT: _____ SIGNATURE OF GUARDIAN: _____

COLLEGE MANAGER: _____ DATE: _____

PAYMENT DETAILS: Cash () Cheque () Money Order () Direct Transfer () A/c Name: Avalon Beauty College
BSB: 036 084 A/c #224531

Visa () Bankcard () MasterCard ()

Cardholders Name: _____ Card #: _____

Expiry Date: _____ Amount: \$ _____ Date: _____ Signature: _____

Please tick and initial this box if you would like Avalon Beauty College to debit your credit card for your weekly payments () _____

10/26 Shields Crescent Booragoon WA 6154 Phone: 08 9317 4401 Fax: 08 9317 1103 ABN 95 374 830 614

TERMS AND CONDITIONS

Conflict of Interest

Students should avoid situations where their personal interests may be seen to be, or are in conflict with their obligations to Avalon Beauty College. Any activity outside the enrolled training is not to involve any unauthorised use of Avalon's property, resources, products or facilities.

Completion of Studies

Upon completion of all theory work and assessments, and all of the practical requirements are deemed to be competent through assessment, and all of the fees are paid, students will be issued with their Statement of Academic Record and their Certificate of Qualification.

If a student does not successfully complete the entire course, a Statement of Attainment for units completed will be issued.

Fees

The enrolment form establishes all fees due and the payment method selected for the chosen course. On signing the enrolment form, the student acknowledges and agrees to the Avalon Beauty College policies and regulations. The terms of payment are a deposit to be paid on enrolment and the remainder in weekly payments as specified in the agreed payment plan. The magnitude of the deposit is dependent upon the size and complexity of the course being undertaken.

Delays in paying fees due will result in the students program being placed on hold until the situation is rectified.

All fees due must be paid in full before any assessment reports or qualifications will be issued.

Refund Policy

A student unable to continue the course due to health reasons which is supported by a Doctors certificate, or any other compassionate grounds as agreed by the college, may request a deferment of course activities and payments. A request should take the form of a written letter setting out the circumstances and is to be forwarded to the College Manager for consideration. All agreed fees must be paid up to date before a deferment can be considered.

Student withdrawals after enrolment but prior to commencement of course lessons, will be eligible for a refund of all fees paid less the \$200 administration fee.

Where a student withdraws after the course commences, a refund will be paid of any start up fees less the \$200 administration fee or payments that are in advance that have not been expended on lessons and training kits delivered.

Payment plan

A customised payment plan, based on course duration and cost, that meets the mutual expectations of the student and the college will be drawn up and agreed to by both parties prior to course commencement. The duration of the payment plan will not be longer than the anticipated duration of the course. Payments may be scheduled weekly or monthly and will be in advance of lesson delivery at all times. Payments may be paid by cash, cheque, direct debit or credit card. Payments are to be made strictly accordingly to the payment plan agreed and should these fees become in arrears, the student may be withheld from attending class until they are brought up to date. The agreed payment plan will be attached to the enrolment form and delivered to the student within seven days of deposit payment.

Government Assistance

Where Government Assistance is available for your course, the college will assist you in the application. Contact your Centrelink Office or Job Network Office for more information.