



Sydney College of Skin Care - INTERNATIONAL ENROLMENT FORM

I am enrolling into:

Diploma of Beauty Therapy (SIB50110)

PERSONAL DETAILS

Full Name:			
Address:			
City:	State:		
Postcode:	Country:		
Home phone:	Mobile phone:		
Email:			
Date of birth:	Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Country of birth:	Country of Citizenship:		
Passport number:	Expiry date:		
Country of issue:			
Allergies:			
Identif ed Learning Diff culties:			
Do you consider yourself to have a disability, impairment or long-term condition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<input type="checkbox"/> Hearing / Deaf	<input type="checkbox"/> Physical	<input type="checkbox"/> Intellectual	<input type="checkbox"/> Other medical condition: _____ _____
<input type="checkbox"/> Vision	<input type="checkbox"/> Acquired brain impairment	<input type="checkbox"/> Mental illness	

NEXT OF KIN CONTACT DETAILS

Full Name:			
Relationship:			
Address:			
Suburb:	Post code:		
Country:			
Home phone:	Mobile phone:		

UNIFORM

Please circle

Jacket

 6

 8

 10

 12

 14

 16

 18

 20

EDUCATION BACKGROUND

Highest Level of Education Completed

 Year 10

 Year 12

 College

 University

COURSE CREDIT

For more information on applying for course credit and the effects of course credit on your student VISA please see the International Student Course Guide or our website (www.scsc.edu.au)

HOW TO ENROL

To enrol in a course at the Sydney College of Skin Care, selection criteria will apply based on the following:

THE FOLLOWING IS REQUIRED UPON ENROLMENT:

1. Enrolment form filled out, read, understood and signed;
2. Certified copy* of your English Skills Certificate

IELTS	TOEFL (PBT)	TOEFL (CBT)	TOEFL (IBT)
5.5	525	196	70

3. Certified copy* of your secondary school examination results. Translated into English.
4. Identification including a photograph and your date of birth must be supplied. Acceptable forms of identification are a current driver's license, current proof of age card, or a current passport
5. 2 passport size photos
6. Application fee - AUD\$350 (non-refundable)

* An itemized list of all course fees payable can be found in the 'International Student Course Guide' (please note: all fees are subject to change without notice)

* Certified copies of certificates/qualifications must be signed off as being sighted by a court official prior to submitting your application

PRIVACY POLICY

In compliance with the Privacy Amendment (Private Sector) Act 2000, the information requested on this enrolment form will only be used for the process of Enrolment and maintaining the student records at the Sydney College of Skin Care. All information will be kept confidential and access to this information is only available to the Principal and Administration Staff. A copy of the Colleges Privacy Policy is available from the Administration Department. In some cases, student's names will be supplied to suppliers for things such as awards. No other information will be given out.

International Students need to be made aware that information about them may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code; and the SCSC is required, under s19 of the ESOS Act 2000, to tell the Department about:

- Certain changes to the student's enrolment; and
- Any breach by the student of a student visa condition relating to attendance or satisfactory academic performance.

RULES AND REGULATIONS

1. To qualify at the Sydney College of Skin Care ("the College"), a student must be able to fulfil the following obligations:

- Demonstrate to the Education Board through attendance and examination that academic and professional skills have been obtained to a satisfactory degree.
 - Demonstrate to the Education Board that he/she is able to conduct himself/herself in a manner suitable to becoming a Skin Care Therapist.
 - Satisfy all academic, administrative and financial obligations to the College.
2. During all training sessions at or outside the college, students must wear a uniform and behave in a professional manner.
 3. No food or drink is to be taken into lecture or practical classes, apart from water, and smoking is not permitted on the College premises or within the building.
 4. Students must promptly notify the College of any change of name, address and contact details.
 5. The office may take telephone messages for students if requested and if it is an emergency. Mobile phones must be switched off during class and when in your locker or bags.
 6. Eighty per cent attendance is required for all classes. The Attendance sheet must be signed at the commencement of each class. If a

student's attendance is in danger or falling below 80% the student will receive a warning letter advising them that they will be reported for unsatisfactory attendance. The student will then have 20 days in which to access the College's complaints and appeals process. If the student chooses not to access this process or the decision supports the College the SCSC will notify DEST through PRISMS of the student's unsatisfactory attendance and this may affect his/her visa.

7. If all payments are not received by the due date, an overdue fee DOES apply. Overdue fees are calculated at 2% of the due fee for each week it is overdue. For example, 1 week late = an extra 2% charged, 2 weeks late = an extra 4% charged etc. Furthermore, the College reserves the right to recover all expenses incurred in recovering any overdue monies, including debt collection fees, solicitor's fees and all legal costs.
8. Students must be aware that they will be unable to sit for their exams until all outstanding fees (including late fees) are paid for.
9. Students may be suspended or expelled from the College at the Education Board's discretion for:
 - Failure to uphold or maintain any of the College regulations
 - Misconduct or abusive behaviour
10. The SCSC will inform the student of its intention to suspend or cancel their enrolment for failure to uphold College regulations, misconduct, abusive behaviour or unsatisfactory course progress. The student will have 20 working days in which to access the College's internal complaints and appeals process. If the student accesses the College's internal complaints and appeals process, suspension or cancellation of the student's enrolment can not take effect until the internal process is completed, unless extenuating circumstances relating to the welfare of the student apply. Deferring, suspending or canceling a student's enrolment may affect his/her visa.
11. International students are required as part of their visa conditions to notify the College immediately of any change in their contact details whilst in Australia such as address. Change of address can be made via phone, email or in person at administration.

MEDIA RELEASE

At times during the course, staff / contractors may take photos/video for use in promotional activity. These photos will remain the property of the Sydney College of Skin Care and will not be sold to any third party. Some of the media may be used for promotional editorials in public and professional publications and other such media. By signing this form, you acknowledge your acceptance in participating in such activities. Should students wish to view or purchase copies of any such photo/video outside the normal distribution (eg Graduation Video), this request should be made in writing to the Administration Manager.

REFUND POLICY

International Students

A refund of course fees will be given by the College only under special circumstances and only up to 28 days prior to course commencement. Application for a refund must be made in writing and addressed to the Principal, clearly stating the reason for cancellation. Enrolment fee, Application fee, student kit fees and fees paid to student recruitment/education agents are non refundable.

- If letter of intention to withdraw is not received by the College 28 days prior to course commencement then no refund will be given regardless of circumstances.
- Circumstances under which a refund will be considered and which are beyond the students control include:
 - In the case of serious illness – verified by a medical certificate
 - Family or personal tragedy
 - Acts of God
 - Acts of Government authorities, for example where the student is prevented from commencing studies in the agreed course of study.
 - Where a student's Visa has not been granted
- The SCSC agrees to refund, within 4 weeks of receiving written application for refund, all course fees paid (less the application fee, enrolment fee and student kit).
- If a student withdraws from a course of study after commencing, then no refund will be given, and the student will be held liable for any unpaid fees as a result of the withdrawal.
- The SCSC agrees to refund all monies paid, where the course of study has been cancelled prior to commencement in accordance with the scheduled commencement date. Payment will be made within 2 weeks. All monies paid shall be refunded in full.
- If no refund agreement applies refunds must be paid within 4 weeks.

- The College will provide the student with a written statement detailing how the amount of the refund has been calculated.
- This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws. The student is able to pursue other legal remedies.

SCHOOL AGE DEPENDANTS

Students with school age dependants who are intending to study with the SCSC are advised that any school aged dependants accompanying them to Australia will be required to pay full fees for their schooling if they are enrolled in either a government or non-government school.

STUDENT WELFARE AND SUPPORT SERVICES

The welfare of our students is of the utmost importance to us at the Sydney College of Skin Care. For this reason we encourage the students to advise us of any difficulties they may be having whether they are personal or course related if these issues are affecting their enjoyment of the course or the outcome of their learning. We will aid all students in need of personal counselling to seek the help they require and will put them in touch with any external welfare or guidance services they may need.

If you have any special needs, including Language, Literacy, Learning, mobility, visual impairment, or hearing please notify staff prior to enrolment to allow us to cater for your needs. If you do not tell us of any condition that may affect your learning, we will not be able to assist you if the need arises.

YOUR RIGHTS

As part of your training and assessment, you have various rights. The Sydney College of Skin Care wants to ensure your time spent with us is both beneficial and enjoyable. If at any point you feel harassed, discriminated against or feel abused, please notify the Principal immediately either face to face, via phone or in writing. If you feel you need to complain about any aspect of service or training and assessment you may do so verbally and in writing. Appeals on any decision made by the Sydney College of Skin Care can be lodged with the Principal and must be done so in writing. For more information on your rights, please talk to the Principal.

SCSC TRANSFER POLICY

Students who have enrolled into the Diploma of Beauty Therapy are unable to transfer to the Certificate IV in Beauty Therapy at any time. If you withdraw from the course during the twelve (12) months you will receive a transcript with the units you have been assessed on and will be subject to a cancellation fee.

If a student has enrolled for the Certificate IV in Beauty Therapy full time or part time and wishes to continue with the Diploma of Beauty Therapy on a full time basis they need to notify the College and submit a Diploma enrolment form two months prior to the end of the Certificate IV. Places in the Diploma full time course will be subject to availability for transferring students.

PRACTICAL TRAINING, NON-DISCRIMINATORY ENVIRONMENT AND RESPECT FOR PERSONAL MODESTY

In order to avoid misunderstandings related to different cultural ways of life and religious beliefs in different countries, Students should be aware of the following:

- Classrooms at the College are a non-discriminatory environment and in order to complete the course successfully students must participate in all practical training required by the Course Curriculum.
- Participation in practical training will involve practicing beauty treatments on each other and performing the skills on model clients from general public.
- Students will be required to undress when receiving treatments, and reveal parts of their body for training purposes during the classes.
- Privacy and individual modesty are important values at the College and are observed and respected at all times to the extent customary in Australia.
- While the College students are predominantly female, male students may be admitted to the college, male client models may attend the class for a treatment and a male trainer or other staff member may be present during the classes.
- Students are required to wear a college uniform while on the college premises.

PRIOR TO ENROLMENT

The Sydney College of Skin Care, as an RTO, is required to provide all students prior to enrolment information on the following:

- Student selection, enrolment and induction/orientation procedures
- Course information, including content and vocational outcomes including fees and charges, including refund policy
- Provision for language, literacy and numeracy assistance



- Welfare and guidance services, student support, including any external support the Institute arranges for clients
- Flexible learning and assessment procedures
- Appeals and complaints procedures and disciplinary procedures
- Staff responsibilities for access and equity
- Recognition of prior learning (RPL) arrangements and credit transfer
- Course related fees including the potential for fees to change and refund policies
- ESOS Framework

DO NOT SIGN BELOW IF YOU FEEL YOU HAVE NOT RECEIVED INFORMATION ON ALL OF THE ABOVE POINTS. PLEASE ASK COLLEGE STAFF TO EXPLAIN OR PROVIDE WRITTEN INFORMATION ON THE ABOVE BEFORE ENROLLING AND SIGNING BELOW.

STUDENT DECLARATION

- I, understand and agree to the following:
- I will follow all the study instructions and College Rules and Regulations as outlined on this enrolment form.
 - Money I pay to the Sydney College of Skin Care for Application, enrolment, and student kit fees as well as education agents fees the College is required to pay are non-refundable unless the course is cancelled;
 - I release and hold harmless the Sydney College of Skin Care, its principal, staff and agents in respect of any property loss or personal injury that I may sustain whilst participating in my course or attending the College however caused.
 - I have read and understood all of the information contained in this enrolment form.
 - I have received and understood all 'Prior to Enrolment' information as outlined above including the "International Students Course Guide"
 - I have been given information on all fees payable to the College including those fees which are non-refundable.
 - I understand and am aware of the SCSC Transfer Policy relating to students who wish to change courses during study.
 - I have not been actively recruited by the SCSC. (The SCSC recruits students in an ethical and responsible manner – Standard 2 National Code 2007).
 - I have read and understood the ESOS framework.

Student's signature

Date:

REFUND AGREEMENT

I, understand that to receive a full refund of all course fees paid in the event that I withdraw from a course conducted at the Sydney College of Skin Care I must fulfil the following obligations:

- State my intention to withdraw from the course and request a refund in a letter sent to the Principal of the College;
- The letter must be received by the College at least twenty eight (28) days prior to the course commencement date;

I understand that if I withdraw from the course and give less than twenty eight (28) days notice then no refund will be given regardless of the circumstances.

I accept that if I withdraw from a course of study after the commencement date, then no refund will apply and that I may be liable for any unpaid fees as a result of the withdrawal.

I agree that in the event I am awarded a refund of the course fees I will not receive a refund on the following items; Application Fee, Enrolment fee, Student Kit fee and money paid to an Education Agent.

The Sydney College of Skin Care agrees that if a refund is given then all monies will be paid to the client within four (4) weeks of awarding the refund or within four (4) weeks of receiving written notification.

"This agreement, and the availability of complaints and appeals processed, does not remove your right to take action under Australia's consumer protection laws."

Student's signature

Date:

"Please photocopy this Refund Agreement for your own records prior to returning to the College"

