

## Application for enrolment

Complete the details on this form and fax to **+61 3 9654 1049**

### Course selection (please mark your selection)

- |   |            |          |  |            |          |
|---|------------|----------|--|------------|----------|
| <input type="radio"/> Certificate II in Hairdressing              | (8 weeks)  | WRH20106 | <input type="radio"/> Certificate II in Nail Technology  | (12 weeks) | WRB20104 |
| <input type="radio"/> Certificate III in Hairdressing             | (60 weeks) | WRH30106 | <input type="radio"/> Certificate II in Make-up Services | (12 weeks) | WRB20204 |
| <input type="radio"/> Certificate IV in Hairdressing              | (18 weeks) | WRH40106 | <input type="radio"/> Certificate III in Beauty Services | (40 weeks) | WRB30104 |
| <input type="radio"/> Diploma of Hairdressing<br>Salon Management | (26 weeks) | WRH50106 | <input type="radio"/> Certificate IV in Beauty Therapy   | (50 weeks) | WRB40105 |
|   |            |          | <input type="radio"/> Diploma of Beauty Therapy          | (56 weeks) | WRB50105 |

### Personal details

Surname

Given Name/s

Date of Birth ..... / ..... / .....  Male  Female

Nationality

### What is your address in your home country?

Tel:  Fax:

Mob:

Email:

### What are your Australian contact details?



**Indo-Australian  
Education Centre**

Suite - 908, Level - 9,  
365 Lt Collins Street, Melbourne,  
Victoria 3000, Australia.  
**Phone:** +61 3 9670 1140  
**Fax:** +61 3 9670 1142  
**Email:** iaec@optusnet.com.au

Tel:

Mob:

Email:

Passport Number

Have you been employed in the area covered by the course applied for?  No  Yes

Health problems  No  Yes (if yes please describe)

(If you have you may be eligible for recognition of prior learning contact the Training Manager for further information)

### What are your International English Language Testing System (IELTS) scores? (Attach evidence)

Listening  Reading  Writing  Speaking  Overall Band Score

### Who should we contact in an emergency?

Name

Relationship

### Tell us the reason you want to take our course

Career  Academic  Personal

Other reason to take course

### Address

So we can arrange your equipment kit please indicate if you are left or right handed  Left  Right

Tel:  Fax:

Mob:

Email:

Where did you hear about us?

Preferred start date?

### Education and experience?

Highest qualification

English exams completed and score

Application accepted on the behalf of Sheila Baxter Training Centre Pty Ltd by:

Signed  Date / /

(Attach Academic Records)

### Application Fee

Application fee of **AU\$499** received  Yes  No

Please make payment by Bank Draft to **Sheila Baxter Training Centre Pty Ltd**. No obligation is created on Sheila Baxter Training Centre Pty Ltd until an official receipt is issued.

Have you enrolled in a similar course elsewhere?  No  Yes

(If you have you may be eligible for a credit transfer or recognition of prior learning contact the Training Manager for further information)

Tuition fee payable upon acceptance of application (refer to course payment plans) AU\$

# Written agreement

All sections of this document constitute the written agreement between the Student and Sheila Baxter Training Centre

## Refund Information

- 1 The Applicant confirms that all the information provided in this application is complete and correct.
  - 2 The Applicant agrees to be bound by the College rules and regulations in force from time to time and otherwise to follow acceptable codes of behaviour and academic performance and show a concern for other students.
  - 3 All fees and charges must be paid in full prior to course commencement unless a "payment plan" is arranged with the College. Student tuition fees are safeguarded through the use of insurance and assurance schemes mandated by Australian Legislation.
  - 4 Refund applications must be made in writing to the College. This request must be received within ten (10) working days of notification of withdrawal from the course. Refunds will be refunded within 28 days of receipt of a written application and will include a statement explaining how the refund was calculated. Where a refund is due, tuition fees will be refunded per refund schedule set out below, less Administration fee of \$300
- 4.1 Tuition Fee
- |  |  |
|--|--|
| • Visa refused   | 100% refund of tuition fees                |
| • Course cancelled or rescheduled by Sheila Baxter   | 100% refund of tuition fees                |
| • Withdrawal notified in writing and received by the College 28 days or more prior to semester commencement                                    | 70% refund of tuition fees                 |
| • Withdrawal notified in writing and received by the College less than 28 days prior to semester commencement and before the commencement date | 50% refund of tuition fees                 |
| • Withdrawals notified in writing and received by the College on the commencement date or after the semester commences                         | No refund of current semester tuition fees |
| • Student Default  | No refund of current semester tuition fees |
- 5 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.
  - 6 In the unlikely event that the College is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 28 days on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course by the College at no extra cost to you. You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement. If the College is unable to provide a refund or place you in an alternative course our Tuition Assurance Scheme (TAS) ACPET will place you in a suitable alternative course at no extra cost to you. Finally, if ACPET can not place you in a suitable alternative course, the ESOS Assurance Fund Manager will attempt to place you in a suitable alternative course or, if this is not possible, you will be eligible for a refund as calculated by the Fund Manager.
  - 7 Fees not listed in the refund section (part 4) are not refundable. Prior to a student enrolling fees may be altered without notice. Once a student has completed enrolment, fees will not be subject to change for the normal duration of the course. If a course length is extended by the student then any fee increases will be required to be paid for the extended component of the course.
  - 8 Students wishing to defer the commencement of studies or suspend their studies must apply to do so in writing to the College. The College may decide to suspend or cancel a student's enrolment on its own initiative as a response to misbehaviour by the student. Deferral of commencement, suspension of enrolment and cancellation of enrolment have to be reported to DIAC and may affect the status of a student visa
  - 9 Students must notify the College of changes of address, telephone number, email address and fax number immediately they occur. Failure to do this may mean student do not receive important information which may affect their course, their enrolment or the visa.

## Student declaration

I understand the terms of this Contract and the refund conditions and confirm that I have been fully advised of the fees, refund conditions and conditions of enrolment and agree to be a student at the College.

Information is collected on this form and during your enrolment in order to meet the College obligations under the ESOS Act and the National Code 2007; and to ensure student compliance with the conditions of their visas 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 2007. 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 Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

Applicant signature:

Date

Agent contact details:



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365 Lt Collins Street, Melbourne,  
Victoria 3000, Australia.  
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**Email:** iaec@optusnet.com.au

Agent stamp:



sheila baxter  
training centre

Sheila Baxter Training Centre Pty Ltd

ABN 51 006 374 241

100 Flinders Street Melbourne Victoria Australia 3000

Telephone: +61 3 9650 0368 Fax: +61 3 9654 1049

Email: info@sheilabaxter.com.au www.sheilabaxter.com.au

CRICOS Provider Code 02233M

National Provider Number 7030

MARN 0636024