

# Domestic Application Form

Please complete digitally or in your own handwriting using BLOCK letters and black or blue pen



## PERSONAL DETAILS

Unique Student Identifier:  To generate your USI, please visit [www.usi.gov.au](http://www.usi.gov.au)

RTO Internal Student ID:  Office use only

Title:  Mr  Miss  Mrs  Ms  Other

Last Name:  First Name:

Middle Name:  Preferred Name:

Date of Birth:  /  /  Age in years:  Gender:  Male  Female

## ADDRESS DETAILS

### Current residential address

Number:  Street:

Suburb:  State:  Postcode:

### Postal address (leave blank if same as above)

Post Office/Roadside Delivery Box:

Suburb:  State:  Postcode:

## CONTACT DETAILS

Mobile:  Home:

Work:  Email:

### Emergency contact

Name:  Mobile:

Relationship to student:  Postcode:

## COURSE DETAILS

Course name:

Training type:  Full-time  Part-time  VETiS  Workshop  Other

Course commencement:

### EMPLOYER DETAILS

Are you an Apprentice?  Yes  No If yes, complete the following:

Salon name:  Managers name:

Contact number:  Email:

Street Number:  Street Name:

Suburb:  State:  Postcode:

Training contract number:       \

### HOME SCHOOL DETAILS

Are currently enrolled in Secondary School?  Yes  No If yes, complete the following:

School name:

VET Coordinators name:

Contact number:  Email:

Street Number:  Street Name:

Suburb:  State:  Postcode:

SACE Registration number:

### FEE STRUCTURE SUMMARY

Administration Placement Fee: \$ 200.00 Date Paid:  /  /  *To be paid on enrolment*

#### Tuition Fees

Total payment: \$  National Credit/discount: \$  *If applicable*

Balance: \$  + 3% administration fee = \$  *If applicable*

Pay structure:  Weekly  Fortnightly  Monthly  In full  Other

#### Equipment and materials

Total payment: \$

Deposit: \$  Date Paid:  /  /  *If applicable*

Balance: \$  To be Paid:  /  /

## AVETMISS DATA REQUIREMENTS

### 1. In which country were you born?

- Australia  
 Other – please specify \_\_\_\_\_

Which city/town where you born? \_\_\_\_\_

#### Resident type

- Australian citizen  
 Permanent Australian resident  
 New Zealand citizen living in South Australia  
 Visa type – check (go to question 2)

### 2. Visa type (if applicable)

- Skilled – Regional Sponsored (provisional)  
 Visa, subclass 475 and subclass 495  
 Skilled – Regional Sponsored (provisional)  
 Visa, subclass 487  
 Skilled – Nominated or State Territory  
 Sponsored, subclass 489  
 State/Territory Sponsored Business Owner (provisional)  
 Visa, subclass 163  
 State/Territory Sponsored Senior Executive (provisional)  
 Visa, subclass 164  
 State/Territory Sponsored Investor (provisional)  
 Visa, subclass 165

### 3. Are you currently enrolled in secondary school?

- Yes  
 No

### 4. Have you SUCCESSFULLY completed any of the following qualifications?

- No post school qualifications  
 Certificate I \_\_\_\_\_  
 Certificate II \_\_\_\_\_  
 Certificate III \_\_\_\_\_  
 Certificate IV \_\_\_\_\_  
 Diploma \_\_\_\_\_  
 Advanced Diploma or Associate Degree  
 \_\_\_\_\_  
 Bachelor or Higher Level Degree level  
 \_\_\_\_\_  
 Resume and/or evidence of completion attached

### 5. What is your highest completed school level?

- Year 12 or Equivalent  
 Year 11 or Equivalent  
 Year 10 or Equivalent  
 Year 9 or Equivalent  
 Year 8 or Equivalent  
 Never attended school

In what year did you complete that school level? \_\_\_\_\_

### 6. Of the following categories, which best describes your current employment status? Tick one box only

- Full-time employed  
 Part-time employed  
 Self-employed – not employing others  
 Employer  
 Employed – unpaid worker in a family business  
 Unemployed – seeking full-time work  
 Unemployed – seeking part-time work  
 Not employed – not seeking employment

### 7. Are you currently employed within industry?

- No  
 Yes

### 8. Is your employer paying for this course

- No  
 Yes, Employer Name \_\_\_\_\_

### 9. Do you speak any other language other than English at home?

- No, English only  
 Yes, other – please specify \_\_\_\_\_

### 10. How well do you speak English?

- Very well  
 Well  
 Not well  
 Not at all

### 11. Are you of Aboriginal or Torres Strait Islander Origin

- No  
 Yes, Aboriginal  
 Yes, Torres Strait Islander  
 Both Aboriginal and Torres Strait Islander

**12. Do you consider yourself to have a disability, impairment or long-term condition?**

- No
- Yes – if YES, please indicate;  
*You may indicate more than one area*
  - Hearing/deaf
  - Physical
  - Intellectual
  - Learning
  - Mental Illness (eg. Anxiety/Depression)
  - Acquired Brain Impairment
  - Vision
  - Medical Condition
  - Other – please specify \_\_\_\_\_

**13. Do you have any learning difficulties that the academy should be aware of?**

- No
- Yes – please specify \_\_\_\_\_

**14. Do you have any medical conditions that the academy should be aware of?**

- No
- Yes – please specify \_\_\_\_\_

**15. What is your major reason for study? *Tick one box only***

- 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 job skills
- To get into another course of study
- For personal interest or self-development
- Other reasons – please specify \_\_\_\_\_

**16. RPL, Credit Transfer, Recognition of current competencies.**

Do you believe that you qualify for RPL or Credit Transfer for some or all units of competency because you have already studied them as a part of another qualification and you wish to be assessed for Recognition of Prior Learning or Credit Transfer? Evidence must be provided for Credit Transfer.

- No
- Yes - please discuss with your recruitment team member prior to application to discuss evidence to be assessed
  - An application fee for RPL is applicable per unit of competency
  - There is no fee for Credit Transfer

**ABOUT YOU**

**1. How did you hear about Colour Cosmetica Academy?**

**2. Briefly explain why you want a career in this industry**

**3. Why would you be a suitable candidate for Colour Cosmetica Academy**

**4. What are your career ambitions?**

**5. What are your plans for employment?**

# 100 Point Check

To be completed by Colour Cosmetica Academy staff only

Documentation required to meet the 100 point proof of identity (ID) and proof of age.

**Provide:**

- at least one original ID document from Category A
- the rest of the documentation: all from Category A or from Category A and Category B
- current documents
- at least one document that includes your photograph
- documents with a current residential address
- ID in one name
- proof of name change if your ID is in two names.

If you are under 16 years old provide:

- two forms of ID including at least one Category A document.
- your parent/guardian must produce one form of Category A identification.

We prefer original documents but also accept colour photocopies certified by a JP.

**We do not accept**

- passports that are cancelled or expired
- birth certificate extracts
- document with a post box address as current address
- ID in two different names without proof of name change documentation
- more than one bank card/statement per financial institution.

**Category A**

70 points

- current Australian passport
- birth certificate: not an extract
- Australian citizenship certificate.

40 points

- driver's licence including foreign licences.

25 points

- proof of age card

**Category B**

40 points

- Centrelink card
- public service employee ID card
- security licence (OCBA)
- tertiary education ID card
- Veteran Affairs gold card.
- Visa (with Non-Australian Passport)
- Australian Certificate Of Registration By Descent

35 points

- Land Titles Office records
- mortgage documents.

25 points

- bank statements: not if using credit, bank, debit cards from the same account
- credit, bank, debit cards: maximum two cards from different institutions
- council rates notice
- electoral enrolment card
- insurance renewal documents: not health insurance
- Medicare card
- motor vehicle registration
- rent records: less than three months old
- seniors card
- utility account: one only, less than three months old.

**OFFICE USE ONLY**

I have witnessed the applicants ID and have certified copies or originals of all forms of ID provided for their student file

I have confirmed that the applicants name is:

As identified and ticked above

Staff member name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Learner Enrolment Agreement

It is a condition that this agreement be read, signed and returned to Colour Cosmetics Academy, prior to acceptance and commencement in agreed program.

## How to book a Course;

1. The learner must visit the Colour Cosmetics Academy website, [www.colourcosmetics.com](http://www.colourcosmetics.com), and find the relevant study option.
2. The learner can then book a time to meet with a Colour Cosmetics Academy Career Counsellor for a face to face meeting or virtual meeting via computer or at the Academy
3. Before applying for any course, the learner must fully understand the outcomes and requirements of the course aspiring to study, and have a full desire and commitment to the industry.
4. The learner is to complete the required application form and submit the finalised form via email to or submit the application form face to face at a formal meeting with a Colour Cosmetics Academy Career Counsellor in the administration centre.
5. Each learner must generate and provide Colour Cosmetics Administration with a Unique Student Identifier (USI);

A Unique Student Identifier (USI) is effectively a reference number made up of numbers and letters that gives students access to their USI account. A USI will allow an individual's USI account to be linked to the National Vocational Education and Training (VET) Data Collection allowing an individual to see all of their training records, results, certificates and statements of attainment. The USI will allow students to have easier and more reliable online access which can be used when applying for a job, seeking a credit transfer or demonstrating pre-requisites when undertaking further training.

## It Is Agreed as Follows;

### 1. ACCEPTANCE OF ENROLMENT

It is agreed that the learner agrees with the terms set out in the enrolment agreement. This agreement is made on the date shown in the schedule between Colour Cosmetics Academy (RTO Code 40055) and the learner as is described in the schedule annexed hereto.

### 2. LEARNER RESPONSIBILITIES

The learner agrees;

- Pay the administration placement fee of \$200.00 at the time of signing the enrolment agreement.
- Agree to pay all tuition fees and charges levied by Colour Cosmetics Academy by the due dates in accordance with the schedule of fees published by Colour Cosmetics Academy annually.
- Comply with the code of conduct and behaviour as set out in the Learner Handbook. Agree that this may be amended annually at the Academy's discretion either verbally or in written form.
- Should any tuition fees and charges not be paid by the due date then Colour Cosmetics Academy may suspend or terminate the learner's enrolment at the Academy's absolute discretion.

### **3. FINANCIAL AGREEMENT AND REFUND POLICY**

All requests for refunds must be made in writing. Refunds will be processed within 14 (fourteen) days of receipt of request and relevant documentary evidence.

There is no automatic right to a refund of fees paid in advance if a learner decides that they do not wish to commence or complete a course with Colour Cosmetics Academy. Refunds will be issued in accordance with the financial agreement and refund policy and at the discretion of the CEOs/Directors, Ms Angela Pastore and Mrs Rebecca Faraone.

#### **Administration Fee**

An initial non-refundable administration placement fee of \$200.00 will apply to all courses payable at least 28 days before course commencement.

#### **Notice of 28 days or more.**

If a refund is requested 28 days or more before the course commences, a refund, minus the administration fee will be given. If a learner wishes to change enrolment to another course delivered concurrently with the enrolled course, the fees paid are transferable to the new course. A second administration fee will be charged.

#### **Notice within 28 days of qualification or accredited course commencement**

- Cancellations within 28 days from course commencement may be subject to full payment or a pro-rata payment to cover fixed cost commitments minus the administration fee.
- Program fees may not be refunded or allocated to another program in these circumstances.
- Colour Cosmetics Academy cannot accept responsibility for changes to work commitments or personal circumstances within this 28 day period.

#### **Notice on or after start of service delivery**

Once training/service has commenced in the course period no refund is available to learners who leave before finalising the study period unless the learner can provide a medical certificate or show extreme personal hardship. In that case, fees may be refunded on a pro-rata basis, minus the administrative fee/deposit. However, should learners wish to finalise incomplete competencies in a future Qualification, Accredited Course, or Workshop, the original fee payment can be used as credit towards that course within 6 months of initial payment. A learner should complete an Application for Refund Form from Colour Cosmetics Academy.

#### **Cancelled qualification or accredited course**

Should Colour Cosmetics Academy cancel a qualification, learners are entitled to a full refund (or prorated adjusted refund) or transfer of funds to another/future course. In this event, learners will be given their preferred option.

### **Applications for refunds will be in writing and processed as follows:**

- a) Payment requisition details will be issued for management's approval.
- b) A refund cheque will be issued when approved in Australian dollars.
- c) Details will be entered into the electronic client record file.
- d) Details will be entered into financial accounts electronic files.
- e) A signed cheque/refund will be raised for dispatch.
- f) Refund will be dispatched as per instructions.

### **Invoicing and Payment**

- Program fees are due 28 days prior to the commencement of the training
- Program fees will be invoiced 40 days prior to program commencement and are due 28 days prior to this commencement date.
- Enrolments made after this 40 day period will be invoiced on enrolment and program fees will be due no later than 28 days prior to program commencement.
- All enrolments received by Colour Cosmetica Academy will be considered as confirmed enrolments unless Colour Cosmetica Academy is advised otherwise. Cancellations and transfers of enrolment are subject to the terms and conditions outlined below.
- If payment of program fees has not been received within the stated period, an enrolment may be cancelled, and a late payment penalty fee will apply (View Incidental Fees).
- Payment can be made via MasterCard, Visa, EFTPOS or Direct Debit (Debitsuccess).
- Where Pre- Qualification or Accredited Course materials (learner kits -View Incidental Expenses) are issued as part of program preparation this will not occur unless payment of program fees has been received. Program fees are due 28 days prior to program commencement
- Where a purchase order is provided the terms and conditions contained in this invoice override the terms and conditions specified in that purchase order
- Colour Cosmetica Academy will not accept the application fee if a place is not available for the intake applied for and will consult with the learner to defer commencement date.
- Full refund of tuition fees paid and textbook and equipment (learner kit) fees will be made if;
  - Colour Cosmetica Academy fails to deliver the course for which the learner is enrolled.
  - The learner advises Colour Cosmetica Academy in writing to; CEO/Directors, 20-32 Union St, Adelaide, SA, 5000 more than 28 (twenty eight) days prior to the commencement of the course of their intention not to commence.

### **Non Attendance & Academic Performance**

If a learner fails to participate in or attend a course and suspension or withdrawal occurs, program fees will not be refunded or allocated to another program.



#### 4. COMPLETION REQUIREMENTS

Completion of the course requires the learner to successfully complete all units of competencies for the qualification undertaken and comply with the standards from the National Training Packages. All fees should be paid in full to receive issuance of course parchment or certificate.

#### 5. FINANCIAL POLICY

- a. Colour Cosmetica Academy reserves the right to review fees at any time. If tuition fees are increased, the learner will be required to pay the new fees as they are introduced, if not in a current financial contract with Colour Cosmetica Academy.
- b. Learners granted competency status will be charged \$150.00 fee for each subject (unit), administration and processing fee by Colour Cosmetica Academy. If the RPL is granted the associated cost of the competency will be credited against future studies.
- c. Credit card payments using Visa, MasterCard will be subject to a surcharge of 1.5%. Other cards are not accepted.
- d. All bank fees will be borne by the learner.
- e. Any learner refusing to pay fees after requests have been made in writing shall not receive any form of certificate or recognition of the course undertaken and shall be refused entry into classes until fees have been remitted to Colour Cosmetica Academy in full (Dishonoured Penalty Payment Applies).
- f. Colour Cosmetica Academy will also pass any fees incurred to collect outstanding monies.
- g. If a learner fails to complete course for any reason whatsoever other than the default of Colour Cosmetica Academy, there will be no refund of fees paid or reduction in fees payable.
- h. If a learner fails or is unable to complete a course due to default by Colour Cosmetica Academy, being the failure to start the course on the agreed starting date, the course ceasing after it starts and before it is completed or because a sanction is imposed upon Colour Cosmetica Academy under the relevant State or Federal legislation, the learner shall be entitled to a refund to which the amount of the refund will be paid within four weeks of the date of default and shall be accompanied by a written statement setting out how the amount has been calculated.
- i. Notwithstanding the provisions of this clause, nothing removes the right of the learner to take further action under relevant Australian consumer protection laws and to pursue such legal remedies the learner may have under such laws
- j. All learners are bound to comply with the rules and regulations stated in the Colour Cosmetica Academy Learner Handbook (Policy and Procedures) Handbook which are subject to change annually.

## 6. GENERAL POLICIES

- Colour Cosmetica Academy shall be under no liability whatsoever to any learner for any loss or damage, except for personal injury or death, sustained at or upon Colour Cosmetica Academy premises however caused, and whether in respect of any negligent act or omission by Colour Cosmetica Academy, its employees, agents or servants or otherwise.
- Colour Cosmetica Academy shall be under no liability whatsoever to any learner for any loss or damage, except for personal injury or death, suffered by reason of the failure of Colour Cosmetica Academy, its employees, agents or servants to notify the learner of any risk or danger of which they had no prior knowledge nor ought reasonable to have had such knowledge.
- Colour Cosmetica Academy reserves the right and liberty to use promotional work taken in the form of photography, films or reproductions for the purpose of advertising, photography and publicity – either wholly or in part, in any manner or form whatsoever and in any medium, either separately or in conjunction with other photographs, films or reproductions thereof.
- Please note all additional requests for original Academic transcripts will incur a charge of \$50 per Qualification and/or Statement of Attainment.
- It is assumed that all learners who have received the Learner Handbook have read, understood & accepted the conditions, fees & refunds policy of this course.
- This policy is correct at the time of publishing, but is subject to change without notice, for all updated versions please contact our administration department.

## 7. ENROLMENT

- Colour Cosmetica Academy reserves the right at its absolute discretion to reject any application of enrolment, and it shall be under no obligation whatsoever to give reasons for its decision.
- Colour Cosmetica Academy reserves the right in its absolute discretion to review and alter the organisation and/or structure of the course at any time.
- If any books, tools and equipment materials (learner kits) alteration are made before the commencement of a course, Colour Cosmetica Academy will endeavour to notify the learner so affected, but shall not have any liability if it is unable to so notify.
- It is a condition of enrolment and the personal responsibility of the learner to ensure they hold appropriate medical insurance cover for the duration of your learner enrolment.

## 8. ACADEMY POLICIES

All Policies & Procedures will be given to the learner throughout pre-enrolment interview and information received. The learner will be required to abide by all the rules and regulation as stipulated in the Learner Policy handbook, learners will have the opportunity to ask any questions relating to Colour Cosmetica Academy guidelines throughout the enrolment period. Learners must read and sign the Colour Cosmetica Academy Handbook and submit all signed documents and contract with enrolment form.

The Colour Cosmetica Handbook covers:

- General Guidelines & Information
- Enrolment Requirements (including access & Equity and Code of Practice)
- Conduct and Behaviour
- Academy Information including;
  - Academic Performance
  - Academic Attendance
  - Language, Literacy & Numeracy
  - Complaints & Appeals Policy
  - Support services

Learners will agree to comply with Colour Cosmetica Academy rules, regulations, policies and procedures as outlined throughout the induction period as well as the Learner Policy Handbooks. Agree that this may be amended from time to time at the Academy's discretion either verbally or in written form.

## 9. SICK LEAVE

Five sick days leave per year with doctors' certificate for all days is allowed during the duration of the course. Should there be any further absenteeism during the course, the lesson (or time) missed needs to be made up. It is a requirement that you contact the Academy before 8.45am if you are unable to attend class for that training day.

## 10. COURSE PARTICIPATION

The learner shall attend and take part in all parts of the course as may be directed and instructed.

Failure to do so may result in temporary or permanent suspension from enrolment.

## 11. LEARNER DISCIPLINE

It is agreed that the Colour Cosmetics Academy may, in its absolute discretion, determine when conduct of the learner warrants discipline and may apply such discipline as the Academy sees appropriate. Learners agree to the *Conduct and Behaviour* section of your Learner Handbook for more detail on the Academy's discipline, behaviour policies.

It is agreed that the learner agrees to the conditions of all Academy policies and procedures that may include suspension from and immediate termination of the learner's enrolment under this Enrolment Agreement at the Academy's discretion.

Any grave misconduct or wilful neglect and discharge of duties will result in instant and permanent suspension from the course.

## 12. ACADEMIC CREDIT

Learners intending to apply for Academic Credit/Recognition of Prior Learning (RPL) must complete and submit the Application form for Academic Credit (RPL) with all required supporting documentation. The Application for Academic Credit (RPL) form is to be submitted at the same time as the learner application for Enrolment.

### What is academic credit?

Colour Cosmetics Academy accepts applications for Academic Credit (RPL), this involves claiming recognition for prior knowledge and skills not trained as part of a formal Qualification or Statement of Attainment but from life or work experience and any other training that a learner may have undertaken.

(RPL, Recognition of Current Competence).

## 13. RECOGNITION OF PRIOR LEARNING (RPL)

Recognition of Prior Learning (RPL) means recognition of competencies currently held, regardless of how, when or where a learner's learning occurred. Under the Australian Quality Training Framework, competencies may be attained in a number of ways. This includes through any combination of formal or informal training and education, work experience or general life experience. In order to grant RPL, the Colour Cosmetics Academy assessor must be confident that the learner is currently competent against the endorsed industry or enterprise competency standards or outcomes specified in Australian Qualifications Framework accredited courses. The evidence may take a variety of forms and could include certification, references from past employers, testimonials from clients and work samples. The Colour Cosmetics Academy assessor must ensure that the evidence provided is authentic, valid, reliable, current and sufficient.

## 14. RECOGNITION OF CURRENT COMPETENCY

(RCC) and skills recognition are now used interchangeably with each other and essentially means the same thing. RPL and RCC is available to the learner, the process will involve the learner completing an assessment on the units of competence against the outcomes.

## 15. RECOGNITION OF PRIOR LEARNING PROCESS

Credit transfers and RPL/RCC are available on entry at Colour Cosmetica Academy.

All learners are given the opportunity to have their current knowledge, current competencies, skills, attitudes and experience measured against the unit/program learning outcomes. Learners with relevant past experiences, education qualifications and acquired expertise may be exempt from undertaking appropriate units of competence.

All learners must pay a fee of \$150.00 per unit of competence that is being tested for. This must be paid prior to the test that is being given.

Proof of these Qualifications or Units of Competency must be provided on entry. If there is any reasonable doubt as to the qualifications or experience, or proof of qualifications cannot be provided, a small eligibility test on the relevant unit of competence can be undertaken. A minimum of 80% must be achieved in the test before an exemption can be granted.

If a learner believes that the requirements have been met they may complete the application form or contact [angelap@colourcosmetica.com](mailto:angelap@colourcosmetica.com)

## 16. FURTHER TRAINING & FEES

- a. The scheduled fee to obtain each qualification level is outlined in the Schedule of Fees section of this Agreement.
- b. If you require to complete further training (for example, further training to be established to reach competency) a further training fee will be incurred for each additional week of training that you require.
- c. If further training will be incurred you will receive in writing from the Academy the details of the amount and payment due.

## 17. COURSE SUSPENSION, DEFERMENT, WITHDRAWAL & RE-ENTRY

### Suspension

Suspension from the Colour Cosmetica course can be defined as permanent suspension or temporary suspension. If a learner is found to be in breach of Academy rules and/or regulations a suspension may occur. The steps that Colour Cosmetica Academy takes for suspension is as follows;

- a. The learner will be given counsel by form of a meeting with the Director, and/or Educational Manager in the matter of the breach that has led to the possible suspension.
- b. The 'Academic Committee' will investigate the matter and validate the decision made so far presented by the evidence provided.
- c. A letter will be issued to the learner to inform them of the Committee's decision within 14 days from the initial meeting with the Academy Managers.
- d. An appeal process will be identified to the learner and 20 days will be given in this instance to appeal any decision. This will be at no further cost to the learner if the complaints/appeals process is taken.
- e. This should be undertaken within 20 days of notification of the suspension decision. If applicable, refund can be requested at this point.
- f. The learner will be required to put into writing their understanding of the decision and be required to complete a 'Learner Exit Form'.
- g. A final, exiting meeting will take place with the Colour Cosmetica Academy to hand out attained parchments and if eligible, refunds and a 'letter of release'.

### Withdrawal

Any learner who wishes to discontinue their studies is free to do so, but there is no obligation on the part of Colour Cosmetica to reinstate any learner who has withdrawn willingly. All withdrawals from the course must be made in writing. Before any withdrawal application is considered all course fees must be paid up in full. For all learners who wish to withdraw from their course, there is a process for withdrawal that is outlined below;

- a. A learner will meet with the Director and/or Educational Manager including their class educator.
- b. The learner shall put into writing their decision to exit the course detailing any reasons.
- c. The Academy will respond to this request by form of a letter to confirm their decision to withdraw from the course and to receive a 'letter of release' if applicable/eligible. See 'letter of release' policy & procedure for details on issuance.
- d. Where the Colour Cosmetica Academy does not grant a letter of release, the learner will be informed in writing of the outcome stating the reasons why. Each learner has access to the Academy's complaints & appeals process (Refer to *Complaints & Appeals* policy for this procedure) Each learner will be given 20 days from this letter, to proceed with any complaints/appeals procedure as in line with the policy outlined.
- e. Colour Cosmetica Academy will respond to this complaint/appeal within 7 days from receiving the complaint/appeal in writing.
- f. The learner will be required to complete a 'Learner Exit Form' and a concluding learner's survey.

## Deferment

Leave from study is the period of time during which a learner is permitted to suspend enrolment in a course. Colour Cosmetica Academy has a defined course structure and it is intended that each enrolment is undertaken continuously to completion. Unforeseen circumstances may necessitate temporary deferment from a learner's study. To accommodate any such occurrence a learner may apply to the Academic Committee for leave of absence from the course that shall exceed four weeks of study. Colour Cosmetica Academy will notify the learner in writing of the decision made in relation to an application and shall make the necessary records where appropriate.

## Re-Entry

If any learner withdraws from the course, upon re-entry the learner must re-apply to return back to study following the usual means of application/registration. The Academy will advise if there are to be any 'conditions' of re-entry such as, further skill testing or pre-requisite information required. This is up to the discretion of the Academy to deem if further enrolment conditions to accept learners back into the course. If there has been an extended period of time absent from studies the Academy does not automatically guarantee acceptance back into the course with no obligation to reinstate previous enrolment. In this case, the learner will be required to undertake normal registration and acceptance into the course through the usual means.

*This agreement shall be governed by and interpreted in accordance with the laws of the State of South Australia.*

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## AUTHORISATION

I have read and understood the Learner Enrolment Agreement, Terms and Conditions in this booklet and agree to abide by them. I have honestly and accurately provided information contained in this application form.

Signed by learner:

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Parent/Guardians Name: \_\_\_\_\_ Signature: \_\_\_\_\_ *(if applicable)*

Witness Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signed by Management/Employee of Colour Cosmetica Academy:

Date:

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