

PERSONAL DETAILS

Name: _____

Home Address: _____
(overseas) Unit/no: _____ Street: _____
Suburb: _____

Post Code: _____ Country: _____

Email: _____ Mobile: _____

Date of Birth: Day: _____ Month: _____ Year: _____

Sex: _____ (Married / Divorced / Widowed / Single) Please circle

Home Address: _____
(Australia if known) _____

Post Code: _____ Country: _____

Telephone: _____ Mobile: _____

Country of Birth: _____

Nationality: _____

Passport Number: _____

Nearest Immigration Office: _____

EMERGENCY CONTACT NUMBERS

Name: _____

Home Address: _____

Post Code: _____ Country: _____

Email: _____ Mobile: _____

COURSE DETAILS:**Proposed course of study:**
(please tick)☐ Certificate III in Hairdressing (SHB30416)**Preferred Month to start:****Course Duration:**

Certificate III in Hairdressing

☐ 3 days – 21 months☐ 4 days – 16 months☐ 5 days – 13 months**English Test Score:****(or) TOEFL Score:****(or) IELTS Score:**

*Please provide evidence of your English test score
Score must be IELTS of 5.5 or higher or equivalent*

Proposed course of study:
(please tick)☐ Certificate III in Barbering (SHB30516)**Preferred Month to start:****Course Duration:**

Certificate III in Barbering

☐ 3 days – 12 months☐ 4 days – 9 months☐ 5 days – 7 months**English Test Score:****(or) TOEFL Score:****(or) IELTS Score:**

*Please provide evidence of your English test score
Score must be IELTS of 5.5 or higher or equivalent*

CONTRACT OF ENROLMENT – FEES**Course Details:***(please tick)*☐ SHB30416 Certificate III in Hairdressing**\$16,810.00**

\$250

\$540

\$490

\$1,460**

\$14,070

Enrolment fee for COE (*non- refundable and inc gst*)BIBA Academy online learning resources (*non- refundable and inc gst*)Student Service and Amenities Fee (*non- refundable and inc gst*)Full Equipment Kit (*non- refundable and inc gst and subject to change*)Training investment (*excludes gst*)

☐ **SHB30516 Certificate III in Barbering**

\$13,430.00 includes

\$250	Enrolment fee for COE (<i>non- refundable and inc gst</i>)
\$540	BIBA Academy online learning resources (<i>non- refundable and inc gst</i>)
\$250	Student Service and Amenities Fee (<i>non- refundable and inc gst</i>)
\$1,190**	Full Equipment Kit (<i>non- refundable and inc gst and subject to change</i>)
\$11,200	Training investment (<i>excludes gst</i>)

☐ **SHB30416 Certificate III in Hairdressing and SHB30516 Certificate III in Barbering**

\$19,570 includes

\$500	COE for both Hairdressing and Barbering (<i>non-refundable</i>)
\$540	BIBA Academy online learning resources (<i>non- refundable and inc gst</i>)
\$490	Student Service and Amenities Fee (<i>non- refundable and inc gst</i>)
\$1,590**	Full Equipment Kit (<i>non- refundable and inc gst and subject to change</i>)
\$16,450	Training investment (<i>excludes gst</i>)

* No other fees are payable to BIBA ACADEMY

* Subject to change (*and based on 5 days attendance*)

* Fees will not be increased once a student's enrolment into the course has been accepted

* All fees owing to BIBA ACADEMY will be settled on the due date.

METHOD OF PAYMENT

Confirmation of enrolment fee (\$250AUS) per enrolment is to be paid once you receive the letter of offer from BIBA Academy.

Payment can be made through **electronic transfer** (please ask for details)

Or through **Credit:**

Card Type: ☐ Bankcard ☐ Mastercard ☐ Visa Amount to debited \$_____

Card Number:

Expiry Date _____ CVV number (last 3 numbers on the signature panel)

Card Holder Name: _____ Signature _____

OR

Bank details for international swift payment are as follows:

Swift #	WPACAU2S
BSB	033 172
Account #	161119
Bank	Westpac

STUDENT DECLARATION

I declare all details in this form are, to the best of my knowledge, true and correct. I agree to abide by all BIBA Academy regulations during the term of my enrolment. I also authorise BIBA Academy to release information concerning my student records to Commonwealth and State agencies, the fund manager of the ESOS Assurance Funds and/or any other department.

Date:	Date:
Applicant Name:	BIBA Academy Representative:
Signature:	Signature:

ACADEMY HOURS OF OPERATION

9:30am – 5:00pm/6:00 p.m. Monday to Friday

CODE OF PRACTICE

Each student will receive a Code of Practice with the BIBA Welcome folder.

ATTENDANCE / ABSENTEEISM & DISCIPLINE

All students are expected to attend classes promptly and punctually without excessive periods of absence and to participate in classes and activities as instructed by the Academy.

Upon arrival to BIBA Academy at the reception desk all students are required to sign in the time they arrive and before leaving all students must sign out the time you leave. Therefore all student attendance hours will be monitored on a fortnightly basis. An average week entails 27 contact hours. If a student's attendance is less than 21 hours in a week or where attendance falls under 80% within a fortnightly period the student will be issued a written warning. Should the student wish to appeal, this must be undertaken within 20 working days of receipt of the written warning.

COURSE HOURS

Certificate III in Hairdressing (SHB30416) requires students to complete **1820 contact** hours training at the BIBA Academy. These hours include extensive time on the salon floor working on live models which will ensure you have the required skills to become a skilful hairdresser.

Certificate III in Barbering (SHB30516) requires students to complete **945 contact** hours training at the BIBA Academy. These hours include extensive time on the salon floor working on live models which will ensure you have the required skills to become a skilful barber.

REFUND

- All students paying enrolment and course fees for accredited courses offered by BIBA Academy will have all such fees deposited in an established Trust Account
- The Trust Account will be administered by the Managing Director of BIBA Academy in accordance with the Conditions of Registration
- Course fees paid in advance are protected by The Student Tuition Assurance Scheme

Refunds that apply if student defaults

A student defaults if:

- The course offered by the provider started on the agreed starting day, but the student did not start the course on that day and has not previously withdrawn from the course; or the student withdraws from the course either before or after the agreed starting day.

In these circumstances, the provider must make a refund to the student as follows:

- The enrolment fee of \$250.00 is non – refundable

- All equipment and text books for each course enrolment are non refundable
- Where the student withdraws from the course after commencement the equipment fee and digital resources is non refundable as the equipment is the property and the responsibility of the student once purchased
- Where the students withdraws from the course after commencement the private health insurance money is non refundable
- Where the student withdraws from the course before the course commences, the student is required to give 4 weeks' notice of withdrawal. In that instance, BIBA Academy will be entitled to retain the enrolment fee.
- Where the student decides to withdraw from the course after the commencement, BIBA Academy will be entitled to 3 months' notice or in lieu of notice the equivalent of 3 months fees. The balance of the fees paid will be refunded to the person who originally paid the course fees.
- If for a bona-fide medical or personal reason the student can not complete his or her course within 45 weeks of the commencement date:
 - BIBA Academy will suspend the remainder of the course and upon written application by the student to return, BIBA Academy will do all acts and things necessary to re-enrol the student as soon as possible to complete the course.
 - The students return will be in the sole and absolute discretion of BIBA Academy but any event within a reasonable period of time after the application has been accepted.
 - If the student does not return to recommence training due to exceptional circumstances (ie. Incapacitated) a pro rata refund will be granted.

Refunds that apply if BIBA Academy defaults

BIBA Academy defaults if:

- The course they offer does not start on the agreed starting day
- The course stops being provided after it starts and before it is completed; or
- The course is not provided fully to the student because the registered provider has had a sanction imposed.

In these circumstances, the BIBA Academy will make a refund to the student as follows:

- BIBA Academy agrees to refund, within 28 days, all fees paid less the application fee, whereby reason or reasons beyond the students control, including acts of god, acts of government authorities, civil strike and riots, the student is prevented from commencing the course.
- BIBA Academy agrees to refund within 14 days without deduction, including application fee, all fees where BIBA Academy of Hairdressing cancels a course or where the commencement is postponed.
- Whereby reason or reasons beyond the student's control including acts of god, acts of government authorities civil rights and riots, the student is prevented from continuing his or her course, the student shall be entitled to a refund of the uncompleted portion of his or her course on a pro-rata basis.

If a provider defaults, it must pay a full refund to the student within two weeks after the default day. (sections 27- 31 ESOS Act 2000) BIBA Academy will provide the student a statement that explains how the refund amount has been worked out.

This agreement, and the availability of complaints and appeals processes, does not prohibit the student from taking action under Australia's consumer protection laws.

HOLIDAYS

Certificate III Hairdressing allows 4 weeks holidays within the course duration.

Certificate III Barbering allows 2 weeks holidays within the course duration.

COURSE SUPPLIES/EQUIPMENT

All necessary course supplies and equipment (with the exception of pens/pencils, notebooks and lost or broken equipment) will be provided by the Academy and will become the property of the student on the completion of the course.

Equipment and books are the property of the students once purchased.

COURSE ACCREDITATION

The course is nationally recognized by the State Training Board.

GRADUATION

Within 2 weeks of completion of a course the student will receive an appropriate certificate evidencing successful completion of the course undertaking.

STATISTICAL DATA ENROLMENT QUESTIONS

INTRODUCTION

The following questions have been designed by the Employment Training and Tertiary Education department to ensure the consistent interpretation of data collected from clients via enrolment forms. Please note that students may be asked to participate in the National Student Outcomes Survey, managed by the National Centre for Vocational Education and Research (NCVER) at any time.

LANGUAGE AND CULTURAL DIVERSITY

1. ARE YOU OF ABORIGINAL OR TORRES STRAIT ISLANDER ORIGIN?

☐ Aboriginal ☐ Torres Strait Islander ☐ Both ☐ Neither

2. IN WHICH COUNTRY WERE YOU BORN?

☐ Australia ☐ Other (specify) _____ ☐ Town/City of Birth : _____

SCHOOLING

3. ARE YOU STILL ATTENDING SECONDARY SCHOOL?

☐ Yes ☐ No

4. WHAT IS YOUR HIGHEST COMPLETED SCHOOL LEVEL? (Tick one box only)

☐ Year 12 ☐ Year 11 ☐ Year 10 ☐ Year 9 ☐ Year 8 or below ☐ Didn't go to school

5. IN WHICH YEAR DID YOU COMPLETE THAT SCHOOL LEVEL & WHERE?

year?	where?
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6. VICTORIAN STUDENT NUMBER. Do you have a Victorian Student Number (VSN)?

☐ No ☐ Yes Please specify _____

7. WHAT IS YOUR UNIQUE STUDENT IDENTIFIER (USI)?

If you do not have one please set one up www.usi.gov.au (see welcome folder for information)

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PREVIOUS QUALIFICATIONS ACHIEVED AND LANGUAGE

8. OF THE FOLLOWING CATEGORIES, WHICH BEST DESCRIBES YOUR CURRENT EMPLOYMENT STATUS? (tick **one** box only)

- ☐ Full-Time Employee
- ☐ Part-Time Employee
- ☐ Self Employed – Not employing others
- ☐ Employer
- ☐ Employed – Unpaid worker in family business
- ☐ Unemployed – Seeking Full-Time work
- ☐ Unemployed – Seeking Part-Time work
- ☐ Not employed – not seeking employment

9. WHICH OF THE FOLLOWING CLASSIFICATIONS BEST DESCRIBES YOUR CURRENT OR RECENT OCCUPATION?
(tick **one** box only) If never employed go to question 11.

- ☐ 1 – Managers
- ☐ 2 – Professionals
- ☐ 3 – Technicians and Trade Workers
- ☐ 4 – Community and Personal Service Workers
- ☐ 5 – Clerical and Administrative Workers
- ☐ 6 – Sales Workers
- ☐ 7 – Machinery Operators and Drivers
- ☐ 8 – Labourers
- ☐ 9 – Other

10. WHICH OF THE FOLLOWING CLASSIFICATIONS BEST DESCRIBES THE INDUSTRY OF YOUR CURRENT OR PREVIOUS EMPLOYER?

(tick **one** box only) If never employed go to question 11.

- | | |
|---|--|
| <input type="checkbox"/> A – Agriculture, Forestry and Fishing | <input type="checkbox"/> K – Financial and Insurance Services |
| <input type="checkbox"/> B – Mining | <input type="checkbox"/> L – Rental, Hiring and real estate services |
| <input type="checkbox"/> C – Manufacturing | <input type="checkbox"/> M – Professional, Scientific and Technical Services |
| <input type="checkbox"/> D – Electricity, Gas, Water and Waste Services | <input type="checkbox"/> N – Administrative and Support Services |
| <input type="checkbox"/> E – Construction | <input type="checkbox"/> O – Public Administration and Safety |
| <input type="checkbox"/> F – Wholesale Trade | <input type="checkbox"/> P – Education and Training |
| <input type="checkbox"/> G – Retail Trade | <input type="checkbox"/> Q – Health Care and Social Assistance |
| <input type="checkbox"/> H – Accommodation and food services | <input type="checkbox"/> R – Arts and recreation Services |
| <input type="checkbox"/> I – Transport, Postal and Warehousing | <input type="checkbox"/> S – Other services |
| <input type="checkbox"/> J – Information Media and telecommunications | |

11. DO YOU SPEAK A LANGUAGE OTHER THAN ENGLISH AT HOME?

(If more than one language, indicate the one that is spoken most often.)

☐ No, English only ☐ Yes, Other – please specify _____

IF YES to the above question.... HOW WELL DO YOU SPEAK ENGLISH?

☐ Very well ☐ Well ☐ Not well ☐ Not at all

DISABILITY

12. DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY?

☐ Yes ☐ No

IF YES, PLEASE INDICATE THE AREAS OF DISABILITY, IMPAIRMENT OR LONG-TERM CONDITION (You may indicate more than one area)

- ☐ Hearing / Deaf
- ☐ Physical
- ☐ Intellectual
- ☐ Learning
- ☐ Mental Illness
- ☐ Acquired Brain Impairment
- ☐ Vision
- ☐ Medical Condition
- ☐ Other

PREVIOUS QUALIFICATIONS ACHIEVED

13. HAVE YOU SUCCESSFULLY COMPLETED ANY OF THE FOLLOWING QUALIFICATIONS?

☐ Yes ☐ No

If YES please tick **one** of these Prior Education Achievement Recognition Identifiers any applicable qualification

A – Australian / **E** – Australian equivalent / **I** – International

A	E	I	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bachelor Degree or Higher Degree
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advanced Diploma or Associate Degree
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Diploma (or Associate Diploma)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate IV (or Advanced Certificate / Technician)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate III (or Trade Certificate)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate II
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate I
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate other than the above

Of which 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 another course of study
- ☐ For personal interest or self-development
- ☐ Other reasons

STUDENT CODE OF CONDUCT

GRADUATION

1. All students are required to complete all modules within the specified contract period in order to be eligible to graduate.
2. Should a student be absent longer than the 'allowed period', the Academy cannot guarantee that the student will reach the desired competency standard in the specified period and therefore not receive the appropriate certificate.

DAILY REQUIREMENT

1. All Students should be punctual. They need to arrive on time (prior to 9.45am) and be prepared to start training on time.
2. Students are required to begin each day with the correct attitude. Students are required to be ready for the daily requirements of a course, be attentive, Co-operative with fellow students and staff and comply with all directives of the Academy Staff.
3. At the beginning of each day, students need to ensure their work environment is prepared properly and all their equipment is ready and clean.
4. All students should present themselves dressed appropriately (refer to BIBA Dress Code).
5. All students should be aware of the daily plan, the salon duty requirements (refer to Salon Duties) and be aware of how the Academy functions.
6. SERVICE to model/clients is the top priority of the Academy during training. As we are very particular on the service we provide our clients, we believe that your attitude when attending school is very important. At no time should personal problems be brought into the Academy and be allowed to affect your work.
7. A student must not allow a client to leave the Academy without having his or her cut/colour checked by an Academy trainer. Should this occur, the student will be **suspended** from school for a one-week period.
8. ALL students must report any injury or disease which occurred whilst at BIBA Academy as soon as possible, so the appropriate action can be taken. Should you become aware of an injury or disease, please report to the office immediately.
9. It is the student's responsibility to advise the BIBA Academy Administrator of change of an address or telephone number. This relates directly to Visa compliance and should be taken seriously by the student.

TERMINATIONS

1. The Academy shall have the sole and unfettered right to terminate and expel a student on the following grounds:
 - 1.1 Theft
 - 1.2 Assault of student, staff or customer.
 - 1.3 Wilful damage to property.
 - 1.4 Verbal or physical abuse of staff, students or customers.
 - 1.5 A failure to abide by a verbal and written direction of the Academy on two occasions or any other contravention
and, without limiting the generality thereof, for:
 - 1.5.1 Continued absence
 - 1.5.2 Excessive lateness
 - 1.5.3 Complying with the reasonable direction by the Academy staff.
2. In the event of termination, there will be a pro-rata refund to the student based on the number of successfully completed modules at the date of termination (see student refund policy).

Date:	Date:
Applicant Name:	BIBA Academy Representative:
Signature:	Signature:

CONSENT/AUTHORITY TO RELEASE INFORMATION AND VIEW DOCUMENTS

(In accordance with the Privacy Act 1988, which incorporates the Privacy Amendment (Private Sector) Act 2000)

While you are undertaking your training at the Academy, there will be times when BIBA or a representative will need to discuss your situation with others. This could include your workplace manager/colleague, employer, trainer/assessor. As part of our work, there will also be a need to examine workplace samples to help assess your work. Please be assured that any discussions held will only be for the purposes of your training progress, development and/or assessment.

During the process we will not discuss your evidence or work practices with other trainees, unless we have your written permission to do so. You and your employer (if applicable) are required to give permission in writing for any of these discussions or viewing of evidences to occur.

PHOTOGRAPHIC RELEASE PERMISSION

I hereby give permission for Biba Academy to use photographs of myself for promotional activities. These activities may include use at public exhibitions, special events, brochures, by the media and for other promotional purposes. Please sign in the spaces provided below.

STUDENT

I give permission for the training representative, whose signature appears below, to discuss my training progress, assessment, development and evidences with my employer, manager/supervisor and/or trainer.

Date:
Applicant Name:
Signature:

APPLICATION FOR RPL / CREDIT TRANSFER (CT) – *if applicable*

Will you be applying for any RPL or Credit Transfer?

- ☐ Yes
☐ No.....If not please continue to the Acknowledgement section

The fee to assess students for RPL is \$250 per unit of competency, which must be provided with the completed application form and evidence (below). There is no refund of the RPL fee should the student be deemed as unsuccessful in RPL.

- RECOGNITION OF PRIOR LEARNING (RPL)**

EMPLOYMENT DETAILS (if applicable)

Current Position:

Duration employed:

Employer:

Address:

Contact:

Telephone:

Email:

Duties Performed at work

HAIRDRESSING EDUCATION/TRAINING COMPLETED

COURSE/EDUCATION (certificate/Diploma/Degree)	ORGANISATION (TAFE/University/Company)	COURSE DURATION (Number of hours, weeks etc)

Please attach a copy or results or certificates for courses listed

SUBJECTS STUDIED

SUBJECT DETAILS (Title/Description of areas covered)	SUBJECT DURATION (Number of hours, weeks etc.)

OTHER RELEVANT EXPERIENCE

Please list – may include paid position or hobby, volunteer work, interests etc.

- **CREDIT TRANSFER**

BIBA Academy will also recognize AQF qualifications and Statements of Attainments awarded by other Registered Training Organisations which will result in “Credit Transfer” (CT). Credit will be awarded to matched qualifications, units or modules.

The procedure an applicant must follow for Credit Transfer consideration is as follows:

- When handing in course Enrolment Forms you must attach a copy of your Statement of Attainment.
- Your application will be assessed within 5 working days.
- All credited modules/units will be marked in your learning guide upon commencement.
- All credit modules/units will be recorded on the students training plan outline.

I hearby declare that all details in this application are true and accurate.

Date:
Applicant Name:
Signature:

Please ensure you have attached all certified copies of transcripts/course certificate undertaken/details of work duties etc. to support your application.

Before commencement of the course you will be asked to come in for an assessment day/s where you will asked (according to level of RPL application) to conduct a number of hairdressing tasks i.e. haircuts, colours hair styles etc.

The assessor will be in contact with the applicant within 7 working days and will forward you written advice of the assessment.

ACKNOWLEDGMENT

I hereby confirm that I would like to enrol into BIBA Academy as An Overseas student and have received, read and understood the following documents as outlined in the BIBA Academy Hand Book:

1. COURSE FEE OUTLINES
2. ARRIVAL TO AUSTRALIA
3. YOUR ORIENTATION DAY
4. YOUR FIRST DAY
5. BIBA DRESS CODE
6. FACILITIES EQUIPMENT & LEARNING RESOURCES
7. CODE OF PRACTICE
8. CERTIFICATE IN HAIRDRESSING
9. ASSESSMENTS
10. UNITS OF COMPETANCY
11. INTRODUCTION TO CERTIFICATE III IN HAIRDRESSING/BARBERING SHB30416 & SHB30516
12. MONITORING COURSE PROGRESS
13. STUDENT COMPLAINT/APEALS HANDLING POLICIES AND PROCEDURES
14. BIBA ACADEMY AND STUDENT RESPONSIBILITIES
15. PROCEDURE FOR RPL/CREDIT TRANSFER APPLICATION
16. STUDENT REFUND POLICY
17. TRANSFER OF RTO
18. SALON DUTIES
19. STUDENT SUPPORT SERVICES
20. THE ESOS ACT / NATIONAL CODE OF PRACTICE 2007
21. LIVING IN MELBOURNE
22. UNIQUE STUDENT UIDENTIFIER
23. WHERE IS BIBA ACADEMY? – MAP

In signing herewith, I agree to abide by the rules and regulations set by BIBA Academy throughout my training.

Date:	Date:
Applicant Name:	BIBA Academy Representative:
Signature:	Signature: