

Application Form

To enroll, mail or fax to:
The Melbourne College of Hair and Beauty
244 Flinders Street, Melbourne, Victoria 3000
ph. (03) 9650 1056 fax. (03) 9654 8573



(Please the boxes)

PERSONAL DETAILS

Mr Mrs Miss Ms Sex: Male Female

First name

Surname

Street Address

Suburb

Post code

Date of Birth:

Age:

Email

Home

Mobile

EMERGENCY CONTACT

Contact number/s

Home

Mobile

Contact Name

PAYMENT OPTIONS

Cheque Credit Money Order Cash
 MasterCard VISA Bankcard

Please make cheques payable to
Melb College of Hair & Beauty

\$

Card no.

Cardholder's name

Expiry date

Signature

Office only:

Date received: _____

Receipt No: _____

Amount received: _____

Signed: _____

Privacy Statement *

Protecting confidential and personal information is fundamental to The Melbourne College of Hair and Beauty's relationship with its students. All information received in connection with a student is subject to the *Privacy Act 1988 (Cth)* and the *Privacy Amendment Act 2004 (Cth)* and strict duties of confidentiality. The Melbourne College of Hair and Beauty will not disclose such information except as authorised by the student or as required by law.

HAIRDRESSING COURSES (ACCREDITED)

- WRH20109 Certificate II in Hairdressing
- WRH30109 Certificate III in Hairdressing
- WRH40109 Certificate IV in Hairdressing
- WRH50109 Diploma of Hairdressing Salon Management

SHORT COURSES (NON-ACCREDITED)

- Color & Cut Long Hair Design
- Hair Extensions Commercial Color
- Razor Cutting Men's Hair Cutting

BEAUTY COURSES (ACCREDITED)

- WRB20304 Certificate II in Retail Cosmetic Services
- WRB20204 Certificate II in Make-up Services
- WRB20104 Certificate II in Nail Technology
- WRB30204 Certificate III in Nail Technology
- WRB30104 Certificate III in Beauty Services
- WRB30104 Certificate III in Beauty Services
(Including WRBFS406B Provide facial treatments)
- WRB40105 Certificate IV in Beauty Therapy
- WRB50105 Diploma of Beauty Therapy

COMMENCEMENT DATE: _____

- Certificate IV in Training and Assessment (TAE40110)

SHORT COURSES (NON-ACCREDITED)

- Make-up
- Facial & Body Waxing
- Acrylic Nails
- Basic Manicure Course
- Lash & Brow Treatments
- Body Massage
- Spray Tanning
- Eyelash Perming or Grafting

CREDITS

I would like to apply for a Credit Transfer (CT)

- No Yes Evidence of equivalent competencies from a nationally recognized Statement of Attainment or Qualification will be provided

I would like to apply for Recognition of Prior Learning (RPL)

- No Yes A separate process will be conducted to apply for RPL

Victorian Student Number

Do you have a Victorian Student Number (VSN)?

- If Yes, please specify _____
- I am new to the Victorian Education System. I have never attended a school, TAFE or other VET training provider in Victoria
- I may have a Victorian Student Number but I do not know what it is

STUDY REASON – Please tick only **one** of the following that best describes your main reason for undertaking the selected course:

- 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 into another course of study
- For personal interest or self development
- Other reasons

LANGUAGE AND CULTURAL DIVERSITY

Country of Birth: _____

Are you of Aboriginal and/or Torres Straight Islander origin?

- No Yes - Aboriginal Yes - Torres Straight Islander

Do you speak any language other than English at home?

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

- No, English only Yes, other: _____

How well do you speak English?

- Very well Well Not well Not at all

EDUCATION

What is your highest **completed** school level?

Did not go to high school

In what **YEAR** did you complete that level?

| |
|--|
| |
| |
| |

Are you still attending secondary school? Yes No

Have you successfully completed any of the following?

- Bachelor Degree or Higher Degree
- Advanced Diploma or Higher Degree
- Diploma or Associate Diploma
- Certificate III (or Trade Certificate)
- Certificate IV (or Advanced Certificate / Technician)
- Certificate II
- Certificate I
- Certificates other than the above
- Other - please specify _____

EMPLOYMENT

Please tick only one box below; which best describes your current employment status?

- 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
- Unemployed - not seeking employment

DISABILITIES

Do you consider yourself to have a permanent and significant disability? Yes No

If so, please specify.

- Visual / sight / seeing
- Hearing / Deaf
- Physical
- Intellectual
- Medical condition
- Mental illness
- Other: _____

Would you like special assistance from the college because of the disability? Yes No

Citizenship

Please tick the box which applies to you (proof required):

- Australian Citizen
- Permanent resident of Australia

Eligibility

Are you a Commonwealth Health Care Card or Concession Card Holder (or dependent on a card holder)?

- Commonwealth Health Care Card; or dependent of a card holder
- Pensioner Concession Card; or dependent of a card holder
- Veteran's Gold Card

ADMINISTRATION TO FILL OUT

- Government Funded (Eligible Individual)
- Concession (Health, Pensioner or Veteran's Card)
- Fee For Service
- Eligibility Exemption

SELF DECLARATION

I understand that:

For Students eligible under the Victorian Training Guarantee, Melbourne College of Hairdressing and Beauty Therapy is required to provide the Victorian Government, through Skills Victoria, with student and training activity data which may include information I provide in this enrolment form. Information is required to be provided in accordance with the Victorian VET Student Statistical Collection Guidelines (which are available at www.skills.vic.gov.au/corporate/statistics/submit_data). Skills Victoria may use the information provided to it for planning, administration, policy development program evaluation, resource allocation, reporting and/or research activities. For these and other lawful purposes, Skills Victoria may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organisations.

The Education and Training Reform Act 2006 requires Melbourne College of Hairdressing and Beauty Therapy to collect and disclose my personal information for a number of purposes including the allocation to me of a Victorian Student Number and updating my personal information on the Victorian Student Register.

For students eligible for VET Fee Help, the following privacy statement also applies:

Melbourne College of Hairdressing and Beauty Therapy is collecting the information in this form for the purpose of assessing my entitlement to the Commonwealth assistance under the Higher Education Support Act 2003 and allocation of a Commonwealth Higher Education Student Support Number (CHESSN) to me. Melbourne College of Hairdressing and Beauty Therapy will disclose this information to the Department of Education, Employment and Workplace Relations (DEEWR) for those purposes. DEEWR will store the information securely in the Higher Education Information Management System. DEEWR may disclose the information to the Australian Taxation Office. Melbourne College of Hairdressing and Beauty Therapy and DEEWR will not otherwise disclose the information without my consent unless required or authorised by law.

For all students, for more information in relation to how student information may be used or disclosed please contact Melbourne College of Hairdressing and Beauty Therapy's Privacy Officer on phone (03) 9650 1056 or email: info@mcohb.com.au.

I acknowledge and agree to the terms described in this privacy statement:

Student signature: _____

Policies *

* Please contact The Melbourne College of Hair and Beauty prior to enrollment for a copy of the Student Handbook for further information regarding access and equity, credit transfer and national recognition, induction/orientation procedures, assessment, language, literacy and numeracy support, flexible learning and assessment services, discipline, appeals, complaints and grievance procedures, relevant legislation and other services, cancellation and refund policy. The Student Handbook is available upon request.

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VICTORIAN TRAINING GUARANTEE IMPORTANT INFORMATION ABOUT FEES

You have received information about the Fee structure of the course you may choose to undertake and the Options you have to pay the Fees. These Fees have been itemised so that you will be aware of what you are paying for and you will be given the opportunity to pay some of these Fees in stages to help you with planning for the payments. We have applied a student services and amenities fees which refers to our providing you with additional services to Tuition such as access to common rooms, amenities and student services. All Uniform and Handbook Fees are inclusive of GST. You have the right to buy these items elsewhere, should you wish to do so. The Contract we will supply you has important information regarding our Refund Policy and you need to fully aware of any Refunds we are obliged to give you if you withdraw from the course. The Tuition or School Fees are determined by Ministerial Guidelines for Eligible Individuals under the Victorian Training Guarantee.

SELF DECLARATION

I declare that the information on this application form is to the best of my knowledge, true, accurate and absolute at the time of this application.

I further acknowledge that any false information and not disclosing relevant information in this application will result in either not being offered a place on the course or the subsequent cancellation of your enrolment at MCOHB.

I understand that it is my responsibility to provide all relevant and required documentation and answer all questions truthfully.

I further understand that any enrolment fees (Fee for Service Applicants only) are NON REFUNDABLE and NON TRANSFERRABLE.

Applicant's name:

Applicant's signature:

Date: ____/____/____