

MELBOURNE INSTITUTE OF NAILS & BEAUTY

www.mionab.com.au

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APPLICATION FOR ENROLMENT

Office use only Student ID Number

PERSONAL DETAILS:

Name		Surname:	
Address:			
Suburb:			Post code
E - Mail			
PHONE	Work	Mobile	
Date of Birth:	Country of birth:	Occupation	

The following information is required by the Government under our reporting system and skills for the future

Are you an :

- Australian Citizen
- Permanent Resident
- Temporary Resident (spouse visa)
- Tourist
- Student Visa

The following information is required by the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) under our reporting system

1. Do you have any health issue or disabilities that we should be aware of

Yes No

If you answered yes please specify:

<input type="checkbox"/> Herring/deaf	<input type="checkbox"/> Diabetic	<input type="checkbox"/> Cardiovascular disease
<input type="checkbox"/> Vision	<input type="checkbox"/> Mental illness	<input type="checkbox"/> Learning
<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Allergies	

2. Labour Force Status:

<input type="checkbox"/> Full Time Employee	<input type="checkbox"/> Part Time Employee	<input type="checkbox"/> Self Employed (Sole Trader)
<input type="checkbox"/> Employer (When you got employees)	<input type="checkbox"/> Employed - unpaid worker in a family business	<input type="checkbox"/> Unemployed - seeking full-time work
<input type="checkbox"/> Unemployed - seeking part-time work	<input type="checkbox"/> Unemployed - not seeking part-time work	

3 Schooling

Are you still at school in secondary school					<input type="checkbox"/> Yes	<input type="checkbox"/> No
HIGHEST COMPLETED secondary school level in Australia:		Year 8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	11 <input type="checkbox"/>	12 <input type="checkbox"/>
Which year did you complete or left school?						
Did you complete any of the following qualification?					<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Certificate III		<input type="checkbox"/> Certificate IV		<input type="checkbox"/> Diploma		
<input type="checkbox"/> Advanced Diploma or Associate Degree Level			<input type="checkbox"/> Bachelor Degree or Higher Degree Level			

4 Aboriginal and Torres Strait Islander statuses:

Are you:		
<input type="checkbox"/> Aboriginal	<input type="checkbox"/> Torres Strait Islander	<input type="checkbox"/> Aboriginal and Torres Strait Islander

5. Language

Language spoken at home				
How well do you speak English?	<input type="checkbox"/> Very well	<input type="checkbox"/> Well	<input type="checkbox"/> Not Well	<input type="checkbox"/> Not at all
How well do you read English?	<input type="checkbox"/> Very well	<input type="checkbox"/> Well	<input type="checkbox"/> Not Well	<input type="checkbox"/> Not at all

6 Study Reason:

Why do you want to study?		
<input type="checkbox"/> To get a job	<input type="checkbox"/> To develop my existing business	<input type="checkbox"/> To start my own business
<input type="checkbox"/> To try for a different career	<input type="checkbox"/> To get a better job or promotion	<input type="checkbox"/> It was a requirement of my job
<input type="checkbox"/> I wanted extra skills for my job	<input type="checkbox"/> To get into another course of study	<input type="checkbox"/> For personal interest
<input type="checkbox"/> For self-development	<input type="checkbox"/> Other reasons	

7 Course enrolment details

I am enrolling:	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time
	<input type="checkbox"/> Certificate in Manicure & Pedicure	
<input type="checkbox"/> WRB20104 Certificate II in Nail Technology	<input type="checkbox"/> Certificate in Make Up Application	
<input type="checkbox"/> WRB30104 Certificate III in Beauty Services	<input type="checkbox"/> Certificate in Waxing & Tinting	
<input type="checkbox"/> WRB40104 Certificate IV in Beauty Therapy (Nail Stream)	<input type="checkbox"/> Certificate in Ear & Nose Piecing	
<input type="checkbox"/> WRB40104 Certificate IV in Beauty Therapy (Make up Stream)	<input type="checkbox"/> Certificate in Professional Eyelash Extension	
<input type="checkbox"/> WRB20204 Certificate II in Make up	<input type="checkbox"/> Brazilian Waxing Work Shop	
<input type="checkbox"/> WRB30204 Certificate III in Nail Technology	<input type="checkbox"/> Certificate in Facial Treatments	
<input type="checkbox"/> WRH20106 Certificate II in Hairdressing		
<input type="checkbox"/> WRH30106 Certificate III in Hairdressing		
<input type="checkbox"/> WRH40106 Certificate IV in Hairdressing		
<input type="checkbox"/> WRH50106 Diploma in Hairdressing		
Are you seeking recognition of prior learning for any units		
		<input type="checkbox"/> yes <input type="checkbox"/> No

Emergency Contact Details

Name	Relationship	Daytime Phone	After Hours Phone
1)			
2)			

OFFICE USE ONLY

Commencement date: _____

Fees

Course Cost		-			
Administration Fee (not refundable)	\$200.00 ¹	-	Payable at enrolment	Paid	<input type="checkbox"/> yes <input type="checkbox"/> No
Kit Levy	\$		Payable at enrolment	Paid	<input type="checkbox"/> yes <input type="checkbox"/> No
BALANCE DUE			Payable the first week		

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- I have been given the Student handbook with the information about the course yes No
- I have been informed about refund policy yes No
- I have been informed about the grievance policy yes No
- I have been informed about the dress code yes No
- I have been informed that to complete this course I have to attend work experience at the term and condition outlined in the student handbook yes No
- I have been informed that in this course I will required to service clients from time as part of my training and that I cannot refuse to service clients yes No

¹ Administration Fee are not charge to participant to skill voucher programme

FEE AND REFUND POLICY

1. The Institute is member of the Australian Council for Private Education and Training and undertakes the *Australian Student Tuition Assurance Scheme (ASTAS)* which is managed by the Australian Council for Private Education and Training.
2. Student fees shall be collected only by personnel approved by the Rto Chief Executive.
3. A numbered Invoice shall be issued to students for any fees paid.
4. The fee charge for a course must be approved by the finance manager.

Fee Structure

5. The fee charge for a course must be approved by the finance manager.
 - (a) The fees comprise:
 - I. Enrolment fee
 - II. Kit levy, and
 - III. Tuition fee which are refundable in the circumstances outlined below in this policy.
6. The enrolment fee, kit levy, if any, and the tuition fee must be specified in all the marketing material and must be reported in the invoice given to the student at enrolment.

Deposit²

7. At enrolment the student must pay no less than what specified for enrolment fee and kit levy, unless agreed differently at the time of enrolment.

Payments³

8. Payments for all fees must be in Australian Dollars by personal cheque, bank cheque, credit card or debit card made payable to the training provider.
9. Payments must be made before or on the due date according to a payment plan, if any, or if paid in full, within the first week after commencement of the course.

Default of payment of tuition fees⁴

10. Should the student fail to pay the tuition fees on or before the due date then the student shall pay interest at the rate of 11.5% per annum on the residual part of the debt until it is pay.
11. In the event of any payment being in default for a period of 14 (fourteen days) the training provider shall be at liberty to take all necessary steps to enter Judgment against the students for the total sum then outstanding by applying for Judgment. The Institute shall also be entitled to recover any damages, legal costs or otherwise incurred as a result of the Student's non payment including legal costs incurred in obtaining the Judgment or otherwise enforcing this Agreement

Refunds⁵

12. Enrolment fee are not refundable in any circumstance.
13. Kit levy and tuition fees are refundable according to the following table:

Withdrawal	Prior commencement			After commencement within				
	30 days	14 days	1 day	1 week	2 weeks	3 weeks	4 Weeks	5 weeks
Enrolment Fee	0%	0%	0%	0%	0%	0%	0%	0%
Kit Levy	100%	50%	20%	0%	0%	0%	0%	0%
Tuition Fee	100%	100%	90%	70%	50%	35%	15%	10%

² Not Applicable to participant to skills voucher programme

³ Not Applicable to participant to skills voucher programme

⁴ Not Applicable to participant to skills voucher programme

⁵ Not Applicable to participant to skills voucher programme

14. Refund is granted only when the student sign a withdrawal application. In any other circumstance the student will be in default according to clause (4). Refund is calculated on the date of application for withdrawal.
15. This refund policy apply only to courses longer than 6 weeks. For courses less than 6 weeks the student is liable to pay the fees if they had commence the course.

Fee for recognition of prior learning

16. Application fee for Recognition of Prior Learning fee are charged at the time of application as specified from time to time.
17. Application fee for RPL are not refundable once the assessment has been conducted, even in the event of a negative outcome. Institute

Impossibility to recover fee

18. Unless the student is in a condition of proven and documented hardship, the impossibility to recover fee will result in the cancellation of the enrolment. The student will be issued with a statement of attainment in the units of competency completed.
19. The student will be readmitted to the course only if tuition will be paid in full.

Personal Hardship

20. The RTO Chief executive can grant extension for the payment of fees upon consideration of all the circumstances, when the student had proven and documented his or her status of personal hardship. Hardship may include:
 - (a) Personal illness;
 - (b) Close family member illness;
 - (c) Financial difficulty due to an unforeseeable event.

All the circumstances of hardship must be proven beyond reasonable doubt. The RTO Chief executive is the only person who can grant a deferment for the payment of the tuition.

Student Signature

Staff Member Signature

Date _____