

Comsencos

School of Beauty

70 Brighton Rd
St Kilda East
3183
03 9531 3330

Enrolment Form

Student Id Number

Name: _____

Address: _____

Postcode: _____

Phone: _____

Mobile: _____

Email: _____

Date of Birth: _____

Age: _____

Course Name: _____

Full Time

Part Time

Short Course

Diploma

Certificate IV

(please tick)

Commencement Date: _____

Uniform Size: 8 10 12 14 16 18 20 22 (please circle)

Disabilities/Allergies: _____

Emergency Contact

Name: _____

Relationship: _____

Phone: _____

Mobile: _____

Educational Background:

Highest Level of Education Completed:

Year 10

Year 12

College

University

Institution	Course Name	Year Completed

Work Experience:

Salon/Store	Date of Employment	Date of Termination	Duties

Recognition of Prior Learning (RPL)

If you have any relevant qualification/s, you are required to present a certified* copy of all relevant certificates/Diplomas stating what subject has been studied and passed successfully.

When applying for Recognition of Prior Learning a **NON-REFUNDABLE** administration fee of \$200.00 applies.

To enrol in any courses at Comsencos the following **must** be attached to your enrolment form.

Certified copy* of identification which must include a photograph and your date of birth must be supplied. Acceptable forms of identification are a current driver's license, current proof of age card, or a current passport.

***Certified copy** of your year 10 or 12 certificate

2 *Certified passport sized photos

***Certified copies** of the certificates/qualifications need to be sighted by a Justice of the Peace (JP) prior to submitting your application. The principal will then assess whether these qualifications can be credited towards your course and a letter will be sent to you confirming this information. Please Note: Recognition of Prior Learning can only be applied for **PRIOR** to enrolment.

**Certified copies of certificates/qualifications signed off as true copies by a Justice of the Peace (JP), Local Council officers, Some Real Estate Agent, Police Officer or Chemist.*

Prior to Enrolment

Comsencos School of Beauty is required to provide all students prior to enrolment information on the following:

- Student selection, enrolment and induction/orientation procedures
- Course information, including content and vocational outcomes including fees and charges, including refund policy
- Provision for language, literacy and numeracy assistance
- Welfare and guidance services, student support, including any external support the Institute arranges for clients
- Flexible learning and assessment procedures
- Appeals and complaints procedures and disciplinary procedures
- Staff responsibilities for access and equity
- Recognition of prior learning (RPL) arrangements and credit transfer.

The above information is in the Students Handbook.

Do not sign below if you feel you have not received information on all of the above points.

Student Declaration: I _____ understand and agree to the following:

1. I will follow all the study instructions abide by all College Rules and Regulations as outlined in the Student Handbook.
2. Money I pay to Comsencos School of Beauty for enrolment fees to secure my class placement **is non-refundable unless the course is cancelled.**
3. I release and hold harmless the, Comsencos School of Beauty its principal, staff and agents in respect of any property loss or personal injury that I may sustain whilst participating in my course or attending the College however caused.
4. I have read and understood all of the information contained in this enrolment form.
5. I have received, read and understood all of the College Rules and Requirements as outlined in the Student Handbook.

Student's signature: _____ Date: _____

Witness Signature: _____ Date: _____

Parent/Guardian Declaration (if student is Under 18 at the start of the course):

I hereby declare that my daughter/son is less than 18 years of age and I consent to their enrolment in the above nominated course. I undertake to be responsible for the payment of all fees as applicable. I have examined the above enrolment form and I understand and agree to the content and to my daughter/son signing the Student Declaration section. I consent to my daughter/son attending any and all excursions organised by the college for the duration of the course. In the unlikely event of an accident, I authorise the principal / trainers in charge of such excursions where it is impractical to communicate with (me) the parent/guardian to arrange for my daughter/son to receive such medical treatment as the principal or trainers may deem necessary at the time. I further authorise the use of any ambulance service if the principal/trainers deem this necessary to transport my daughter/son to the appropriate medical services. I accept responsibility for the payment of all expenses associated with any medical treatment. I understand and appreciate that the principals and trainers will make every effort to take care of and ensure no harm comes to my daughter/son and hold harmless the Comsencos School of Beauty for any personal injury and/or loss or theft of property.

I do give permission for my daughter/son to participate in such excursions

I do give permission for my daughter/son to be transported in private/public vehicle should this be deemed necessary.

(If permission is given please tick the box)

Parents/Guardians signature: _____

Date: _____

Please Note: Enrolments will not be processed until the Student Declaration and/or Parent/Guardian Declaration sections have been signed. Identification must be submitted as well as the relevant qualifications.

Payment Options: (please tick)

Cash Cheque MasterCard Visa Money Order

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3 Digit Validation Code (last 3 numbers located on the back of the card)

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Card Holders Name: _____

Card Holders Signature: _____

Amount: \$ _____

Expiry Date: _____

Deposit (\$1200.00 includes \$200.00 Enrolment Fee*)

1st Instalment

Paid in Full Diploma (\$11500.00)

Paid in Full Cert IV (\$10000.00)

Student Kit (\$435.00)

Uniform (\$100.00)