



Brisbane School of Hairdressing

Upper Ground Level, Queen Adelaide Building
90-112 Queen Street, Brisbane QLD 4000
P: +61 7 3229 2999 F: +61 7 3221 0292

Gold Coast School of Hairdressing

Shop G105, Australia Fair Shopping Centre
On Southport Mall, Southport QLD 4215
P: +61 7 5591 1644 F: +61 7 5503 1764

.....BEFORE YOU BEGIN!.....

Check www.brishair.com.au to make sure you have the latest Information and Enrolment Kit
PLEASE COMPLETE THIS FORM CLEARLY AND COMPLETELY THEN DELIVER, EMAIL TO mail@brishair.com.au,
OR POST TO BRISBANE SCHOOL OF HAIRDRESSING, UG LEVEL 90-112 QUEEN STREET,
BRISBANE QLD 4000, AUSTRALIA

APPLICATION FOR ENROLMENT - 2010

Given Names _____ Family Name _____

Current Address _____

Suburb/City _____ State _____ Postcode _____

Country _____ Phone (Best Contact) _____
Country code Area code Phone number

Your e-Mail address _____

Date of Birth: Day _____ Month _____ Year _____ Your Age: _____ Gender: Female , Male

What is the highest level of education (school and/or other) you have completed? _____

Name of institution where you studied _____ Graduation Year _____

How did you first learn about Brisbane School of Hairdressing? _____

SELECT YOUR COURSE AND PAYMENT PLAN (SEE SEPARATE PAGE FOR PAYMENT PLAN DETAILS)

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Certificate II in Hairdressing	Certificate III in Hairdressing Pivot Point Package	Certificate IV in Hairdressing	Diploma of Hairdressing Salon Management ONLY	Diploma of Hairdressing Salon Management AND Certificate III in Hairdressing Pivot Point Package	Refresher Course Advanced Course
Plan A <input type="radio"/>	Plan A <input type="radio"/> Plan B <input type="radio"/> Plan C <input type="radio"/>	Plan A <input type="radio"/> Plan B <input type="radio"/> Plan C <input type="radio"/>	Plan A <input type="radio"/> Plan B <input type="radio"/> Plan C <input type="radio"/>	Plan A <input type="radio"/> Plan B <input type="radio"/> Plan C <input type="radio"/>	Plan A <input type="radio"/>
Domestic Price = AUD\$2,900 International Price = AUD\$4,500 NO discount offered CRICOS registered	Domestic Price = AUD\$15,900 International Price = AUD\$19,900 10% discount offered for Plan A only. CRICOS registered for 83wks & is NOT a 2year course	Domestic Price = AUD\$6,500 International Price = AUD\$8,000 10% discount offered for Plan A only. CRICOS registration pending	Domestic Price = AUD\$9,000 International Price = AUD\$9,000 10% discount offered for Plan A only. CRICOS registered for 35wks	Domestic Price = on request International Price = AUD\$27,500 10% discount offered for Plan A only. 2 academic year course can be completed in 1.5 years FASTTrack. CRICOS registered for 117wks.	See separate Refresher / Advanced Course enrolment form for prices. Refresher / Advanced courses are NOT CRICOS registered. Also available to international hairdressers who wish to study for less than 12 weeks.

Prices are valid for all enrolment applications processed by our office before 24th December 2010

COMMENCEMENT DATE & LOCATION

25 January 10 <input type="radio"/> Bris & G/Coast	22 March 10 <input type="radio"/> Bris & G/Coast	24 May 10 <input type="radio"/> Bris & G/Coast	19 July 10 <input type="radio"/> Brisbane only	20 September 10 <input type="radio"/> Bris & G/Coast	22 November 10 <input type="radio"/> Brisbane only
25 January 11 <input type="radio"/> Bris & G/Coast	29 March 11 <input type="radio"/> Bris & G/Coast	31 May 10 <input type="radio"/> Bris & G/Coast	26 July 11 <input type="radio"/> Brisbane only	27 September 11 <input type="radio"/> Bris & G/Coast	22 November 11 <input type="radio"/> Brisbane only

Brisbane School of Hairdressing _____ Upper Ground Level 90-112 Queen Street Brisbane QLD 4000 _____

Gold Coast School of Hairdressing _____ Shop G105 Australia Fair Shopping Centre (on Southport Mall) _____

ALL APPLICANTS COMPLETE THIS PAGE PLEASE

REFUND POLICY

ALL STUDENTS

1. The AUD\$1000 Application Fee is not refundable under any circumstances.
2. Any pre-paid tuition fees are held in trust until the commencement of the course.
3. This agreement and the availability of complaints and appeals processes does not remove the right of the student to take action under Australia's Consumer Protection laws.

Cancellation before course commencement

4. If a student withdraws/cancels from a course prior to the scheduled commencement date, tuition fees prepaid will be refunded (not including \$1000 application fee).

Cancellation/withdrawal after course commencement

5. If a student withdraws from a course after the scheduled commencement date, then the student is obligated to pay the full balance of fees and no refunds are possible. All fees must be paid for the entire course package even if you choose to withdraw, or if you are asked to leave the college for non-compliance of school rules, or if your visa is cancelled.
6. If the school cancels a course, all fees will be refunded (incl. application fee) or transferred to a future course.

Requests for Refunds

7. Applications for refunds must be made on an "Application for Refund Form" & submitted as soon as practicable.
8. If a student is under 18 years of age a guardian must co-sign the Application for Refund form.
9. The school will consider extenuating circumstances and reserves the right to decide if it will pay a refund. Please contact our Director in writing.
10. Refunds are only paid in Australian Dollars and will take up to 21 days to process from the date we receive the completed Application for Refund.
11. If a student's fees remain outstanding no certificates or statements will be issued.

Course Deferment

12. Students physically unable to continue their studies due to exceptional circumstances may complete a "Course Deferment Form" and an interview with the principal. A deferment is valid for up to 3 months from the date it is granted. Fees due during deferment must continue to be paid.

SPECIAL CLAUSES

FOR INTERNATIONAL STUDENTS ONLY

13. If your visa is cancelled because of poor attendance, poor academic progress or for some other reason, all tuition fees become due and payable immediately. No refund will be made. The School is obliged to inform the Department of Immigration of any student who cancels their enrolment or commencement date.
14. The school will not refund any commissions already paid to your Agent (if applicable).
15. Compulsory Overseas Student Health Cover will be refunded if applicable. If your course has commenced or if we have already paid the health cover provider on your behalf, you will need to apply directly to them for a refund of OSHC fees.
16. The ESOS Act states that you may not withdraw until you have completed 6 months of your Principal Course which is the final course in the package of courses used to get your student visa to come to Australia.
17. The provisions of the ESOS Act 2000 and the ESOS Regulations 2007 cover provider default.

EVERYONE! PLEASE SIGN HERE:

I understand and agree to the refund policy as it applies to me _____

ADDITIONAL FEES AND CHARGES

If you agree to a payment plan but fail to make your payment within 7 days of the due date a 5% administration charge will be added to your payment.

If you have not reached your minimum hours and achieved all competencies by the end of the course (including your 20 extra days), then a re-enrolment fee of at least AUD\$60 per day will be charged.

EVERYONE! PLEASE SIGN HERE:

I have read and I accept the additional fees and charges conditions. _____

COURSE COMPLETION REQUIREMENTS AND ISSUING OF CERTIFICATES

To complete your course and receive your certificate you must have achieved all competencies, met attendance requirements, achieved acceptable client service targets, passed all exams and paid all fees.

EVERYONE! PLEASE SIGN HERE:

I have read and I agree to the course completion requirements and the certificate issuing policy. _____

ENGLISH ABILITY

Please note ALL applicants (Australian & International) are required to complete our Literacy & Numeracy test. This can be done at the school or online (for students who are not in South East Queensland when they are enrolling).

What language do you speak most at home?

English , Other (please specify) _____

How well do you speak English? (please tick one box)

Very well , Quite Well , Not Well , Poorly , Not at all

INTERNATIONAL STUDENTS ONLY:

You must have at least the equivalent of IELTS 5.5 before commencing the Diploma of Hairdressing Salon Management part of your course.

Do you have a recent IELTS (or equivalent) score?

No Yes If "Yes" what is your IELTS Score/Band? _____

If you do not have IELTS, what level of English study have you completed? _____

PRIVACY AND RELEASE POLICY

The information provided by you to the Brisbane School of Hairdressing or the Gold Coast School of Hairdressing may be made available to Commonwealth and State agencies and the Fund Manager of the ESO Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code. Further, the School is required under s19 of the ESOS Act 2000, to tell the Department of Immigration and Citizenship about certain changes to the student's enrolment and any breach by the student of a student visa condition relating to attendance or satisfactory academic performance.

The School may take and use photos and/or videos of you and your work whilst you are studying at the school for administration, marketing and promotional purposes.

EVERYONE! PLEASE SIGN HERE:

I have read and I agree to the Privacy and Release Policy. _____

ALL APPLICANTS COMPLETE THIS PAGE PLEASE

SCHOOL RULES

Professional conduct is the only level of conduct we expect from our students. Professionals do not arrive late; they treat clients, instructors and fellow students with courtesy and awareness. They take the time to follow the rules of good grooming and proper hygiene. The following rules reflect the level of conduct you will be expected to maintain throughout your career. The best way to begin that career is to act like the professional hairdresser you want to be.

1. Normal school hours are Mon-Thur: 9.00am - 5.00pm and Fridays 8.30am - 5.00pm public holidays excluded. Theory classes run from 9.00am - 4.30pm. Students should arrive by 8.50am each day to be able to begin tuition at 9.00am and 8.20am for 8.30am commencement on Fridays.
2. Lunch break is of 30 minutes duration and is to be taken at a time designated by the Instructor on the floor or the Salon Receptionist/Floor Manager.
3. Students should not leave the school during school hours without the permission of Salon Receptionist/Floor Manager or their Form Teacher or the School Principal.
4. Students must record only their own attendance records on the school's computer. Logging on or off for someone else is unacceptable.
5. Students must telephone School Reception between 8.00am & 9.00am if they are unable to attend classes or will be late.
6. All programs are continuous and no allowance can be made for absenteeism or lateness.
7. Applications for holidays must be approved by the Principal before you purchase tickets or take leave.
8. Students should be well groomed and neatly attired at all times. Clean black and/or white clothing and comfortable closed-toed shoes should be worn. Soiled and stained clothing is not acceptable. (A T-shirt is provided in your kit and extras may be purchased at a very reasonable price).
9. Students must wear their name badge during school hours.
10. Students are responsible for their own Kit. Students must not borrow equipment, texts or hair goods from others.
11. Each student must clean up his or her workstation including the floor area, after each service. Hair must be swept up immediately after each cut is completed.
12. We expect everyone to be courteous and happy in the salon. Under no circumstances will bad manners, bad temper or criticism be tolerated.
13. English must be used at all times when with clients unless an Instructor or the Salon Receptionist/Floor Manager has granted special permission.
14. Students must follow all work instructions given by the Floor Manager, Instructors or School Management.
15. Students must not refuse clients assigned to them by the Salon Receptionist/Floor Manager.
16. While a student is working with a client, no other student may visit him or her and students may not help each other without the permission of an Instructor.
17. An Instructor must check all work done by students and are happy to help you with consultation, guidance, sales and advice.
18. Students must pay in advance for any school supplies for personal use such as tints, bleaches, rinses etc.
19. Students on dispensary duty are responsible for checking out and documenting receipt of all supplies and equipment.
20. Students on the duty list will perform the duties listed at the prescribed times.
21. Students under 18 must provide a consent form signed by their parent or guardian for all off campus activities, holidays and absenteeism.
22. The lunchroom must be kept clean and tidy at all times.
23. Mobile phones and music players must be turned off during school hours.
24. No personal calls are to be made on the business telephone except in an emergency.
25. Eating, drinking, smoking, using illicit drugs, consuming alcohol and chewing gum are not permitted in the school.
26. Copying, cheating, plagiarism or passing off other student's work as your own is unacceptable. Theft of any school property or from other students will not be tolerated.
27. Sexual harassment violence and discrimination on the basis of age, race, gender or sexual preference are unacceptable.
28. Visitors are permitted only in the reception area.
29. All units must be completed and students must have reached competency in each unit within 20 days of the completion date of the course. If further training is required after that date extra fees will apply.
30. Workplace Health & Safety rules apply throughout all areas of the school.

If you feel that you are unable to comply with any of these school rules please make an appointment to discuss your concerns with our Managing Director before you finalise your enrolment. Appropriate action will be taken in the event of any misconduct.

EVERYONE! PLEASE SIGN HERE: I have read, I understand and I agree to the School Rules _____

STUDY PATTERNS

NOTE: PART TIME attendance may be available via consultation with the Director. Please feel free to enquire.

CERTIFICATE III IN HAIRDRESSING FASTtrack STUDY PATTERN		
Start Time	Day	Finish Time
9:00 am	Monday	5:00 pm
9:00 am	Tuesday	5:00 pm
9:00 am	Wednesday	5:00 pm
9:00 am	Thursday	5:00 pm
8:30 am	Friday	5:00 pm
This is the study pattern for the 1 st year. School is closed on public holidays. Approx 2 weeks holidays over Christmas and New Year. FASTtrack duration = 1 year		

DIPLOMA OF HAIRDRESSING SALON MANAGEMENT FIXED STUDY PATTERN			
Start Time	Day	Finish Time	Students who must attend
9:00 am	Monday	4:00 pm	Brisbane Students only
9:00 am	Tuesday	4:00 pm	
9:00 am	Wednesday	4:00 pm	Gold Coast Students only
9:00 am	Thursday	4:00 pm	
There are no DIPLOMA classes on Fridays			
Diploma course usually starts after Cert III is complete. School is closed on public holidays. Approx 4 weeks holidays over Christmas. There are scheduled breaks between units. Course Duration = 35 weeks			

ONLY INTERNATIONAL APPLICANTS NEED TO COMPLETE THIS PAGE

Country of Birth _____ Nationality _____

Passport Number _____ Visa Number (if you have one) _____

Where will you apply for your Student Visa? Country _____ City _____

ARE YOU STUDYING IN AUSTRALIA NOW?

Are you currently studying in Australia? No - (Go to Overseas Student Health Cover) _____ Yes - (Answer these questions)

Name of your current education provider _____

Name of course undertaking and Level _____

How long have you been studying there? _____ Months. Expected course completion date ____/____/____

LETTER OF OFFER OF PLACE – DO YOU NEED ONE?

If you have been studying at another Australian institution for less than 6 months: You will need a Letter of Offer of Place so you can get a Letter of Release from your current education provider before we can enrol you.

Applicants from Assessment Level 3 or 4 Countries who are not yet in Australia: You will need a Letter of Offer of Place so you can apply for a Pre-Visa Assessment at your Local Australian Embassy or Mission. To find out your Assessment Level download document 1219i.pdf from www.immi.gov.au.

Other applicants applying through an Education agent: Your Agent will require a Letter of Offer of Place.

DO YOU NEED A LETTER OF OFFER OF PLACE?

_____ Yes , _____ No

OVERSEAS STUDENT HEALTH COVER (OSHC)

You must have Overseas Student Health Cover to successfully apply for a Student Visa.

Do you want us to arrange your Overseas Student Health Cover? _____ Yes , _____ No

If 'Yes' please tick the box that suits your needs and remember to include this amount in addition to your deposit.

PRICES FOR COURSES STARTING IN 2010. Note - Prices will probably increase for OSHC for students starting in 2011.

1 year SINGLE ... AUD\$389 , 2 years SINGLE ... AUD\$731 , 1 year FAMILY ... AUD\$778 , 2 years FAMILY ... AUD\$1462

For more information about your Overseas Student Health Cover please visit www.medibank.com.au. If you are applying for family cover please attach a list of names and birth dates of all people to be covered and the date you want your cover to commence. Please include a list of the names & birth dates of OTHER people to be covered under Family Cover here.

Name _____ Date of Birth ____/____/____ Male Female

Name _____ Date of Birth ____/____/____ Male Female

Name _____ Date of Birth ____/____/____ Male Female

STUDENT VISA CONDITIONS

Will you be studying on a Student Visa? Yes , No . If 'No' please detail what visa you will be on _____

If you are studying on a Student Visa it is a requirement you attend regularly and make reasonable academic progress. If your attendance falls below 80% and/or you fail to make reasonable academic progress you will be reported to Department of Immigration and Citizenship for breach of your visa conditions and this will result in your visa being cancelled.

It is a requirement of your Student Visa that you keep the school advised of your current residential address at all times whilst studying with us.

It is a condition of your Student Visa that, if you have permission to work, you must not work more than 20 hours per week. Any work you do must not interfere with your ability to study effectively or attend according to your timetable.

SIGN HERE IF YOU WILL STUDY ON A STUDENT VISA: I have read & understand my Student Visa Conditions. _____

EDUCATION AGENT

Are you using an education agent to assist you with this enrolment and your student visa application? Yes

No

AGENT CONTACT INFORMATION: NAME, COMPANY, ADDRESS, EMAIL, PHONE AND FAX NUMBER PLEASE

BRISBANE SCHOOL OF HAIRDRESSING • GOLD COAST SCHOOL OF HAIRDRESSING

ALL APPLICANTS COMPLETE THIS PAGE PLEASE

AGREEMENT

I hereby apply for enrolment at Brisbane School of Hairdressing or Gold Coast School of Hairdressing Campus.

- I have read understand and agree to the information provided to me in the Enrolment and Information Kit that was supplied with this Application for Enrolment form.
- I understand that by signing this agreement and paying my application fee I am committing to and formalising my enrolment.
- I will pay the balance of the total fees according to the payment plan selected.
- I have filled in this form truthfully, accurately completely and I have not omitted any relevant information that may affect the School's ability to assess this application.
- I will abide by the "Student Handbook" which further outlines my rights and responsibilities as a student of this school.

STUDENT'S SIGNATURE _____ Date _____

Guardian's Signature (if Student is under 18 at time of signing) _____ Date _____

Guardian's Name _____ Relationship _____

ENROLMENT CHECKLIST

Please make sure you supply the following items with your enrolment application:-

Australian Citizens or Australian Residents checklist:

The latest enrolment application form completed.
Check www.brishair.com.au to make sure you have the latest
Information and Enrolment Kit _____
Literacy & Numeracy test completed _____
Your Application Fee of at least AUD\$1,000 _____

International Applicants checklist:

The latest enrolment application form completed.
Check www.brishair.com.au to make sure you have the latest
Information and Enrolment Kit _____
A clear copy of your Passport ID page _____
A copy of your current Australian Visa if you have one _____
Any IELTS (or equivalent test results) you have _____
List of names and birth dates for OSHC _____
If you have completed studies at an Australian education
provider please provide a completion Certificate _____
Please be prepared to pay your School fees and Overseas
Student Health Cover when they are due _____
Literacy & Numeracy test completed
(after we process your enrolment application) _____
After we have received your application we will advise you of
your next step and how much you need to pay to complete
your enrolment.

BANK DETAILS FOR PAYMENTS

Bank: Commonwealth Bank of Australia
Cnr Adelaide and Albert Sts
Brisbane Queensland Australia
BSB Number: 064003
Account Number: 0012 5659
Account Name: Glengair Pty Ltd
SWIFT Code: CTBAAU2S

To help us identify YOUR payment please use your name on the
deposit and send a copy of the bank transaction to us by
e-mail to: mail@brishair.com.au or by Fax to: +61 7 3221 0292

Please be aware that banks often charge a fee for bank transfers.

**TO GET YOUR E-COE YOU MUST PAY AT LEAST
AUD\$1,000 APPLICATION FEE + YOUR OVERSEAS STUDENT
HEALTH COVER IF WE ARE ARRANGING COVER FOR YOU.
DO NOT PAY ANYTHING UNTIL YOU ARE SURE
YOU CAN GET YOUR STUDENT VISA**

EMERGENCY CONTACT

Who do we contact in case of an emergency?

Name: _____

Phone: _____

Email: _____

HEALTH AND DISABILITY

Do you have any medical condition, impairment or disability
that we should be aware of? No , _____ Yes

If Yes, do you need any special assistance from this school
because of this? _____ No , _____ Yes

If you answered 'Yes' please give details on page 6.

