



Pricing, Policies & Enrolment Information

International Students

Important Information

We hope you find the following points helpful in making your decision to study at Brisbane School of Beauty (BSB) and Brisbane School of Hairdressing (BSH).

CAMPUS LOCATION

- The Brisbane campus is conveniently located on Queen Street Mall in the heart of Brisbane City in the Queen Adelaide Building, Ground Floor, Upper Ground Floor & Level Three.
- Buses and trains from various locations of the city are a few minutes' walk to the campus.
- Our facilities are clean, bright and modern and utilise the latest equipment and resources.

ACCOMMODATION

There are many useful websites providing information about share house, home-stay, rental housing and units and houses for purchase on the internet. Share accommodation starts from around \$110 per week, inner city apartments rent from around \$250 per week, and home-stay costs around \$180 - \$250 per week.

Please request a copy of our accommodation price list for 2016.

LITERACY AND NUMERACY TEST

All students will be required to complete a Language, Literacy and Numeracy Aptitude test.

SO WE CAN ASSESS YOUR TRANSFER APPLICATION PLEASE PROVIDE THE FOLLOWING:

All documents on our enrolment checklist, a list of all your tools, equipment, text books, hair-goods that you own plus details of your current enrolment. This should include where and when you started, how much you have paid to date and a Statement of Attainment or academic transcript listing all the Units of Competency you have completed. It will be necessary to attend a personal interview at our Brisbane Campus where we will assess and prepare a quote for you to complete your studies with BSB or BSH.

Some restrictions apply to International students – please refer to the Important Information for International students section.

HOLIDAYS

- Holidays may be taken by prior arrangement with the college of up to four (4) weeks per year, however, this may extend the duration of the course
- The school has formal holidays for approximately 10 days at Christmas
- All Queensland and Australian National Holidays are also respected.

STUDY TIMETABLE / MODE OF DELIVERY

- All study is completed on campus at all times.
- Students undertaking all courses in Beauty and Hair will attend the assigned BSB/BSH campus as per their study pattern outline
- Flexible arrangements may be approved on a case by case basis.

EXTRA CURRICULAR ACTIVITIES RELATING TO HAIRDRESSING or BEAUTY

We encourage and help our students to get involved in activities relating to the beauty industry, such as shows, photography shoots and competitions. Details will be provided by your educator during your course.

DEFERRALS OR SUSPENSION OF STUDIES

The School may defer or suspend your enrolment in the case of illness where a medical certificate is issued by a registered medical practitioner that states that you are unable to attend classes as a result of illness. The school may also defer or suspend your enrolment in the case of misbehaviour. The maximum deferment or suspension is 3 months.

ASSESSMENTS

For successful completion of all Units of Competency, students will undertake written and practical assessments. Written Assessments will be in an in-class environment under supervision. Practical assessment will be in class and on the clinic floor. Students are given the opportunity of further training and reassessment should they not meet the assessment criteria.

SUBMISSION OF ASSESSMENTS

Cheating, plagiarism or submitting other people's work as your own is unacceptable behaviour. Students are expected to do their own work at all times. Cheating in exams, copying from other students or submitting other students' work as your own is unacceptable and may lead to suspension or cancellation of your enrolment. The objective of your course is for you to become competent in all the units of competency in the course therefore you must do your own course work.

ACADEMIC PERFORMANCE

Unsatisfactory academic performance is defined by the School in accordance with Australian Government standards. Your academic progress will be recorded on a regular basis and should your progress become a matter of concern to the School, you will be required to attend a counselling session and take steps to rectify the situation or to undertake other commitments required by the School. Should you not make academic progress after this rectification process your enrolment may be cancelled.

ATTENDANCE

BSB and BSH has the expectation that your attendance will be 100%. Please be mindful that you will be required to pay extra fees if you are unable to finish within the required period. We offer an additional 20 days of free training with the Certificate III in Beauty Services and Hairdressing, after this extra time fees will apply. The School monitors attendance in accordance with Australian Government standards and records absenteeism on your file due to any circumstances.

COMPLETING YOUR COURSE

We will provide you with assistance where possible to successfully complete your training program within the specified times. We also provide you with extensive resources, excellent instruction, plenty of practise on our regular and new clients. To graduate you need to:

- Successfully complete all units of competency.
- Complete at least the minimum number of hours in the course.
- Complete the productivity targets (numbers of each type of service).
- Maintain a high level of attendance (above 90%).
- Pay all fees on time.

NOTIFICATION OF ADDRESS / CONTACT DETAILS

You must advise us of your residential address and other contact details from the date of applying for enrolment until you have finished your course and received your certificates. You must notify the School of any changes to your residential address within seven (7) days of changing address.

CAREER OPTIONS

A demand for quality beauty and hair industry specialists currently exists within Australia. You may use Brisbane School of Beauty and Brisbane School of Hairdressing's free job placement service that is available to our graduates.

To find out about positions currently available in the beauty and hair industries visit

www.seek.com.au or

www.careerone.com.au.

STUDENT SUPPORT SERVICE

BSB and BSH has support services and systems to help both our local and International students. These services include but are not limited to, counselling, grievance handling and dispute resolution. Information is also provided regarding Orientation and Academic Progress.

Student Liaison officers are available to provide assistance to our international students.

Contact & Title	Phone	Email	Fax
Bernadette Hodges Student Contact Officer	07 3229 2999	bernadette.h@brishair.com.au	07 3221 0292
Tina Palazzotto Student Contact & Critical Incident Officer	07 3229 2999	tina@brishair.com.au	07 3221 0292
Ann Srisakhon International Student Liaison Officer	07 3229 2999	ann@brishair.com.au	07 3221 0292

REPLACEMENT FEES FOR LOST ITEMS

Item	Cost
Replacement Training Record Book	\$60
Replacement Assessments & Training Workbooks	\$60
Replacement Certificates/Statement of Attainment	\$50 per Certificate
Records Recovery from Archives	\$150
ID Card Replacement	\$5
Locker Key Replacement	\$10

STUDENT VISAS

Detailed information on visas and how to apply can be obtained from the Department of Immigration and Border Protection (DIBP)

website: <http://www.immi.gov.au>

- You cannot be enrolled in a course longer than 14 weeks unless you are on a Student Visa, a Bridging Visa, or a Temporary Resident Visa or some other type of Visa approved for study by the Department of Immigration and Border Protection.
- On certain visas you can study for up to 14 weeks without having a Student Visa. This is useful for people who are already beauticians/hairdressers and who want to upgrade their skills or learn new skills.

EXTENDING YOUR STAY

If you wish to extend your stay to undertake full time study, it will be necessary to apply for a new student visa. If you are in Australia on another temporary visa, you may be eligible to apply for another visa to extend your stay or to migrate here permanently. To determine if you are eligible for another visa, visit the DIBP website (www.immi.gov.au) or a registered Migration Agent.

STUDENTS HOLDING A TEMPORARY OR BRIDGING VISA IN AUSTRALIA

BSB and BSH entry requirements and refund policy also apply to students who hold temporary or bridging visas in Australia. If you hold a temporary or bridging visa, you will be required to pay full international student fees and study on a full time basis.

CHANGE OF VISA STATUS

Should you be granted a bridging visa or temporary visa pending determination of permanent residency after the commencement of your course or after you have paid your tuition fees, you must continue to complete the current course on a full-time basis. There are no refunds. Following your initial student visa, you may wish to extend your stay in Australia for further study or a holiday.

CHANGING YOUR COURSE AFTER COMMENCEMENT

You may not change your course after commencement unless the changes comply with the Department of Immigration and Border Protection regulations. No refunds are granted after course commencement, and if you have chosen a payment plan you must complete your financial obligations for the course/courses in which you were enrolled in at the time of commencement. You may make written application outlining extenuating circumstances that will be considered by our General Manager.

ESOS FRAMEWORK

We are required to provide you with this link that describes the ESOS framework.

<https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>

MIGRATION ADVICE

The Management and Staff of BSB and BSH are not Registered Migration Advisors and therefore cannot give migration advice. For migration advice we suggest you contact either

- Department of Immigration and Border Protection. Visit www.immi.gov.au or
- A Registered Migration Agent. Visit <http://www.themara.com.au/>.

Before you ask for migration advice in Australia you should ask to see the advisor's MARN (Migration Agent Registration Number).

TRANSFERRING FROM ANOTHER COLLEGE

If you have been studying at another college for more than six (6) months in your principal course you may change schools without a letter of release from your current Education Provider. Simply provide the required enrolment documents, successfully complete our Literacy and Numeracy Test Aptitude test, pay your fees and we will issue an e-CoE.

If you have been studying at another college for less than six (6) months and you want to change to BSB or BSH,

restrictions do apply. We will consider your case and may issue a Letter of Offer of Place that you must take to your current Education Provider and ask for a Letter of Release. If your school releases you, you pay the agreed fee to us and we will issue an e-Confirmation of Enrolment (e-CoE) which you should take to Department of Immigration and Border Protection to confirm that your visa will be valid and to make any changes to your visa that may become necessary as a result of the change.

BREACH OF VISA CONDITIONS

If it becomes necessary to report you to the Department of Immigration and Border Protection for a breach of a visa condition, you will be excluded from the course. If you are excluded and you feel exceptional circumstances apply in your case, you may appeal in writing to the school's General Manager to consider your case. If your attendance is below 80% no course extension is possible. You will be reported to Department of Immigration and Border Protection for breaching your student visa attendance condition.

BRINGING CHILDREN WITH YOU

School age children must attend school in Australia. Fees apply. You can choose to send your children to any Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) registered school. You are advised to obtain as much information as possible pertaining to child care/ day care/ schools which may be suitable for your child or children BEFORE YOU ENROL.

You can start your search at <http://education.qld.gov.au/> and you could compare these schools with the non-government schools for international students at <http://www.studyqueensland.qld.edu.au/>

You should arrive at least two weeks before your commencement date. This will give you time to settle down, buy uniforms and make sure your child is happy in their school.

BEAUTY and HAIRDRESSING COURSE DURATION SUMMARY

COURSE NAME - BEAUTY (BSB)	CRICOS Code	CRICOS Duration
Diploma of Salon Management SHB50216	092336C	35 weeks
Diploma of Beauty Therapy SHB50115	089062F	79 weeks
Certificate IV in Beauty Therapy SHB40115	089041M	65 weeks
Certificate III in Beauty Services SHB30115	089085K	52 weeks
Certificate III in Make-Up SHB30215	092338A	34 weeks
Certificate II in Retail Cosmetics SHB20116	091480C	26 weeks
Certificate III in Nail Technology SHB30315	092337B	34 weeks
• Course duration can be shortened with RPL or course cross credits		

COURSE NAME - HAIRDRESSING	CRICOS Code	CRICOS Duration
Certificate II in Salon Assistant SHB20216	092333F	12 weeks
Certificate III in Hairdressing SHB30416	092334E	97 weeks
Certificate III in Barbering SHB30516	092335D	60 weeks
Certificate IV in Hairdressing SHB40216	091502B	32 weeks
Diploma of Salon Management SHB50216	092336C	35 weeks
Diploma of Salon Management + Cert III in Hairdressing SHB30416/SHB50216	as above	132 weeks

ATTENDANCE

Department of Immigration and Border Protection considers a student's attendance unsatisfactory if it falls below 80% and we believe you cannot complete the course material in the time remaining. You will receive warning letters at 85% and 80%. If your attendance falls to 80% you will be required to take steps to rectify the situation. This may include participation in learning and / or counselling support, or to undertake other commitments required by the school. If your attendance does not improve after this intervention, the School must report you to DIBP. This may lead to the cancellation of your Student Visa and you will need to leave Australia.

LOGGING AN EXTERNAL APPEAL OR COMPLAINT

If you wish to lodge an external appeal or complain about certain decisions, you can contact the Overseas Students Ombudsman. The Overseas Students Ombudsman offers a free and independent service for overseas students who have a complaint or want to lodge an external appeal about a decision made by their private education or training provider. See the Overseas Students Ombudsman website www.oso.gov.au or phone 1300 362 072 for more information.

USE OF PERSONAL INFORMATION

The information provided by you to the BSB and BSH 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; and the School is required under s19 of the ESOS Act 2000, to tell the Department of Immigration and Border Protection about certain changes to the student's enrolment and any breach by the student of a student visa condition relating to attendance or unsatisfactory academic performance.

PLEASE NOTE: The Department of Immigration and Border Protection insists that whilst you are studying with us you must keep us informed of your current address, attend at least 80% of the time and make reasonable academic progress. If you do not comply with these conditions we are obliged to make a report to the Department of Immigration and your student visa may be cancelled. You must notify the School of any changes to your residential address within Seven (7) days of changing address. Deferral, suspension or cancellation of enrolment may affect your Student Visa.

Code of Ethics for Local & International Students

We follow these principles in dealing with all our students. They help to guarantee you enjoy and benefit from your course.

PROVISION OF EDUCATION AND TRAINING SERVICES

- We maintain high professional standards of training and student management.
- We provide a learning environment that helps you to succeed in your studies and your career.
- Our Certificate and Diploma courses are registered with State and National government organisations
- Our trainers and our management team are sensitive to various cultural needs and expectations.

MARKETING OF BRISBANE SCHOOL OF BEAUTY AND BRISBANE SCHOOL OF HAIRDRESSING

We aim to market our School simply, accurately, and honestly. The information we provide:

- We will provide the most up to date and accurate information available to us regarding our courses, the school, our education and training system.

OUR FINANCIAL STANDARDS

- We will protect the money you pay us until it is needed to pay for your course.
- The agreement between you and BSB/BSH will be clearly documented in writing. The school grants you certain rights and these are balanced by your responsibilities to the school.
Recruiting Students:
- We will only accept you as a student if we believe you have the ability to complete the course you choose. This means you might have to prove your English language skills, your education level, or previous training to us.
- If you need to study more English before you can progress with us, we can help you to arrange a suitable course.
- We support the "Equal Opportunity" philosophy for our students and our educational and management team.

STUDENT SUPPORT SERVICES

- We are sensitive to cross cultural issues.
- We will try to meet any reasonable special needs you may have.
- We have a fair process for handling any complaints.
- We will take reasonable steps to help you overcome any school-related problem you may have.

DEFERMENT

Students may defer their studies only in compassionate or compelling circumstances such as their own serious illness or a death in the family. You must apply for deferral by completing a deferral application form BEFORE you commence your deferral period.

CANCELLATION OR SUSPENSION OF YOUR ENROLMENT

- The school has a policy regarding cancellation of enrolment for academic misconduct or for general misconduct.
- Penalties for misconduct take into account the nature, extent and or the repetition of the misconduct.
- Time lost when you are under suspension is penalised as absenteeism and may lead to a student being reported to Centrelink or DIBP.
- Cancellation of your enrolment results in a report being made to Centrelink or DIBP if required.

HOW WE SETTLE DISPUTES

The school has a formal procedure for addressing complaints and academic appeals. Our procedure ensures that if you ever have any need to complain the school will handle it promptly and fairly. In the event of a complaint concerning any matter in relation to the training, a student can:

- Talk directly with the person concerned to try and resolve the problem.
- Seek the assistance of his/her educator.
- Consult the Principal.
- Consult the General Manager.
- If the problem is still unresolved, the student will be advised of external organisations, e.g. Consumer Affairs, the Attorney General or the relevant Government Department.
- All records of any complaint will be kept on file.
- BSB abides by Freedom of Information and Privacy principles.
- BSB will maintain the student's enrolment while the dispute process is ongoing.
- Clients will be given a written statement of outcomes of the complaint including reasons for the decision.
- This dispute resolution policy does not prevent a student from exercising their rights to other legal remedies.

REFUND POLICY

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. If a student is under 18 years of age a guardian must co-sign the Application for Refund form.
8. The school will consider extenuating circumstances and reserves the right to decide if it will pay a refund. Please contact our Director in writing.
9. 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.
10. If a student's fees remain outstanding no certificates or statements will be issued.

COURSE DEFERMENT

11. 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

12. If, for reasons beyond the student's control, a Student Visa is not issued a full refund of all money paid will be made upon the school's receipt of confirmation from the visa-issuing authority.
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 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

PRIVACY POLICY AND RELEASE

The information provided by you to the BSB and BSH 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.

SOCIAL MEDIA POLICY

Students are reminded that only positive notes about the college and fellow students are displayed on social media sites when making reference to BSB or BSH. Under no circumstances should offensive or derogatory comments be made about BSB/BSH staff, students or clients on the internet. This may amount to cyber-bullying and could be deemed a disciplinary offence. Circumstances where online use of social media may result in disciplinary action include:

- Use of sites to bully, harass, discriminate or vilify work colleagues and customers;
- Use of the sites as a forum to publicise workplace disputes or grievances;
- Posting of defamatory content on such sites;
- Disclosure of confidential information or intellectual property on the sites; or
- Serious or repeated breaches of this policy.

Students who engage in breach of policies even outside college, may be liable to face disciplinary action. Failure to comply with the policy may result in disciplinary action being taken against students which may include suspension.

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 respect. They take the time to follow the rules of good grooming and proper hygiene and maintain an awareness of their surroundings at all times. 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 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 8.30am and 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. (BSH/BSB T-shirts 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, books 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 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 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 case of 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.

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.

COMPLETION AND 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.

Certificate II in Retail Cosmetics - SHB20116 (26 weeks) - Cricos Code 091480C

Application Fee (non refundable)	\$200
Tuition Fees	\$4,300
TOTAL COST	\$4,500

Certificate III in Nail Technology - SHB30315 (26 weeks) - Cricos Code 092337B

Application Fee (non refundable)	\$200
Tuition Fees	\$7,800
TOTAL COST	\$8,000

Certificate III in Make-Up - SHB30215 (34 weeks) - Cricos Code 092338A

Application Fee (non refundable)	\$200
Tuition Fees	\$7,800
TOTAL COST	\$8,000

Certificate III in Beauty Services - SHB30115 (52 weeks) - Cricos Code 089085K

Application Fee (non refundable)	\$200
Tuition Fees	\$7,800
TOTAL COST	\$8,000

Certificate IV in Beauty Therapy - SHB40115 (65 weeks) - Cricos Code 089041M

Application Fee (non refundable)	\$200
Tuition Fees	\$8,800
TOTAL COST	\$9000

Diploma of Beauty Therapy - SHB50115 (79 weeks) - Cricos Code 089062F

Application Fee (non refundable)	\$200
Tuition Fees	\$19,700
TOTAL COST	\$19,900

Diploma of Salon Management - SHB50216 (35 weeks) - Cricos Code 092336C

Application Fee	\$200
Tuition Fees (payment plan available upon request)	\$7,800
TOTAL COST	\$8,000

*Other payment plans may be considered on a case-by-case scenario. Please contact BSB management to discuss an individual payment plan.

Units of Competency

SHB20116 - Certificate II in Retail Cosmetics	
CRICOS Course Code 091480C	
Core Units (10)	
BSBVHS201	Contribute to health and safety of self and others
SHBBCCS001	Advise on beauty products and services
SHBBMUP002	Design and apply make-up
SHBXCCS001	Conduct salon financial transactions
SHBXCCS004	Recommend products and services
SHBXIND001	Comply with organisational requirements within a personal services environment
SHBXIND002	Communicate as part of a salon team
SIRRMER001	Produce visual merchandise displays
SIRXIND003	Organise personal work requirements
SIRXLS001	Sell to the retail customer
Elective Units	
BSBSUS201	Participate in environmentally sustainable work practices
SHBBRES001	Research and apply beauty industry information
SIRRINV001	Receive and handle retail stock
SHBBFAS001	Provide lash and brow services
SHBBBOS001	Apply cosmetic tanning products

SHB30215 - Certificate III in Make-up	
CRICOS Course Code 092338A	
Core Units (9)	
SHBBMUP002	Design and apply make-up
SHBBMUP003	Design and apply make-up for photography
SHBBMUP004	Design Design and apply remedial camouflage make-up
SHBBMUP005	Apply airbrushed make-up
SHBBMUP006	Design and apply creative make-up
SHBBRES001	Research and apply beauty industry information
SHBXCCS002	Provide salon service to clients
SHBXIND001	Comply with organisational requirements within a personal services environment
SHBXWHS001	Apply safe hygiene, health and work practices
Elective Units	
SHBBBOS001	Apply cosmetic tanning products
SHBXPSM004	Develop a product and service range
SHBBFAS001	Provide lash and brow services
SHBBMUP001	Apply eyelash extensions
SHBBMUP007	Work collaboratively on make-up productions
SHBHIND003	Develop and expand a client base

SHB30315 - Certificate III in Nail Technology	
CRICOS Course Code 092337B	
Core Units (11)	
SHBBCCS001	Advise on beauty products and services
SHBBNLS001	Provide manicure and pedicure services
SHBBNLS002	Apply gel nail enhancements
SHBBNLS003	Apply acrylic nail enhancements
SHBBNLS004	Apply Nail Art
SHBBNLS005	Use electric file equipment for nail services
SHBBRES001	Research and apply beauty industry information
SHBXCCS001	Conduct salon financial transactions
SHBXCCS002	Provide salon services to clients
SHBXIND001	Comply with organisational requirements within a personal services environment
SHBXWHS001	Apply safe hygiene, health and work practices
Elective Units (4)	
SHBBNLS006	Apply advanced nail art
BSBSMB304	Determine resource requirements for the micro business
SHBHIND003	Develop and expand a client base
SHBXPSM004	Develop a product and service range

SHB30115 - Certificate III in Beauty Services	
CRICOS Course Code 089085K	
Core Units (11)	
SHBBBOS001	Apply cosmetic tanning products
SHBBCCS001	Advise on beauty products and services
SHBBFAS001	Provide lash and brow services
SHBBHRS001	Provide waxing services
SHBBMUP002	Design and apply make-up
SHBBNLS001	Provide manicure and pedicure services
SHBBRES001	Research and apply beauty industry information
SHBXCCS001	Conduct salon financial transactions
SHBXCCS002	Provide salon services to clients
SHBXIND001	Comply with organisational requirements within a personal services environment
SHBXWHS001	Apply safe hygiene, health and work practices
Elective Units (4)	
SHBBMUP001	Apply eyelash extensions
SHBBMUP003	Design and apply make-up for photography
SHBHIND003	Develop and expand a client base
SHBXPSM004	Develop a product and service range

SHB50115 - Diploma of Beauty Therapy	
CRICOS Course Code 089062F	
Core Units	
SHBBBOS002	Provide body massages
SHBBBOS003	Provide body treatments
SHBBFAS001	Provide lash and brow services
SHBBFAS002	Provide facial treatments and skin care recommendations
SHBBFAS003	Provide specialised facial treatments
SHBBHRS001	Provide waxing services
SHBBMUP002	Design and apply make-up
SHBBNLS001	Provide manicure and pedicure services
SHBBRES001	Research and apply beauty industry information
SHBXCCS001	Conduct salon financial transactions
SHBXCCS002	Provide salon services to clients
SHBXIND001	Comply with organisational requirements within a personal services environment
SHBXWHS001	Apply safe hygiene, health and work practices
Elective Units	
SHBBBOS004	Provide aromatherapy massages
SHBBBOS005	Use reflexology relaxation techniques in beauty treatments
SHBBCCS002	Prepare personalised aromatic plant oil blends for beauty treatments
SHBBSPA003	Provide stone therapy massages
SHBBSPA004	Provide Indian head massages for relaxation
BSBSMB304	Determine resource requirements for the micro business
SHBBBOS001	Apply cosmetic tanning products
SHBBCCS001	Advise on beauty products and services
SHBBHRS002	Provide female intimate waxing services
SHBBMUP003	Design and apply make-up for photography
SHBBMUP004	Design and apply remedial camouflage make-up
SHBBSKS005	Provide micr-dermabrasion treatments

SHB40115 - Certificate IV in Beauty Therapy	
CRICOS Course Code 0890041M	
Core Units (13)	
SHBBBOS001	Apply cosmetic tanning products
SHBBBOS002	Provide body massages
SHBBBOS003	Provide body treatments
SHBBFAS001	Provide lash and brow services
SHBBFAS002	Provide facial treatments and skin care recommendations
SHBBHRS001	Provide waxing services
SHBBMUP002	Design and apply make-up
SHBBNLS001	Provide manicure and pedicure services
SHBBRES001	Research and apply beauty industry information
SHBXCCS001	Conduct salon financial transactions
SHBXCCS002	Provide salon services to clients
SHBXIND001	Comply with organisational requirements within a personal services environment
SHBXWHS001	Apply safe hygiene, health and work practices
Elective Units (6)	
SHBBBOS004	Provide aromatherapy massages
SHBBFAS003	Provide specialised facial treatments
SHBBMUP001	Apply eyelash extensions
SHBBMUP003	Design and apply make-up for photography
SHBBMUP004	Design and apply remedial camouflage make-up
SHBBHRS002	Provide female intimate waxing services

SHB50216 - Diploma of Salon Management	
CRICOS Course Code 092336C	
Core Units (7)	
BSBHRM404	Review human resource functions
BSBHRM506	Manage recruitment selection and induction processes
BSBSUS501	Develop workplace policy and procedures for sustainability
SHBXPSM001	Lead teams in a personal services environment
SHBXPSM002	Manage treatment services and sales delivery
SHBXPSM003	Promote a personal services business
SHBXWHS002	Provide a safe work environment
Elective Units	
BSBSMB406	Manage small business finances
BSBSMB304	Determine resource requirements for the micro business
SHBXPSM004	Develop a product and service range

Note: All units listed in the competency tables must be completed to a satisfactory level to achieve your Certificate or Diploma as required through the institutional pathway.

Certificate II in Salon Assistant - SHB20216 [12 weeks] Cricos Code 09233F

Application Fee (non refundable)	\$200
Tuition Fees	\$4,300
TOTAL COST	\$4,500

Certificate III in Hairdressing - SHB30416 [97 weeks] Cricos Code 092334E

Application Fee (non refundable)	\$200
Pre-commencement fee and tool kit	\$950
Tuition Fees	\$15,800
TOTAL COST	\$16,950

Certificate III in Barbering - SHB30516 [60 weeks] Cricos Code 092335D

Application Fee (non refundable)	\$200
Pre-commencement fee and tool kit	\$950
Tuition Fees (payable over 12 repayments of \$1,000)	\$14,800
TOTAL COST	\$15,950

Certificate IV in Hairdressing - SHB40216 [32 weeks] Cricos Code 091502B

Application Fee (non refundable)	\$200
Tuition Fees	\$7,800
TOTAL COST	\$8,000

Diploma of Salon Management - SHB50216 [35 weeks] Cricos Code 092336C

Application Fee (non refundable)	\$200
Tuition Fees (payable over 2 repayments of \$4,000)	\$7,800
TOTAL COST	\$8,000

Certificate III in Hairdressing SHB30416 & Diploma of Salon Management - SHB50216 [132 weeks] As above

Application Fee (non refundable)	\$200
Funds due before commencement	\$950
Tuition Fees [\$23,350
TOTAL COST	\$24,500

SHB20216 - Certificate II in Salon Assistant	
CRICOS Course Code 092333F	
Core Units (8)	
BSBWHS201	Contribute to health and safety of self and others
SHHBAS001	Provide Shampoo and basin services
SHBHDES001	Dry hair to shape
SHBHIND001	Maintain and organise tools, equipment and work areas
SHBXCCS001	Conduct salon financial transactions
SHBXCCS003	Greet and prepare for salon services
SHBXIND001	Comply with organisational requirements within a personal services environment
SHBXIND002	Communicate as part of a salon team
Elective Units	
SHBHCLS001	Apply hair colour products
SHBHDES002	Braid hair
SIRXSL001	Sell to the retail customer
SHBHIND002	Research and use hairdressing industry information

SHB30416 - Certificate III in Hairdressing	
CRICOS Course Code 092334E	
Core Units (21)	
BSBSUS201	Participate in environmentally sustainable work practices
SHHBAS001	Provide shampoo and basin services
SHBHCLS002	Colour and lighten hair
SHBHCLS003	Provide full and partial head highlighting treatments
SHBHCLS004	Neutralise unwanted colours and tones
SHBHCLS005	Provide on scalp full head and retouch bleach treatments
SHBHCUT001	Design haircut structures
SHBHCUT002	Create one length or solid haircut structures
SHBHCUT003	Create graduated haircut structures
SHBHCUT004	Create layered haircut structures
SHBHCUT005	Cut hair using over-comb techniques
SHBHDES003	Create finished hair designs
SHBHIND001	Maintain and organise tools, equipment and work areas
SHBHIND003	Develop and expand a client base
SHBHREF002	Straighten and relax hair with chemical treatments
SHBHTRIO01	Identify and treat hair and scalp conditions
SHBXCCS001	Conduct salon financial transactions
SHBXCCS002	Provide salon services to clients
SHBXIND001	Comply with organisational requirements within a personal services environment
SHBXIND002	Communicate as part of a salon team
SHBXWHS001	Apply safe hygiene, health and work practices
Electives	
SHBHCUT006	Create combined haircut structures
SHBHCUT007	Create combined traditional and classic men's haircut structures
SHBHDES004	Create classic long hair up-styles
SHBHCUT011	Design and maintain beards and moustaches
SHBXCCS004	Recommend products and services
SHBHREF003	Straighten and relax hair with protein treatments
SIRRINV001	Receive and handle retail stock

SHB30516 - Certificate III in Barbering	
CRICOS Course Code 092335D	
Core Units (21)	
BSBSUS201	Participate in environmentally sustainable work practices
SHHBAS001	Provide shampoo and basin services
SHBHCUT001	Design haircut structures
SHBHCUT002	Create one length or solid haircut structures
SHBHCUT003	Create graduated haircut structures
SHBHCUT004	Create layered haircut structures
SHBHCUT005	Cut hair using over-comb techniques
SHBHCUT007	Create combined traditional and classic men's haircut structures
SHBHCUT009	Cut hair using freehand clipper techniques
SHBHCUT011	Design and maintain beards and moustaches
SHBHCUT012	Shave heads and faces
SHBHCUT013	Provide men's general grooming services
SHBHDES001	Dry hair to shape
SHBHIND001	Maintain and organise tools, equipment and work areas
SHBHIND003	Develop and expand a client base
SHBHTRIO01	Identify and treat hair and scalp conditions
SHBXCCS001	Conduct salon financial transactions
SHBXCCS002	Provide salon services to clients
SHBXIND001	Comply with organisational requirements within a personal services environment
SHBXIND002	Communicate as part of a salon team
SHBXWHS001	Apply safe hygiene, health and work practices
Electives	
SHBHCLS002	Colour and lighten hair
SHBHCLS004	Neutralise unwanted colours and tones
SHBHCLS005	Provide on scalp full head and retouch bleach treatments
SHBHCUT006	Create combined haircut structures
SHBHCUT010	Create haircuts using tracks and carving

SHB50216 - Diploma of Salon Management	
CRICOS Course Code 09336C	
Core Units (7)	
BSBHRM404	Review human resource functions
BSBHRM506	Manage recruitment selection and induction processes
BSBSUS501	Develop workplace policy and procedures for sustainability
SHBXPSM001	Lead teams in a personal services environment
SHBXPSM002	Manage treatment services and sales delivery
SHBXPSM003	Promote a personal services business
SHBXWHS002	Provide a safe work environment
Elective Units	
BSBSMB406	Manage small business finances
BSBSMB304	Determine resource requirements for the micro business
SHBXPSM004	Develop a product and service range

SHB40216 - Certificate IV in Hairdressing	
CRICOS Course Code 091502B	
11 units must be completed	
SHBHTLS001	Provide technical leadership to hairdressing teams
SHBHTLS002	Research and use hairdressing trends to advance creative work
Group A - Hairdressing Technical	
SHBHCLS006	Solve complex colour problems
SHBHCLS007	Enhance hair designs using creative colouring and lightening techniques
SHBHCLT006	Create combined haircut structures
SHBHCLT008	Design and perform creative haircuts
SHBHDES004	Create classic long hair up-styles
SHBHDES005	Select and apply hair extensions
SHBHDES006	Design and style long hair creatively
SHBHREF003	Straighten and relax hair with protein treatments
Group B - General Electives	
SHBBMUPO03	Design and apply make-up for photography
SHBHTLS003	Work as a session stylist** (on availability)

Payment Options for BSB and BSH Courses

PAYMENT PLANS

To make your tuition affordable, payment plans are available at no extra cost to you. These plans are outlined in the course fee schedule.

*Pre-Approved payment plans are offered for your convenience; course application fee is due with your enrolment documents and is non-refundable. Tool kit fees are due before commencement date. BSB and BSH are happy to consider alternative plans to suit your needs. Please submit your preferred payment plan in writing with your application for consideration on a case by case basis. A 5% administration fee will apply if your payment is more than seven (7) days late.

COURSE FEES

Please refer to "Course Fees and Payment Plans" for further details. You can pay by Cash, Cheque, Australian Bank Cheque, Direct Deposit or Internet Transfer. Bank details are on the enrolment form. Please provide by either fax (+61 7 3221 0292) OR e-mail

[admin@brishair.com.au] a copy of the bank documentation so we can start processing your enrolment application.

PLEASE NOTE: If you pay by credit card (MasterCard or Visa) 3% surcharge applies.

ADDITIONAL FEES

- For Certificate III in Beauty and Hairdressing students at the completion of your enrolment period you will be given 20 free days of training to complete your course. This is explained in the course information section. A tuition fee of AUD\$60 per day applies if you fail to complete a course within this time.
- Purchase of a standard kit is sufficient to meet the requirements of the qualification.
- International students will also be required to purchase Overseas Student Health Cover (OSHC).
- Replacement fees will be charged for training record books, certificates, record recovery, ID Cards etc, please refer to the price list within booklet.

WORKING WHILST STUDYING

Students can work limited part time hours before their allowances are affected, and many work in salons on the weekend or some late nights. Please keep in mind that work restrictions do apply to international students on a student visa (maximum 40 hours per fortnight).

