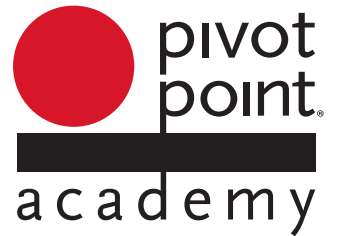


# APPLICATION FOR INTERNATIONAL ENROLMENT



## 1 PERSONAL DETAILS

Which campus do you wish to apply to?  Melbourne  Sydney

Given Name: ..... Surname: .....

Date of birth (xx/xx/xxxx): \_\_\_ / \_\_\_ / \_\_\_\_

Sex:  Male  Female

Nationality: ..... Country of birth: .....

Passport number: ..... Passport expiry date: .....

Mobile: ..... Home: .....

Work: ..... Email: .....

Are you currently in Australia ?  Yes  No

If yes, please indicate visa type:

Visitor  Working Holiday  Student  Other

Are you left or right handed (for scissors)  Left  Right

## 2 CONTACT DETAILS

Postal address in home country: .....

Telephone: ..... Email: .....

Postal address in Australia: .....

Mobile: ..... Home: .....

## 3 EMERGENCY CONTACT

Name: ..... Relationship to applicant: .....

Contact number: .....

### 3 COURSE DETAILS

WRH30109 CERTIFICATE III IN HAIRDRESSING

WRH40109 CERTIFICATE IV IN HAIRDRESSING

WRH50109 DIPLOMA IN HAIRDRESSING SALON MANAGEMENT

Other:.....

What is your preferred commencement date (month/year): \_\_\_\_/\_\_\_\_

Please note that some courses may not be commencing in particular months. Please contact academy to get commencement date options for your course.

### 4 EDUCATION

Qualification:.....(attach evidence)

Institute:.....

Country:.....

Certificate II

Certificate I

Certificates other than the above

Please specify your qualifications:.....

Do you require to apply for recognition of prior learning or credit transfer?  Yes  No

### 5 LANGUAGE PROFICIENCY

English is my first language

English was language of instruction in my secondary/tertiary studies (attach evidence)

IELTS score:.....(attach evidence)

Other English test result score:.....(attach evidence)

Planning to study English in Australia - ELICOS Provider:..... evidence)

### 6 WORK EXPERIENCE

If you have relevant work experience, please attach copies of reference letters (English) from your employer (s) stating the length of your employment and your job responsibilities,

If you are applying for WRH30109 Certificate III in Hairdressing fast track, you must submit a letter from the employer(s)/salon owner(s) where you have worked for the last three years. The letter must specify the duration of your employment, details of your job responsibilities at the salon and the contact details of the salon (address, phone number and email address). You must also attach a copy of your hairdressing license from your country, if applicable.

## 7 PAYMENT OF FEES

- All fees are quotes in Australian dollar currency
- Application will be processed only after the enrolment fee is received, unless waived by the Academy
- Full payment of overseas student health cover, textbooks and equipment package, and first installment of payment plan are to be paid before we issue eCOE (confirmation of enrolment), a document essential to your visa application
- All bank fees will be borne by the student
- It is a condition of enrolment and the responsibility of the student to ensure that they hold appropriate medical insurance cover. In the event that the student decides to arrange OSHC by themselves, a valid OSHC card or copy of OSHC payment receipt must be submitted to the academy prior to the orientation day
- All payments must be made in Australian dollars
- Overseas transaction may incur additional fees from local/overseas banks

### Please select your course payment option

- Upfront payment
- Quarterly payments
- Monthly payments

### I wish to pay my fees by:

- Amount paid \$.....AUD
- Credit card (Visa, Mastercard or American Express)
- Card number \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ Expiry Date \_ \_ / \_ \_

Note: all bank cards, Visa and Mastercard transactions will incur an additional 3.5% and American Express 5% charge on transaction value.

- Telegraphic transfer: PIVOT POINT AUSTRALIA  
ST. GEORGE BANK AUSTRALIA  
SWIFT CODE: SGBLAU2W  
BSB NUMBER: 332 027  
ACCOUNT NUMBER: 100165523

(please put student's name in payment details)

## 8 CANCELLATION WITHDRAWAL COURSE TRANSFERS & REFUND POLICY

Cancellation refers to withdrawal of enrolment prior to commencement. Withdrawal or course transfer refers to termination or change of enrolment after the course commences. Any request for cancellation, withdrawal or course transfer has to be in writing. The following refund policy applies.

Enrolment Fee	Non refundable and not transferable in any circumstances unless the course is cancelled by the academy
Cancellation of the course by student due to unsuccessful Visa application (documentary evidence provided)	Full refund of all fees paid
Cancellation of the course by the student more than ten (10) weeks prior to course commencement	Full refund of all tuition and equipment fees. No refund of enrolment fee.
Cancellation of the course by the student between seven and ten (7-10) weeks prior to course commencement	75% refund of all tuition and equipment fees. No refund of enrolment fee.*
Cancellation of the course by the student between four and six (4 - 6) weeks prior to course commencement	50% refund of all tuition and equipment fees. No refund of enrolment fee.*
Cancellation of the course by the student less than four (4) weeks prior to course commencement	No refund of all tuition and equipment fees. No refund of enrolment fee.*

\* Application for refund of tuition fees can be made under exceptional circumstances at the sole discretion of the management of pivot point academy. Application for refund in these circumstances must be made in writing and must be accompanied by documentary evidence.

Cancellation of the course by the Academy	
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### Payment of refunds

Refunds, if applicable, will be paid by cheque or telegraphic transfer to a nominated bank account. Payment of refund will be made within ten (10) business days from the date the academy receives notice of cancellation or withdrawal in writing.

### 1. PRIVACY STATEMENT

The information provided by you on this enrolment form is used by Allied Education Services Pty. Ltd., trading as Pivot Point Academy Melbourne and Pivot Point Academy Sydney (ABN 37 000 890 915), for the purpose of enrolling you in the college and enabling you to participate in the course for which you have enrolled. Failure to complete the form may mean that we are unable to enrol you in the college. Some statistical information is disclosed to New South Wales Department of Education and Training, and the Victorian Government. You may request access to this information and have it corrected if required. If you have questions regarding our Privacy Policy or what your information is used for, please contact Pivot Point Academy.

2. **DECLARATION BY THE APPLICANT**

*I wish to commence training at Pivot Point Academy in the nominated course. I have read and understood the policies and questions shown on this form.*

Applicant Signature:.....Date:.....

If under 18, applicant Guardian must complete:

Name:.....

Contact number:.....

Email address:.....

Date:.....

*I have read and understood the policies and questions shown on this form.*

Guardian signature:.....Date:.....

**OFFICE USE ONLY**

Date enrolment received:.....

Payment amount received:.....

..

Payment plan:.....

Signed:.....

Student number:.....Course code:.....

Commencement date:.....

