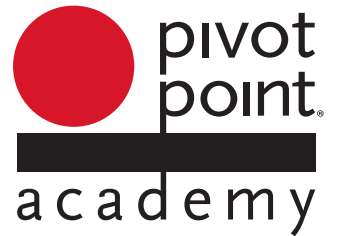


APPLICATION FOR LOCAL ENROLMENT



1 PERSONAL DETAILS

Which campus do you wish to apply to? Melbourne Sydney

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

Postal Address:.....

Suburb:.....

State:.....Postcode:.....

What is the address at which you usually live? (If different from above)

Suburb, locality or town:.....Postcode:.....

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

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

Date of birth (xx/xx/xxxx): __ / __ / ____

Sex: Male Female

Are you left or righthanded ? (for scissors) Left Right

2 EMERGENCY CONTACT

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

Contact number:(business hours).....(after hours).....

3 COURSE DETAILS / STUDY MODE

WRH20109 Certificate II in Hairdressing (Melbourne campus only)

WRH30109 Certificate III in Hairdressing Part Time Full Time

WRH40109 Certificate IV in Hairdressing

WRH50109 Diploma in Hairdressing Salon Management

WRH30109 School Based Apprenticeship

WRH30109 Apprenticeship

TAE40110 Certificate IV in Training and Assessment (Melbourne only)

Other:.....

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

Do you require an Austudy or Youth Allowance support letter? Yes No

4 EMPLOYMENT

Of the following categories, which best describes your current employment status?

- Full time employee
- Part time employee
- Self employed – not employing others
- Employer
- Employed – unpaid worked in a family business
- Unemployed – seeking full time work
- Unemployed – seeking part time work
- Not employed – not seeking employment

5 EDUCATION

Are you still attending secondary school? Yes No

What is your highest completed school level? (Tick one box only)

- Year 12
- Year 11
- Year 10
- Year 9 or equivalent
- Year 8 or lower
- Did not go to high school

In which year did you complete final school level?.....

Have you successfully completed any of the following qualifications? Tick all that apply:

- Bachelor Degree or Higher
- Advanced Diploma or Associate Degree
- Diploma or Associate Diploma
- Certificate IV or Advanced Certificate/Technician
- Certificate III or Trade Certificate
- 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

Are you applying for:

Recognition of prior learning (RPL) Yes No

Credit transfer (CT) Yes No

6 LANGUAGE AND CULTURAL DIVERSITY

In which country were you born? Australia Other, please specify.....

If "other," do you have Australian permanent residency? Yes No

Are you of Aboriginal or Torres Strait Islander origin? Yes No

- Yes – Aboriginal
- Yes – Torres Strait Islander
- Yes – Both
- No – Neither

Do you speak a language other than English at home? If more than one language, indicate the one that is spoken the most often No Yes, please specify:.....

How well do you speak English? Very well Well Not well Not at all

7 DISABILITY

Do you consider yourself to have a disability or long-term impairment? Yes No

If yes, please indicate the areas of disability, impairment or long-term condition:

- Hearing/deafness
- Physical
- Intellectual
- Learning
- Mental illness
- Acquired brain impairment
- Vision
- Medical condition
- Other, please specify:.....

Would you like special assistance from the college because of the disability? Yes No

8 STUDY REASON

Of the following, which best describes your main reason for undertaking this course?

- To get a job
- To develop an existing business
- To start my own business
- To try for a different career
- To get a better job or promotion
- It was a requirement of my job
- I wanted extra skills for my job
- To get into another course of study
- For personal interest or self development
- Other, please specify:.....

9 PAYMENT PLAN

Please select your preferred payment plan

- Apprentice (upfront / stages)
- CERTIFICATE III, CERTIFICATE IV, or DIPLOMA (upfront / quarterly / monthly)
- Vet Fee Help
- Victorian Training Guarantee (Melbourne campus only)
- Other (please specify): _____

10 SALON DETAILS

Are you currently employed by a salon? Yes No (If no, skip to number 11)

If yes, please complete details below:

Salon name:.....

Salon owner:.....

Salon contact person:.....

Business address:.....

Suburb:..... State:.....

Postcode:..... Email address:.....

Phone:..... Date commenced employment:.....

11 APPRENTICESHIP

Are you applying for Apprenticeship / School Based Apprenticeship / Neither, skip to number 12.

If applying for Apprenticeship or School Based Apprenticeship, please complete:

Student ten digit registration number

Australian Apprenticeship Centre (AAC) Company.....

AAC contact person.....

AAC contact phone.....

AAC contact email.....

What is your preferred Pivot Point attendance mode?

Day release (please specify)

Block release (please specify).....

If applying for School Based Apprenticeship, please complete:

School name:.....

Address:.....

Suburb:.....

State: Postcode:.....

Days/hours nominated at school:.....

School contact person name:.....

Contact number:.....

Contact email:.....

12 Are you an Australian Resident applying to the Melbourne Campus? Yes No

If No, please skip to question 15.

If Yes, please complete details below:

If you are aged 24 or below at the time of enrolment, please provide your Victorian student number (VSN):

I do not have a VSN as I am new to the Victorian Education System. I have never attended a Victorian school, Tafe or other training provider.

Leave both the VSN and the above tickbox blank if you HAVE previously attended a Victorian school, TAFE or vocational education and training provider.

13 PAYMENT

Enrolment fee

I wish to pay my \$..... AUD enrolment fee by:

- Cash, cheque or money order enclosed
- Credit card (Visa, Mastercard or American Express)
- Card number _ _ _ _ _ _ _ _ _ _ Expiry Date _ _ / _ _

Note: all bank cards, Visa and Mastercard transactions will incur an additional 2% and American Express 3% 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)

14 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 must 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*
Cancellation of the course by the student after 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. 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	Full refund of enrolment, tuition, equipment and OSHC fees paid.
Applications under government funding	Refund policies as set by the State Government body will apply. For details, contact Pivot Point Academy or refer to marketing.

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.

15 PRIVACY STATEMENT

Victorian Privacy Statement (Melbourne applicants only)

I understand and agree that:

Pivot Point Academy is required to provide the Victorian Government, through Skills Victoria with student and training activity data which may include information I provide in this enrolment form. The information will be provided in accordance with the Victorian VET Student Statistical Collection Guidelines (which are available at www.skills.vic.gov.au/corporate/statistics/submit_data). Skills Victoria may use the information provided to it for planning, administration, policy development, program evaluation, resource allocation, reporting and/or research activities. For these and other lawful purposes, Skills Victoria may disclose the information to its consultants, advisors, other government agencies, professional bodies and/or other organisations.

The Education and Training Reform Act 2006 requires Pivot Point Academy to collect and disclose my personal information for a number of purposes including the allocation to me of a Victorian Student Number and updating my personal information on the Victorian Student Register.

APPLICANT SIGNATURE.....

DATE.....

NSW Privacy Statement (Sydney applicants only)

Pivot Point Academy is required to provide the Department with student and training activity data which may include information I provide in this enrolment form. I understand my residency status provided on the enrolment form must be kept by Pivot Point and issued to the Department if requested. The information will be used by the Department for audit, verification, research, statistical analysis, program evaluation, post-completion surveys and internal management purposes. Apprentice training is funded by NSW government in partnership with the Commonwealth government.

APPLICANT SIGNATURE.....

DATE.....

VET Fee Help Privacy Statement: (VET Fee Help applicants only)

I understand and agree that: (VET funded applicants only)

Pivot Point Academy is collecting the information in this form for the purpose of assessing my entitlement to Commonwealth Assistance under the Higher Education Support Act 2003 and allocation of a Commonwealth Higher Education Student Support Number (CHESSN) to me. Pivot Point Academy will disclose this information to the Department of Education, Employment and Workplace Relations (DEEWR) for these purposes. DEEWR will store the information securely in the Higher Education Information Management System. DEEWR may disclose the information to the Australian Tax Office. Pivot Point Academy and DEEWR will not otherwise disclose the information without my consent unless required or authorised by law.

APPLICANT SIGNATURE.....

DATE.....

16 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:.....

Evidence of Australian Residency sighted (Apprentices only):

- No
- Yes. Document type.....