

# Course Registration Form

Level 1 / 429 High Street, Penrith ABN 39 114 557 489 RTO Provider No. 91041

E: [activec@bigpond.net.au](mailto:activec@bigpond.net.au) Web: [www.thehairandbeautyacademy.com.au](http://www.thehairandbeautyacademy.com.au) Ph: 4732 4442

**Personal Details**

Given Name:		Middle Name:		Last Name:	
Address:			Suburb:		
Phone:		Postcode:			
Mobile:		Email:			
Date of Birth: / /		Tick if under 18 at commencement ( )		Gender:	
Uniform size:					

**Identification Requirements – Compulsory for Qualification/Statement of Attainment to be issued**

<p><b>Important Information:</b> This USI will allow you to track your completed units and qualifications in one central location. To <b>create your USI</b> go to <a href="http://www.usi.gov.au/Pages/default.aspx">http://www.usi.gov.au/Pages/default.aspx</a>. Once created please write your USI in the space provided.</p>	<p><b>USI number</b> (please write clearly in BLOCK LETTERS)</p>
<p>You will be required to provide 100 points of identification at the time of your Registration – refer to the following website <a href="http://www.transport.nsw.gov.au/professional-drivers/licences/100-point-check-proving-your-identity">http://www.transport.nsw.gov.au/professional-drivers/licences/100-point-check-proving-your-identity</a></p>	
<p>How did you hear about The Hair and Beauty Academy:</p>	

**Course Selection & Fees**

All courses offer hands on, face to face training. All prices include textbooks, uniform and products used on campus except for of Statement of Attainment/Short Courses.,  
**Additional Training Costs** – Students are required to supply their own laptop and purchase their own additional kits where required.

<p><b>Diploma of Beauty Therapy</b> SHB50115</p>	<p>This qualification reflects the role of individuals employed as beauty therapists to provide a broad range of beauty therapy treatments and services including facial treatments, body massage and treatments, hair removal, lash and brow treatments, nail and make-up services. This includes consultation with clients to provide beauty advice, recommend beauty treatments and services, and sell retail skin-care and cosmetic products.                  These individuals work relatively autonomously, and are accountable for personal outputs. Their work involves the self-directed application of knowledge and skills with substantial depth in some areas where judgement is required in planning and selecting appropriate equipment, services and techniques. Work is typically conducted in beauty salons and spas.</p>	<p><b>40 weeks full time</b> (960 hrs + 240 hrs work placement) <input type="checkbox"/></p>
<p><b>Certificate III Beauty Services</b> SHB30115</p>	<p>This qualification reflects the role of individuals employed as beauticians to provide a range of beauty services including nail, waxing, lash and brow, and basic make-up services.                  These individuals possess a range of well-developed technical and customer service skills where discretion and judgement is required and are responsible for their own outputs. This includes client consultation on beauty products and services.                  Work is typically conducted in beauty, waxing, brow and nail salons.</p>	<p><b>20 weeks full time</b> (230 hrs + 50 work placement hours) <input type="checkbox"/></p>
<p><b>Certificate III Hairdressing</b> SHB30416</p>	<p>This qualification reflects the role of hairdressers who use a range of well-developed sales, consultation and technical skills and knowledge to provide a broad range of hairdressing services to clients. They use discretion and judgement to provide client services and take responsibility for the outcomes of their own work.                  This qualification provides a pathway to work as a hairdresser in any industry environment, usually a salon.                  .Additional Cost: \$600.00 Material Resource Fee</p>	<p><b>40 weeks full time</b> (960 hrs + 240 hrs work placement) <input type="checkbox"/></p>
<p><b>Certificate III Barbering</b> SHB30516</p>	<p>This qualification reflects the role of barbers who use a range of well-developed sales, consultation and technical skills and knowledge to provide a broad range of barbering services to clients. They use discretion and judgement to provide client services and take responsibility for the outcomes of their own work.                  This qualification provides a pathway to work as a barber in any industry environment, usually a barber shop or salon.                  Additional Cost: \$600.00 Material resource fee</p>	<p><b>40 weeks full time</b> (560 hours + 240 hours work placement) <input type="checkbox"/></p>
<p><b>Certificate II in Salon Assistant</b> SHB20216</p>	<p>This qualification reflects the role of individuals who work as salon assistants and are competent in communicating in the workplace, interacting with and providing service to clients and assistance to colleagues. They perform routine functions under direct supervision as part of a hairdressing team.                  For those who have a beauty or business qualification and want to assist hairdressers or a stepping stone into an apprenticeship.</p>	<p><b>10 weeks part time</b> (160 hrs + 50 work placement hours) <input type="checkbox"/></p>
<p><b>Certificate III Nail Technology</b> SHB30315</p>	<p>This qualification reflects the role of individuals employed as nail technicians to provide manicure and pedicure services, including the application of nail art and acrylic and gel nail enhancements.                  These individuals possess a range of well-developed technical and customer service skills where discretion and judgement is required and are responsible for their own outputs. This includes client consultation on nail care products and services. Nail technicians may also be self-employed and responsible for managing their own nail station.</p>	<p><b>20 weeks part time</b> (320 hrs + 50 practical hours) <input type="checkbox"/></p>

Do you wish to apply for Recognition of Prior Learning/Credit Transfer?	YES / NO
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Note: Details are accurate at the time of printing but are subject to change with or without notice.

## Emergency Contact Details

Name:	Relationship to student:
Tel: (business hours)	Mobile:

### If under 18\*

Parent/Guardian Name:	*Parent/Guardian to sign Student Declaration (on page 5)
Address:	Postcode:
Email:	Mobile:

## Language & Cultural Diversity

In what country were you born?  Australia  Other Country \_\_\_\_\_

In what city were you born? \_\_\_\_\_

Are you an Australian Permanent Resident:  Yes  No, specify country of residence \_\_\_\_\_

Do you speak a language other than English at home?  No, English Only  
 Yes, please indicate below:  
• If Yes, other language(s) spoken at home: \_\_\_\_\_

Are you of aboriginal or Torres Strait Islander origin (For persons of both Aboriginal AND Torres Strait Islander origin, mark both "Yes" boxes)  
 No  Yes, Aboriginal  Yes, Torres Strait Islander

Do you live in social housing?  Yes  No

## Disabilities or Allergies

Do you consider that you have a disability, impairment or long term medical condition?  YES  NO

If yes, please indicate the area(s) of impairment: (you may indicate more than one area)

Hearing/Deaf  Intellectual  Mental Illness  Vision  Other \_\_\_\_\_

Physical  Learning  Acquired Brain Impairment  Medical Condition  Do you require learning support?

Do you have any allergies that may affect your studies (please specify): \_\_\_\_\_

Do you require regular prescribed medication (please specify): \_\_\_\_\_

## Education

What is your highest completed school level?

Completed year 9 or lower  Completed year 11  Did not go to school

Completed year 10  Completed year 12  Still attending secondary school

Have you undertaken any other Smart and Skilled qualification this calendar year?  YES  NO

Have you successfully **completed** any of the following qualifications?  YES (please tick all completed)  NO

Bachelor Degree or Higher Degree  Certificate IV (or Advanced Certificate/Technician)  Certificate I

Advanced Diploma or Associate Degree  Certificate III (or Trade Certificate)  Certificates other than the above

Diploma (or Associate Diploma)  Certificate II

## Employment Status

Have you been Unemployed for more than 12 months Yes / No

Of the following categories, which best describes your current employment status? (tick ONE box only)

Full time employee  Employer  Unemployed – seeking part-time work

Part time employee  Employed – unpaid worker in family business  Not employed – not seeking employment

Self Employed – not employing others  Unemployed – seeking full-time work

Do you receive Centrelink payments? \_\_\_\_\_ What type of payments do you receive? \_\_\_\_\_

Are you with a job network provider? \_\_\_\_\_ Which provider? \_\_\_\_\_ Your jobseeker number \_\_\_\_\_

## Study Reason

What is the main reason for undertaking this study?

To get a job  It was a requirement of my job

To develop my existing business  I wanted extra skills for my job

To start my own business  To get into another course or study

To try a different career  Other reasons

To get a better job or promotion  For personal interest or self-development

## Consent to the use of Personal Information

I give permission for my photographic image to be used.

I give permission for my written comments to be used.

I understand that information supplied by me will be used by the Department of Education for various purposes (funded courses only)

I understand that my personal information may be made available to The Australian Skills Quality Authority (ASQA). ASQA is the national regulator for Australia's vocational education and training sector.

I understand that my personal information may be made available to a Collection Agency in the event of student default.

## Enrolment Terms and Conditions

The Hair and Beauty Academy endeavours to provide courses and units in accordance with details contained on this registration form. However, The Hair and Beauty Academy reserves the right to run or withdraw any course; or postpone, change dates or cancel a course when student numbers are not sufficient to run a course. If any of these changes become necessary, you will be advised in advance, where possible, of the changes and the alternative arrangements which may be available for you to complete your course.

Note: Details are accurate at the time of printing but are subject to change with or without notice.

## Attendance

A minimum expected attendance level of 85% is required to complete each course. Absences are to be advised by phone to the college before class commences on the day the absence occurs. If a student is absent from the college for 5 consecutive days without notice, the student will be deemed as having withdrawn from their course.

## Fees and Payments

Once enrolled, students agree to pay the full balance of fees for their selected course. Alternatively, a **Payment Plan Contract** may be entered into with The Hair and Beauty Academy for term or monthly instalments. Payments are related to the course and not to student attendance. Students also agree that once they have selected a specific course of study, the fees are then set in accordance to the selected course fees and charges. **Failure to keep payments up to date can result in suspension or expulsion from The Hair and Beauty Academy.** Students will not receive any form of certificate, transcript or credit for UOCs (unit of competency) completed until accounts are paid in full. Students remain liable for any outstanding debts to The Hair and Beauty Academy. Suspension will occur when fees are behind for more than one week (5 working days). Legal action will be taken for debts outstanding after 30 days. Any balance payable after your final due date will be charged at 9% interest until final payment is received.

## Student Conduct & Responsibility

As part of course requirements, students will be involved with & participate in class activities both on and off campus and agree to abide by our code of conduct, rules and regulations in dealing with Trainers, staff, fellow students, guest lecturers and clients/models of The Hair and Beauty Academy holds the right to suspend or expel any person who does not abide by the rules and regulations set in the student handbook/code of conduct. Although general maintenance of The Hair and Beauty Academy equipment and property is the responsibility of the college, students will be billed for reckless or willful damage of The Hair and Beauty Academy equipment and property. While The Hair and Beauty Academy does provide standard care in the protection of personal property, it will not accept responsibility for any personal belongings of students.

## Security Measures

For the convenience of students and staff the following security measures take place: \* The Hair and Beauty Academy Premises is under 24 hours Recorded Surveillance; \* Evening Classes – the college is secure after 6pm when classes are conducted, access available by phone; \* We reserve the right to check all bags.

## If under 18 years of age

Prior to enrolment, student's under 18 years of age must provide The Hair and Beauty Academy with:

\* Course Registration Form co-signed by parent

\* School reports from the previous two terms OR Reference letter from a previous employer

## Privacy Statement/Data Collection

The information provided by you on this enrolment form is collected nationally and designed to assist the education sector to better meet the needs of the learners. Information may be supplied to funding bodies and government departments as required by law.

## Issuance of Qualifications/Statement of Attainments

Qualifications/Statement of Attainments will be issued in the name specified on your photo identification.

Issuance is contingent upon a minimum of 85% attendance in all practical and theory classes, and attendance for the minimum hours at the Academy for Salon Services. All assignments, tests and examinations must be completed at the required competency level.

Where a student has not achieved competence in all units of a qualification at the completion of a course, a statement of attainment listing competencies achieved will be issued. Replacement statement of attainment or qualification is available on request at a cost of \$20.00. The cost includes academic transcript and postage.

## Cancellation, Transfer & Refund Policy

Cancellation refers to the withdrawal of enrolment PRIOR to commencement of the course. Withdrawal or Transfer refers to termination or change of enrolment AFTER the course commences. Any request for cancellation, withdrawal or transfer must be made in writing.

### Cancellation prior to commencement:

Cancellation of course by The Hair and Beauty Academy	Full refund of enrolment, tuition & equipment fees paid
Cancellation prior to course starting by student	Enrolment fee is non refundable

### Withdrawal or Transfer during studies

Enrolment Fee	Non refundable
Equipment / Kit cost	Once ordered there is no refund
Course transfer within The Hair and Beauty Academy	Tuition fees will be credited. No penalty applies except in the case of transfer to a lesser course, where the transfer fee is 20% of the difference between the two courses.
Withdrawal from course after commencement	Initial deposit and any monies allocated to cover tuition, equipment, uniforms, text books and products will not be refunded.

## Payment of Refunds

Refunds, if applicable, will be paid by cheque to a nominated bank account. Payment of refund will be made within 14 days from the date The Hair and Beauty Academy receives the written notification of cancellation or withdrawal within the prescribed times.

## Complaints and Appeals Processes

HBA has an extensive complaints and appeals process that can be accessed on completion of each assessment/course.

## Student Declaration

I have read and understand the terms and conditions of enrolment (pages 1 through 5) and wish to enrol at The Hair and Beauty Academy in the course/s nominated on this form. I have understood the enrolment application questions and the information provided by me is true and correct. I am aware that withdrawal or cancellation of this enrolment made with HBA may occur if I have provided false, misleading or incomplete information. I agree to pay all course fees due. I understand that if entering into a payment plan I will be required to sign a payment plan contract on enrolment.

Applicant's Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(if under 18)

Witness Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Details are accurate at the time of printing but are subject to change with or without notice.

**SHB50115 Diploma of Beauty Therapy – \$13,810 \*\***

**SHB40115 Certificate IV in Beauty Therapy \*\* (Apprenticeship)**

**SHB30115 Certificate III in Beauty Services – \$6,470 \*\***

**SHB30315 Certificate III in Nail Technology – \$6,540 \*\***

**\*Cost may be reduced with Government Smart and Skilled funding**

\*\* Please refer to the website <https://smartandskilled.nsw.gov.au/for-students/how-much-will-your-course-cost> for estimation of course cost under Government Smart and Skilled funding.

Units				Unit of Competency	
Cert III Nails	Cert III Beauty	Cert IV Beauty Apprentice	Diploma Beauty	Key: ✓ = Core units as outlined in the National Training Package SHB. ✓* = Elective units as outlined in the National Training Package SHB, selected by The Hair and Beauty Academy. Other electives are available at additional cost.	
✓	✓	✓	✓	SHBXWHS001	Apply safe hygiene, health and work practices
✓	✓	✓	✓	SHBXIND001	Comply with organisational requirements within a personal services environment
✓	✓	✓	✓	SHBXCCS001	Conduct salon financial transactions
	✓	✓	✓	SHBBMUP002	Design and apply makeup
		✓	✓	SHBBBOS002	Provide body massages
		✓	✓	SHBBBOS002	Provide body treatments
		✓	✓	SHBBFAS002	Provide facial treatments and skin care recommendations
	✓	✓	✓	SHBBFAS001	Provide lash and brow services
✓	✓	✓	✓	SHBBNLS001	Provide manicure and pedicure services
✓	✓	✓	✓	SHBXCCS002	Provide salon services to clients
		✓*	✓	SHBBFAS003	Provide specialised facial treatments
	✓	✓	✓	SHBBHRS001	Provide waxing services
✓	✓	✓	✓	SHBBRES001	Research and apply beauty industry information
✓	✓		✓*	SHBBCCS001	Advise on beauty products and services
	✓	✓	✓*	SHBBBOS001	Apply cosmetic tanning products
	✓*	✓*	✓*	SHBBMUP004	Design and apply camouflage make-up
		✓*	✓*	SHBBINF001	Maintain infection control standards
			✓*	SHBBCCS002	Prepare personalised aromatic plant oil blends for beauty treatments
		✓*	✓*	SHBBBOS004	Provide aromatherapy massages
			✓*	SHBBSPA004	Provide Indian head massages for relaxation
			✓	SHBBSKS005	Provide Micro-dermabrasion
			✓*	SHBBSPA003	Provide stone therapy massages
			✓*	SIRXSL001	Sell to the retail customer
			✓*	SHBBBOS005	Use reflexology relaxation techniques in beauty treatments
	✓*		✓*	SHBBSKS001	Pierce ear lobes
	✓*	✓*	✓*	SHBBMUP003	Design and apply makeup for photography
✓*	✓*			BSBSUS201	Participate in environmentally sustainable work practices
✓				SHBBNLS004	Apply nail art
✓				SHBBNLS003	Apply acrylic nail enhancement
✓				SHBBNLS005	Use electric file equipment for nail services
✓				SHBBNLS002	Apply gel nail enhancements
✓*				BSBSMB404	Undertake small business planning
✓*				SHBXCCS004	Recommend products and services
✓*				SHBBNLS006	Apply advanced nail art

Note: Details are accurate at the time of printing but are subject to change with or without notice.

**SHB30416 Certificate III in Hairdressing – \$10,720 \*\***

**SHB30416 Certificate III in Hairdressing - Apprenticeship**

**SHB30516 Certificate III in Barbering - \$8,990 \*\***

**SHB30516 Certificate III in Barbering - Apprenticeship**

**SHB20216 Certificate II in Salon Assistant – \$3,990 \*\***

***\*Cost may be reduced with Government Smart and Skilled funding***

\*\* Please refer to the website <https://smartandskilled.nsw.gov.au/for-students/how-much-will-your-course-cost> for estimation of course cost under Government Smart and Skilled funding.

Units			Unit of Competency	
Salon Assistant Cert II	Barbering Cert III	Hairdressing Cert III	Key: ✓ = Core units as outlined in the National Training Package. ✓* = Elective units as outlined in the National Training Package, selected by The Hair and Beauty Academy. Other electives are available at additional cost.	
	✓	✓	BSBSUS201	Participate in environmentally sustainable work practices
✓	✓	✓	SHBXCCS001	Conduct salon financial transactions
	✓	✓	SHBXCCS002	Provide salon services to clients
✓	✓	✓	SHBHBAS001	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
		✓	SHBHREF002	Straighten and relax hair with chemical treatments
		✓	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
		✓	SHBHDES003	Create finished hair designs
✓	✓	✓	SHBHIND001	Maintain and organise tools, equipment and work areas
	✓	✓	SHBHTRI001	Identify and treat hair and scalp conditions
	✓	✓	SHBHIND003	Develop and expand a client base
	✓	✓	SHBXWHS001	Apply safe hygiene, health and work practices
✓	✓	✓	SHBXIND002	Communicate as part of a salon team
✓	✓	✓	SHBXIND001	Comply with organisational requirements within a personal services environment
	✓	✓*	SHBHCUT006	Create combined haircut structures
	✓	✓*	SHBHCUT007	Create combined traditional and classic men's haircut structures
		✓*	SHBHDES004	Create classic long hair up-styles
		✓*	SHBHCCS001	Plan hair services for special events
		✓*	SHBHREF001	Curl and volumise hair with chemical treatments
		✓*	SHBHREF003	Straighten and relax hair with protein treatments
✓*	✓	✓*	SHBXCCS004	Recommend products and services
✓			SHBXCCS003	Greet and prepare clients for salon services
✓	✓		SHBHDES001	Dry hair to shape
✓*	✓		SIRRMER001	Produce Visual merchandise display
	✓		SHBHIND002	Research and use hairdressing industry information
✓*			SHBHCLS001	Apply hair colour products
✓*			SHBHDES002	Braid hair
	✓		SHBHCUT009	Cut hair using freehand clipper techniques
	✓		SHBHCUT011	Design and maintain beards and moustaches
	✓		SHBHCUT012	Shave heads and beards
	✓		SHBHCUT013	Provide men's general grooming services
	✓		SHBHCUT010	Create haircuts using tracks and carving

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