



# Australian College of Make-up and Special Effects Pty Limited

ABN 77 038 606 682

5 the Crescent, Annandale NSW 2038

Phone (612) 9518 9000 Fax (612) 9518 9040

www.makeupcollege.com.au

CRICOS Provider Number: 02522B

## INFORMATION FOR OVERSEAS STUDENTS

### Australian College of Make-up and Special Effects Pty Limited

is a Registered Training Organisation under the Australian Quality Training Framework.

The College has two full time accredited courses:

<b>NTIS Code</b>	<b>CRICOS Code</b>
<b>CUF 40407 - Certificate IV in Make-up</b>	<b>067463D</b>
<b>CUF 50407 - Diploma of Specialist Make-up Services</b>	<b>067464C</b>

Our courses are accredited and are derived from national industry training packages to ensure training meets recognised standards of education.

The College is registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). Our CRICOS provider number is: 02522B

### The College

Established in 1980 by Josy Knowland as "Film Make-up Technology" the College has a first class reputation in make-up and special effects for providing professionally trained and highly motivated graduates who have achieved recognition both in Australia and internationally.

That reputation has been enhanced through the work of Scott Lattimer who brings his own levels of expertise in education. Graduates from our courses regularly obtain employment in film and television, theatre and other areas of the performing arts, as well as with major fashion houses, international cosmetic companies and retail make-up outlets. We hope that you will become one of our success stories, like so many others before you.

### Tuition

Tuition is conducted by fully qualified trainers and industry professionals working in their fields of expertise. The College offers 24 places for make-up students and 10 places for special effects students in each course. This ensures a low student teacher ratio to ensure high levels of direct instruction for our students.

### Course Duration

Courses consist of a minimum of 38 weeks full time study comprising a minimum of 20 contact hours per week.

### Teaching Methods

Teaching is done through demonstration, group lectures, and practical work.

### Assessment Methods

Ongoing assessment is based on the industry training package assessment criteria. Final Assessment takes place at the end of the course prior to graduation. There may be practical and theoretical examination as part of the assessment process.

### Location

The College is centrally located in the Sydney suburb of Annandale. It is on the main bus route to central Sydney and close to light rail transport. Ample parking is available on The Crescent and in side streets adjacent to the College.

### Viewing our facilities

Our website contains images of College Teaching areas and Student's work. Prospective students temporarily visiting or residing in Australia should visit the College to discuss their aspirations, view our facilities and meet our staff.

### Environment

The two-story building houses the College and a retail make-up outlet. The layout of the College consists of large, light airy rooms. Student facilities include reference library, lunchroom, exterior balcony and kitchen. Teaching facilities are fully air-conditioned, comprising modern lecture demonstration area, fully equipped make-up and period hair room, and special effects workshop.

### English Requirements

All students whose first language is not English must demonstrate sufficient competency in spoken and written English to undertake the course. Immigration and Multicultural Affairs Department regulations require that prospective students can demonstrate English language proficiency before they will be issued with a student visa. The IELTS is the only test accepted by the Immigration and Multicultural Affairs Department. The College requires a minimum IELTS level of 5

### Application

Prospective students can apply using the online application facility or by downloading the application form and submitting it direct to the College. Successful applicants will be notified and a place allocated on receipt of a deposit.

### Application Procedure:

1. Student submits application with copy of English test result (if English is not your first language)
2. Application & Portfolio assessed by College
3. Acceptance Notification sent by College
4. Student pays deposit – Direct Debit Available
5. College sends confirmation of place and Acceptance Advice and generates Confirmation of Enrolment Certificate.
6. Student obtains visa in home country.

### The Timetable

Classes commence in February and July, and end in December and May, the year being divided into four terms of eight to ten weeks each. Classes are held daily from 9:15 am to 5:00 pm with one hour's break for lunch.

### Attendance

Overseas students must attend 80% of the course. Except in the case of illness verified by a doctor's certificate absenteeism is not tolerated. The College has reporting obligations to the Australian Government relating to student attendance which could result in the cancellation of a student's visa.

### Student Support Services

The College provides the services of a professional Psychologist on a confidential basis should any student require assistance or counselling.

### Student Contact Details

Students must keep us informed of any changes in your Australian residential address, and in any other contact details, such as phone numbers, email addresses etc., while undertaking your studies. Should any issues arise during your stay in Australia that affect your studies the College will try and assist you in whatever ways it can.

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## Overseas Health Cover

Immigration regulations require that full fee paying overseas students must show evidence of adequate health insurance arrangements in the form of Overseas Health Cover being made prior to the issuing of a visa. This cover must be maintained for the duration of the student's stay in Australia.

Overseas Student Health Cover can be obtained through Australian Education Centres in the student's home country, through immigration agents in Australia, or directly with various Australian private health insurers. Some insurers will accept applications through the internet. It is the responsibility of the student to arrange Overseas Student Health Cover.

## Tuition Assurance

The College has full insurance cover under Australian government regulations – ensuring that tuition fees paid by overseas students are protected. The College is a member of the Australian Council for Private Education and Training, (ACPET) and subscribes to the ACPET Tuition Assurance Scheme.

## Make-up Kit

For all courses a make-up kit is required and the cost is separate from the course fee. For Certificate IV the kit comprises fully professional make-up, sable make-up brushes, sponges, puffs, palettes, spatulas, and hair materials including brushes and combs, and other items required for the course. The kit is discounted and is priced at \$Aus 1,500.00

For the Diploma the kit comprises an airbrush, airbrush compressor, inks and steel modelling tools, as well as other items required for the course. The kit is discounted and priced at \$Aus 1,000.00

## Discounts

The College may discount make-up products bought by students.

## Accommodation

There is a high demand for all types of accommodation in Sydney and students are advised to allow 3-6 weeks to find suitable accommodation. The College is happy to supply a list of Real Estate Agents, hostels, hotels and shared accommodation, but cannot arrange, nor recommend, accommodation. As the College is located close to the Sydney CBD, Sydney University and The University of Technology, student accommodation in the vicinity is plentiful. Students may wish to avail themselves of "homestay" accommodation, details of which are available from Australian Education Centres located at most Australian Embassies.

## Living Expenses

Australian Government statistics indicate that an overseas student requires a minimum of \$Aus 12,000 to \$Aus 15,000 for living expenses in each year of study. Students should plan to have in excess of this amount to cover their initial costs of establishment, such as accommodation bond payment and basic household and domestic items.

## Administration Fee

Overseas students are required to pay a \$Aus 1,500.00 non-refundable fee to cover the costs associated with administration and insurance requirements related to provision of courses for overseas students. This fee must be paid once students have received a letter of acceptance.

## Visa Conditions

Students should understand the conditions applying to the issuing of student visas for study in Australia. Information may be downloaded from the Department of Immigration and Citizenship website at <http://www.immi.gov.au>. The College does not offer advice on the likelihood of a student obtaining entry to Australia.

## Approved Courses for Overseas Students

The following courses are listed on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) and are currently approved for overseas students.

**Course Name:** Certificate IV in Make-up

**NTIS & CRICOS Codes:** CUF 40407 - 067463D

**Duration:** 1 Year

**Course Name:** Diploma of Specialist Make-up Services

**NTIS & CRICOS Codes:** CUF 50407 - 067464C

**Duration:** 1 Year

**Cost Structure** All amounts are in Australian Dollars.

Course Code	Course Fee	Admin Fee	Make-up Kit	Total
CUF 40407	\$9,500	\$2500	\$1500	\$13,500
CUF 50407	\$10,000	\$2500	\$1000	\$13,500

## Fee Payment

Fees may be paid directly to the College by credit card (Mastercard, Visa, American Express), by cheque, cash, or through direct deposit into our bank. Please ask for our bank details. All fee payments must be in Australian Dollars. Full fee payment in advance attracts a discount of \$Aus 250.00. Fees may be subject to change.

## Payment over time

The College has a structured payment plan for payment of fees over the length of the course. This includes a direct debit facility at no extra cost.

## Fee Payment before Enrolment

Australian Government regulations require that overseas students pay the fees for the first semester of a course before a Confirmation of Enrolment Certificate (COE) is issued. The College requires a deposit payment before enrolment. On receipt of these payments the College will issue a CoE and notify the student of the CoE details. These are required before students finalise their visa.

*Please Note: Deposits are non-refundable*

## College Refund Policy

*The overseas student administration fee is non-refundable.*

*Deposits are non-refundable.* Refunds are at the sole discretion of the College. Refunds of fees after the course has commenced will only be given in what the College deems exceptional circumstances. To claim a refund students must provide a written statement clearly indicating the reasons they consider a refund of fees is appropriate. For International students refunds will be provided in accordance with Australian Government regulations and the College Refund Policy as set out in our "Information for Overseas Students". Partial course fee may be refunded under this schedule:

Withdrawal before 1/3rd of course expiry after commencement:

50% of fee paid at the date of withdrawal

Withdrawal before 2/3rd of course expiry after commencement:

15% of fee paid at the date of withdrawal

Should the College terminate a course, a refund may be given on the unfinished portion of the course.

This agreement does not remove the right to take further action under Australia's consumer protection laws. Refunds (where applicable) will be paid to the individual or organisation who originally paid the fee to the College, within one month of the College receiving a written claim.

## Notice of Withdrawal

To qualify for refunds students must provide adequate notice of withdrawal. This must be a minimum of one month prior to the date of withdrawal.