

DOMESTIC ENROLMENT FORM

WHICH COURSE ARE YOU APPLYING FOR:

ACCREDITED COURSES

- CUA41215 CERTIFICATE IV IN SCREEN & MEDIA
 CUA51015 DIPLOMA OF SCREEN & MEDIA
 CUA60715 ADVANCED DIPLOMA OF VISUAL ARTS

NON-ACCREDITED COURSES

- HAIR SHORT COURSE
 SFX SHORT COURSE
 BRIDAL GLAMOUR NIGHT COURSE
 AIRBRUSHING SHORT COURSE

PREFERRED CAMPUS

- SYDNEY
 MELBOURNE

WHICH INTAKE DO YOU WISH TO START (MONTH): _____

WILL YOU BE APPLYING FOR ANY OF THE FOLLOWING:

VET STUDENT LOAN

SMART & SKILLED
(SUBJECT TO AVAILABILITY)

PLEASE NOTE YOU MAY ONLY APPLY FOR EITHER A VET STUDENT LOAN OR SMART & SKILLED, NOT BOTH.

IF YOU ARE APPLYING FOR FEE ASSISTANCE, PLEASE ENSURE ALL REQUIRED DOCUMENTS ARE ATTACHED WITH YOUR APPLICATION, AS PER THE CHECKLIST ON PAGE 4.

PERSONAL DETAILS

MISS MRS MS MR

FIRST NAME/S: _____ MIDDLE NAME: _____ SURNAME: _____

DATE OF BIRTH: _____ GENDER: MALE FEMALE X
(DD/MM/YYYY)

*UNIQUE STUDENT IDENTIFIER (USI): _____ *(APPLY AT [HTTPS://WWW.USI.GOV.AU](https://www.usi.gov.au))*
(10 DIGITS)

WOMENS T-SHIRT SIZE: _____ MENS T-SHIRT SIZE: _____

CONTACT DETAILS

STREET: _____ HOME PHONE: _____

SUBURB: _____ MOBILE PHONE: _____

STATE: _____ EMAIL (PRIMARY): _____

POSTCODE: _____ EMAIL (ALTERNATIVE): _____

EMERGENCY CONTACT DETAILS

EMERGENCY CONTACT: _____ DOCTOR'S NAME: _____

RELATIONSHIP: _____ DOCTORS CONTACT: _____

CONTACT NUMBERS/S: _____

ADDRESS: _____

PART A: ELIGIBILITY

1. RESIDENCY DETAILS

IN WHICH COUNTRY WERE YOU BORN?

- AUSTRALIA
 OTHER – PLEASE SPECIFY _____

RESIDENT TYPE

- AUSTRALIAN CITIZEN
 PERMANENT AUSTRALIAN RESIDENT
 NEW ZEALAND CITIZEN LIVING IN AUSTRALIA
 VISA TYPE – CHECK QUESTION 2
 VISA HOLDER ON A PATHWAY TO PERMANENT AUSTRALIAN RESIDENCY

2. DO YOU SPEAK A LANGUAGE OTHER THAN ENGLISH AT HOME? (IF MORE THAN ONE LANGUAGE, INDICATE THE ONE THAT IS SPOKEN MOST OFTEN)

- NO – ENGLISH ONLY
 YES – PLEASE SPECIFY _____

3. ARE YOU OF ABORIGINAL OR TORRES STRAIT ISLANDER ORIGIN?

- NO
 YES – ABORIGINAL
 YES – TORRES STRAIT ISLANDER

4. VISA TYPE (IF APPLICABLE)

- SKILLED – REGIONAL SPONSORED (PROVISIONAL)
VISA, SUBCLASS 475 AND SUBCLASS 495
 SKILLED – REGIONAL SPONSORED (PROVISIONAL)
VISA, SUBCLASS 487
 SKILLED – NOMINATED OR STATE TERRITORY
 STATE/TERRITORY SPONSORED BUSINESS OWNER
(PROVISIONAL) VISA, SUBCLASS 163
 STATE/TERRITORY SPONSORED SENIOR EXECUTIVE
(PROVISIONAL) VISA, SUBCLASS 164
 STATE/TERRITORY SPONSORED INVESTOR
(PROVISIONAL) VISA, SUBCLASS 165
 PARTNER/SPOUSE OR DEFACTO
VISA SUBCLASSES 820 AND 801

IMPORTANT: PROVIDE COPY OF PROOF OF IDENTITY AND A COPY OF VISA WITH APPLICATION

PART B: DEMOGRAPHIC

MANDATORY INFORMATION FOR AVETMISS REPORTING ALL OF THESE QUESTIONS MUST BE ANSWERED

6. WHAT IS YOUR HIGHEST COMPLETED SCHOOL LEVEL?

- YEAR 12 OR EQUIVALENT
 YEAR 11 OR EQUIVALENT
 YEAR 10 OR EQUIVALENT
 YEAR 9 OR EQUIVALENT
 YEAR 8 OR BELOW
 NEVER ATTENDED SCHOOL

IN WHICH YEAR DID YOU COMPLETE THAT SCHOOL LEVEL? _____

7. WHICH BEST DESCRIBES YOUR CURRENT EMPLOYMENT STATUS? CIRCLE ONE BOX ONLY

- FULL TIME EMPLOYEE
 PART TIME EMPLOYEE
 SELF EMPLOYED – NOT EMPLOYING OTHERS
 EMPLOYER
 UNEMPLOYED – SEEKING FULL TIME WORK
 UNEMPLOYED – SEEING PART TIME WORK
 UNEMPLOYED – NOT SEEING EMPLOYMENT

8. DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY, IMPAIRMENT OR LONG-TERM CONDITION?

- YES
 NO

9. HAVE YOU SUCCESSFULLY COMPLETED ANY OF THE FOLLOWING QUALIFICATIONS?

- 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 I
 OTHER – PLEASE SPECIFY _____

10. IF YOU INDICATED THE PRESENCE OF A DISABILITY, IMPAIRMENT OR LONG-TERM CONDITION, PLEASE CIRCLE THE NECESSARY AREA/S IN THE FOLLOWING LIST:

- HEARING / DEAF
 PHYSICAL
 INTELLECTUAL
 MENTAL ILLNESS
 ACQUIRED BRAIN IMPAIRMENT
 VISION
 MEDICAL CONDITION
 OTHER – PLEASE SPECIFY _____

11. DO YOU HAVE ANY LEARNING DIFFICULTIES?

- YES – PLEASE SPECIFY BELOW
 NO

12. ARE YOU CONFIDENT WITH READING AND WRITING?

- YES
 NO – PLEASE SPECIFY _____

13. ARE YOU CURRENTLY WORKING IN THE INDUSTRY?

- YES
 NO

IMPORTANT: PROVIDE A COPY OF YOUR RESUME IF YOU'RE CURRENTLY WORKING IN THE INDUSTRY

14. IS YOUR EMPLOYER FUNDING THIS COURSE?

- YES – IF YES, PLEASE FILL OUT BELOW CONTACT DETAILS
 NO

NAME OF EMPLOYER:

CONTACT NAME:

CONTACT NUMBER:

15. WOULD YOU LIKE TO APPLY FOR RECOGNITION OF PRIOR LEARNING?

- YES
 NO

16. WHAT IS YOUR MAIN REASON FOR STUDY?

- TO GET A JOB
 TO DEVELOP MY EXISTING BUSINESS
 TO START MY OWN BUSINESS
 TO TRY A DIFFERENT CAREER PATH
 TO GET A BETTER JOB OR PROMOTION
 IT IS A REQUIREMENT FOR MY JOB
 I WANT EXTRA SKILLS FOR MY JOB
 TO GET INTO ANOTHER COURSE OF STUDY
 FOR MY OWN PERSONAL INTERESTS

HOW DID YOU HEAR ABOUT US?

- FACEBOOK
 INSTAGRAM
 TWITTER
 GOOGLE
 EDUCATION
 WEBSITE
 INDUSTRY EXPO
 WORD OF MOUTH
 STUDENT COUNSELLOR
 GRADUATE OF ACMUSE

COURSE FEES:

CUA41215 CERTIFICATE IV IN SCREEN AND MEDIA (PART-TIME)	\$5,500	(\$1,500 PAYABLE AT ENROLMENT)
CUA51015 DIPLOMA OF SCREEN AND MEDIA (FULL-TIME)	\$15,000	(\$1,500 PAYABLE AT ENROLMENT)
CUA60715 ADVANCED DIPLOMA OF VISUAL ARTS (FULL-TIME)	\$15,000	(\$1,500 PAYABLE AT ENROLMENT)

AGREEMENT:

THIS ENROLMENT AND AGREEMENT FORM IS THE FORMAL AGREEMENT BETWEEN THE STUDENT AND THE COLLEGE. TO FAMILIARISE THEMSELVES WITH THE COLLEGE AND POLICY AND PROCUDRES STUDENTS SHOULD READ THE DOCUMENTS 'INFORMATION FOR STUDENTS' AND 'STUDENT HANDBOOK', BOTH OF WHICH ARE AVAILABLE FROM THE COLLEGE OR CAN BE DOWNLOADED FROM THE COLLEGE WEBSITE. THESE DOCUMENTS FORM PART OF THIS AGREEMENTS. STUDENTS SHOULD ALSO NOTE THAT 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.

FEES PAYABLE ARE ITEMISED ABOVE, PAYMENT OF THE DEPOSIT AMOUNT AND FOR FEE PAYMENTS IN ADVANCE IS DUE 14 DAYS BEFORE THE COMMENCEMENT OF YOUR COURSE. A PAYMENT PLAN IS AVAILABLE FOR ALL STUDENTS.

REFUND POLICY:

DEPOSITS ARE NON-REFUNDABLE. 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 APPROPRAITE. 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 INTERNATIONAL STUDENTS'.

NON-DELIVERY OF A COURSE:

IN THE EVENT OF A COURSE NOT BEING DELIVERED THE STUDENT WILL BE NOTIFIED AS SOON AS A DECISION ON DELIVERY HAS BEEN MADE.THE STUDENT IS ENTITLED TO A FULL REFUND OF FEES PAID. IN A CIRCUMSTANCE WHERE THE STUDENT HAS BEEN ENROLLED THROUGH AN EDUCATION AGENT ANY REFUND TO THE STUDENT WILL BE DISCOUNTED BY THE AMOUNT OF COMISSION PAID TO THE AGENT. STUDENT OBLIGATIONS:

- THE STUDENT AGREES TO -**
- 1. MAKE PAYMENTS IN ACCORDANCE WITH COLLEGE PAYMENT SCHEDULES, OR AS AGREED WITH THE COLLEGE INDIVIDUALLY.**
 - 2. NOTIFY THE COLLEGE OF CHANGES OF ADDRESS AND CONTACT INFORMATION WHILE ENROLLED AT THE COLLEGE**
 - 3. INFORM THE COLLEGE IN A TIMELY MANNER OF ANY CHANGES IN CIRCUMSTANCES WHICH MAY HAVE AN EFFECT ON THE STUDENTS ABILITY TO ATTEND, OR COMPLETE THE COURSE.**

WE ENCOURAGE YOU TO COME AND LOOK AT OUR FACILITIES, AND TO DISCUSS YOUR ASPIRATIONS IN THE FIELD OF MAKE-UP AND SPECIAL EFFECTS. PLEASE CONTACT THE COLLEGE TO MAKE AN APPOINTMENT TO MEET US AND VIEW THE COLLEGE.

GOVERNMENT STUDY ASSISTANCE IS AVAILABLE TO ELIGIBLE AUSTRALIAN RESIDENTS WHO ARE FULL TIME STUDENTS ENROLLED IN ACCREDITED COURSES. CONTACT CENTRELINK FOR DETAILS. COURSE CODE NUMBERS ARE AVAILABLE FROM THE COLLEGE.

BECAUSE OF LIMITED NUMBER OF PLACES AVAILABLE FOR EACH COURSE IT IS ADVISABLE TO RETURN YOUR APPLICATION FORM AND PAY YOUR DEPOSIT AS SOON AS POSSIBLE TO AVOID DISAPPOINTMENT, AS THE DEPOSIT PAYMENT SECURES YOUR PLACE IN THE COURSE.

PRIVACY STATEMENT & STUDENT DECLARATION:

I DECLARE THAT THE INFORMATION I HAVE PROVIDED IS TRUE AND CORRECT. I AM AWARE OF THE CONSEQUENCES THAT MAY ARISE FROM PROVIDING FALSE, MISLEADING OR INCOMPLETE INFORMATION, INCLUDING THE CANCELLATION OF MY ENROLMENT OR THE WITHDRAWAL OF ANY OFFER MADE BY ACMUSE.

I UNDERSTAND THAT ACMUSE IS REQUIRED TO SUBMIT DATA SOURCED FROM THIS ENROLMENT FORM TO THE NATIONAL VET ADMINISTRATIVE COLLECTION AS A REGULATORY REPORTING REQUIREMENT. THE INFORMATION CONTAINED ON MY ENROLMENT FORM MAY BE USED BY MY RTO OR THE FOLLOWING THIRD PARTIES FOR ADMINISTRATIVE, REGULATORY AND/OR RESEARCH PURPOSES:

- GOVERNMENT DEPARTMENTS AND AGENCIES AND AUTHORISED VET RELATED BODIES.
- VET REGULATORS.

I HAVE READ AND I CONSENT TO THE COLLECTION, USE AND DISCLOSURE OF MY PERSONAL INFORMATION PURSUANT TO THE INFORMATION DETAILED AT [HTTP://WWW.USI.GOV.AU/TRAINING-ORGANISATIONS/PAGES/PRIVACY-NOTICE.ASPX](http://www.usi.gov.au/training-organisations/pages/privacy-notice.aspx)

I UNDERSTAND THAT I MAY RECEIVE A NATIONAL CENTRE FOR VOCATIONAL EDUCATION RESEARCH (NCVER) STUDENT SURVEY.

ACMUSE WILL NOT DISCLOSE YOUR PERSONAL INFORMATION TO A THIRD PARTY UNLESS REQUIRED TO OR PERMITTED BY LAW OR WHERE YOU HAVE CONSENTED TO THE DISCLOSURE. INFORMATION RELATING TO HOW ACMUSE COLLECTS, USES OR DISCLOSES YOUR PERSONAL INFORMATION AND HOW YOU MAY COMPLAIN ABOUT ACMUSE HANDLING OF YOUR PERSONAL INFORMATION IS CONTAINED IN THE ACMUSE PRIVACY POLICY.

CHECKLIST:

- IF YOU RECEIVE CENTRELINK BENEFITS PLEASE PROVIDE EVIDENCE / COPY OF CONCESSIONS *(If Needed)*
- RESUME
- VISA (IF NEEDED)

FOR VET STUDENT LOAN:

- PROOF OF ID AND ADDRESS (DRIVER'S LICENSE OR EQUIVALENT)
- TAX FILE NUMBER: _____
- PROOF OF AUSTRALIAN RESIDENCY (BIRTH CERTIFICATE OR PASSPORT)
- COPY OF HIGH SCHOOL CERTIFICATE (HSC)
or
- LANGUAGE, LITERACY & NUMERACY (LLN) TEST *(Please tick this option if you have not completed year 12 and do not have a HSC)*

FOR SMART AND SKILLED:

- PROOF OF ID AND NSW ADDRESS (DRIVER'S LICENSE OR EQUIVALENT)
- PROOF OF AUSTRALIAN RESIDENCY (BIRTH CERTIFICATE OR PASSPORT)
- COPY OF YEAR 10 OR HIGH SCHOOL CERTIFICATE (HSC)
- PROOF OF PRIOR QUALIFICATIONS (STATEMENTS OR CERTIFICATES) *(If Applicable)*

DECLARATION

I HAVE READ AND UNDERSTOOD THE CONDITIONS APPLYING TO ENROLMENT IN THIS COURSE, INCLUDING THE COLLEGE REFUND POLICY AND SUBMISSION OF DATA IN ACCORDANCE WITH THE PRIVACY NOTICE ABOVE. I AGREE TO THE TERMS AND CONDITIONS RELATING TO THIS COURSE AND TO PAY THE AMOUNT OF THE FEES STATED ABOVE IN THE PAYMENT FOR THE COURSE.

I DECLARE THAT THE INFORMATION I HAVE PROVIDED TO THE BEST OF MY KNOWLEDGE IS TRUE AND CORRECT.

STUDENT SIGNATURE: _____

DATE: _____

(IF STUDENT IS UNDER 18 – PARENT OR GUARDIAN'S SIGNATURE)

REGISTRAR: _____

DATE: _____

(OR SIGNATURE OF AUTHORISED REPRESENTATIVE OF THE COLLEGE)

PLEASE SEND YOUR COMPLETED ENROLMENT FORM AND ACOMPANYING DOCUMENTS TO EITHER:

EMAIL: ADMINISTRATION@MAKEUPCOLLEGE.COM.AU

OR

POST:
233 BROADWAY, GLEBE
NSW, 2037

USEFUL INFORMATION:

***UNIQUE STUDENT IDENTIFIER(USI#):**

IF YOU'RE STUDYING NATIONALLY RECOGNISED TRAINING IN AUSTRALIA FROM 1 JANUARY 2015, YOU WILL BE REQUIRED TO HAVE A UNIQUE STUDENT IDENTIFIER (USI).

YOUR USI LINKS TO AN ONLINE ACCOUNT THAT CONTAINS ALL YOUR TRAINING RECORDS AND RESULTS (TRANSCRIPT) THAT YOU HAVE COMPLETED FROM 1 JANUARY 2015 ONWARDS. YOUR RESULTS FROM 2015 WILL BE AVAILABLE IN YOUR USI ACCOUNT IN 2016.

WHEN APPLYING FOR A JOB OR ENROLLING IN FURTHER STUDY, YOU WILL OFTEN NEED TO PROVIDE YOUR TRAINING RECORDS AND RESULTS (TRANSCRIPT). ONE OF THE MAIN BENEFITS OF THE USI IS THE ABILITY TO PROVIDE STUDENTS WITH EASY ACCESS TO THEIR TRAINING RECORDS AND RESULTS (TRANSCRIPT) THROUGHOUT THEIR LIFE.

HELPFUL LINKS: [HTTP://WWW.USI.GOV.AU/STUDENTS/PAGES/STEPS-TO-CREATE-YOUR-USI.ASPX](http://www.usi.gov.au/students/pages/steps-to-create-your-usi.aspx)
[HTTPS://WWW.YOUTUBE.COM/WATCH?V=HRYAAF-B7HO](https://www.youtube.com/watch?v=HRYAAF-B7HO)

PROBLEMS WHEN CREATING YOUR USI:

IF YOU ENCOUNTER A PROBLEM WHEN CREATING YOUR USI, PLEASE CONTACT THE ACMUSE ADMINISTRATION FOR ASSISTANCE.