

## DOMESTIC ENROLMENT FORM

### WHICH COURSE ARE YOU APPLYING FOR:

#### ACCREDITED COURSES

- ☐ CUA41220 CERTIFICATE IV IN SCREEN & MEDIA
- ☐ CUA51020 DIPLOMA OF SCREEN AND MEDIA
- ☐ CUA60620 ADVANCED DIPLOMA OF SCREEN & MEDIA
- ☐ SHB30416 CERTIFICATE III IN HAIRDRESSING

#### PROFESSIONAL DEVELOPMENT (ACCREDITED)

- ☐ STATEMENT OF ATTAINMENT FROM CUA60620 SCULPT AND MANUFACTURE
- ☐ STATEMENT OF ATTAINMENT FROM CUA51020 WIGS AND HAIRPIECES
- ☐ STATEMENT OF ATTAINMENT FROM CUA60620 PROSTHETIC APPLICATION
- ☐ STATEMENT OF ATTAINMENT FROM CUA60620 AIRBRUSH MASTERCLASS

#### NON-ACCREDITED COURSES

- ☐ HAIR SHORT COURSE
- ☐ SFX SHORT COURSE
- ☐ BRIDAL GLAMOUR NIGHT COURSE
- ☐ AIRBRUSHING SHORT COURSE
- ☐ BESPOKE TRAINING

WHICH INTAKE DO YOU WISH TO START (MONTH): \_\_\_\_\_

### WILL YOU BE APPLYING FOR THE FOLLOWING:

- ☐ \*VET STUDENT LOAN      ☐ NEITHER /FULL-FEE PAYING

**\*IF YOU ARE APPLYING FOR FEE ASSISTANCE, PLEASE ENSURE ALL REQUIRED DOCUMENTS ARE ATTACHED WITH YOUR APPLICATION – SEE CHECKLIST ON PAGE 4.**

### PERSONAL DETAILS

☐ MISS   ☐ MRS   ☐ MS   ☐ MR   ☐ X

FIRST NAME/S: \_\_\_\_\_

MIDDLE NAME: \_\_\_\_\_

SURNAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_ (DD/MM/YYYY)

GENDER:   ☐ MALE   ☐ FEMALE   ☐ X

\*UNIQUE STUDENT IDENTIFIER (USI):  
(10 DIGITS)

(APPLY AT [HTTPS://WWW.USI.GOV.AU](https://www.usi.gov.au))

**YOUR USI NUMBER IS REQUIRED COMPULSORARILY BY THE AUSTRALIAN GOVERNMENT. WITHOUT THIS YOU WILL NOT BE ELIGIBLE TO RECEIVE ANY QUALIFICATIONS OR STATEMENTS OF ATTAINMENT AT THE CONCLUSION OF YOUR COURSE.**

### CONTACT DETAILS

STREET ADDRESS: \_\_\_\_\_

PHONE (PRIMARY): \_\_\_\_\_

SUBURB: \_\_\_\_\_

PHONE (ALTERNATIVE): \_\_\_\_\_

STATE: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

EMAIL (PRIMARY): \_\_\_\_\_

\_\_\_\_\_

EMAIL (ALTERNATIVE): \_\_\_\_\_

### EMERGENCY CONTACT DETAILS

NAME: \_\_\_\_\_

DOCTOR'S NAME: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_

PRIMARY PHONE: \_\_\_\_\_

PHONE (PRIMARY): \_\_\_\_\_

EMAIL (PRIMARY): \_\_\_\_\_

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. 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 \_\_\_\_\_

### 8. 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 – SEEKING PART TIME WORK  
☐ UNEMPLOYED – NOT SEEING EMPLOYMENT

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

- ☐ YES  
☐ NO

### 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  
☐ ALLERGY / ALLERGIES – IF YES, PLEASE PROVIDE FURTHER DETAILS BELOW:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ OTHER – PLEASE SPECIFY: \_\_\_\_\_

### 11. DO YOU HAVE ANY LEARNING DIFFICULTIES?

- ☐ NO  
☐ YES – PLEASE SPECIFY: \_\_\_\_\_

### 12. ARE YOU CONFIDENT WITH READING AND WRITING?

- ☐ YES  
☐ NO – PLEASE SPECIFY \_\_\_\_\_

### 13. ARE YOU CONFIDENT WITH USING EMAIL, TYPING A WORD DOCUMENT OR BROWSING THE INTERNET?

- ☐ YES  
☐ NO – PLEASE SPECIFY \_\_\_\_\_

### 14. HAVE YOU USED AN ONLINE SYSTEM BEFORE (EG MOODLE, CANVAS, JOB READY?)

- ☐ YES  
☐ NO

### 15. DO YOU HAVE ANY DIFFICULTY USING DIGITAL TOOLS LIKE COMPUTERS AND ONLINE LEARNING PLATFORMS?

- ☐ NO  
☐ YES – PLEASE SPECIFY \_\_\_\_\_

### 16. ARE YOU CURRENTLY WORKING IN THE INDUSTRY?

- ☐ YES  
☐ NO

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

### 17. IS YOUR EMPLOYER FUNDING THIS COURSE?

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

NAME OF EMPLOYER:

CONTACT NAME: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_

### 18. WOULD YOU LIKE TO APPLY FOR RECOGNITION OF PRIOR LEARNING OR CREDIT TRANSFER?

- ☐ YES  
☐ NO

### 19. 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?

- ☐ SOCIAL MEDIA    ☐ GOOGLE    ☐ WEBSITE    ☐ INDUSTRY EXPO  
☐ WORD OF MOUTH    ☐ STUDENT COUNSELLOR.    ☐ GRADUATE OF ACMUSE  
☐ OTHER – PLEASE SPECIFY : \_\_\_\_\_

## COURSE FEES:

CUA41220 CERTIFICATE IV IN SCREEN AND MEDIA	\$10,950	(\$1,500 PAYABLE AT ENROLMENT)
CUA51020 DIPLOMA OF SCREEN AND MEDIA	\$19,500	(\$1,500 PAYABLE AT ENROLMENT)
CUA60620 ADVANCED DIPLOMA OF SCREEN AND MEDIA	\$19,500	(\$1,500 PAYABLE AT ENROLMENT)
SHB30416 CERTIFICATE III IN HAIRDRESSING	\$13,000	(\$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 STUDENT'S 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)
- ☐ COPY OF HIGH SCHOOL CERTIFICATE (HSC)
- ☐ LANGUAGE, LITERACY & NUMERACY (LLN) TEST *(Please tick this option if you have not completed year 12 and do not have your HSC, or have disclosed difficulty with reading, writing or using a computer)*

**FOR VET STUDENT LOAN:**

- ☐ READ AND SIGNED OBLIGATION CHECKLIST (ACMF82)
- ☐ PROOF OF ID AND ADDRESS (DRIVER'S LICENCE OR EQUIVALENT)
- ☐ TAX FILE NUMBER: \_\_\_\_\_
- ☐ UNIQUE STUDENT IDENTIFIER (USI): \_\_\_\_\_
- ☐ 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 your HSC, or have disclosed difficulty with reading, writing or using a computer)*

**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 ACCOMPANYING DOCUMENTS TO: [COURSES@MAKEUPCOLLEGE.COM.AU](mailto:COURSES@MAKEUPCOLLEGE.COM.AU)

**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 ACMUSE ADMINISTRATION FOR ASSISTANCE.**