

# INTERNATIONAL ENROLMENT FORM

## WHICH COURSE ARE YOU APPLYING FOR:

### ACCREDITED COURSES

- 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  
 BESPOKE TRAINING

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

## PERSONAL DETAILS

MISS  MRS  MS  MR  X

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: \_\_\_\_\_

## PASSPORT DETAILS

NAME OF PASPORT: \_\_\_\_\_  
 NUMBER: \_\_\_\_\_  
 EXPIRY DATE: \_\_\_\_\_  
 NATIONALITY: \_\_\_\_\_

## AUSTRALIAN VISA DETAILS

NUMBER: \_\_\_\_\_  
 EXPIRY DATE: \_\_\_\_\_  
 NATIONALITY: \_\_\_\_\_

## AUSTRALIAN ADDRESS AND CONTACT DETAILS

STREET: \_\_\_\_\_  
 SUBURB: \_\_\_\_\_  
 STATE: \_\_\_\_\_  
 POSTCODE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_  
 MOBILE PHONE: \_\_\_\_\_  
 EMAIL (PRIMARY): \_\_\_\_\_  
 EMAIL (ALTERNATIVE): \_\_\_\_\_

## ADDRESS IN HOME COUNTRY (COMPULSORY)

STREET: \_\_\_\_\_  
 SUBURB: \_\_\_\_\_  
 STATE: \_\_\_\_\_  
 POSTCODE: \_\_\_\_\_

COUNTRY: \_\_\_\_\_  
 PHONE NUMBER: \_\_\_\_\_

## 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. HOW WELL DO YOU SPEAK ENGLISH?

- VERY WELL  
 WELL  
 NOT WELL

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

- NO  
 YES – ABORIGINAL  
 YES – TORRES STRAIT ISLANDER

5. 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 – SEEKING PART TIME WORK  
 UNEMPLOYED – NOT SEEKING 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 AGENT  
 EDUCATION WEBSITE  
 WEBSITE  
 INDUSTRY EXPO  
 WORD OF MOUTH  
 STUDENT COUNSELLOR  
 GRADUATE OF ACMUSE

## COURSE FEES:

CUA51015 DIPLOMA OF SCREEN AND MEDIA (FULL-TIME)	\$20,500 (\$4,000 PAYABLE AT ENROLMENT)
CUA60715 ADVANCED DIPLOMA OF VISUAL ARTS (FULL-TIME)	\$20,500 (\$4,000 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 PROCEDURES STUDENTS SHOULD READ THE DOCUMENTS 'INFORMATION FOR INTERNATIONAL 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.**

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.*

## ENGLISH, IELTS TEST RESULTS OR EQUIVALENT:

DATE OF TEST: \_\_\_\_\_ TYPE OF TEST: \_\_\_\_\_ SCORE: \_\_\_\_\_

**IMPORTANT: APPLICANTS WHO ARE NOT ABLE TO DEMONSTRATE THAT THEY MEET THE CRITERIA ABOVE, BUT WHO, NEVERTHELESS, BELIEVE THAT THEY SATISFY THE COLLEGE'S ENGLISH LANGUAGE REQUIREMENTS, MAY REQUEST TO BE TESTED BY THE CEO AT THE COLLEGE. IF THE STUDENT IS UNAVAILABLE TO MEET WITH THE CEO, THEY MAY REQUEST THE TEST VIA EMAIL AND RETURN IT TO THE COLLEGE FOR MARKING, FOLLOWED BY A SKYPE MEETING.**

## CHECKLIST:

- 3.1 READ AND UNDERSTOOD SCHEDULE OF FEES AND CHARGES
- 3.2 READ AND UNDERSTOOD REFUND AND DEFERMENT PROCEDURES
- 3.3 READ AND UNDERSTOOD COURSE DETAILS AND DURATION
- 3.4 ATTACHED PHOTOCOPIES OF PASSPORT
- 3.5 ATTACHED PHOTOCOPIES OF OVERSEAS STUDENT HEALTH COVER
- 3.6 ATTACHED COPIES OF IELTS OR EQUIVALENT TEST RESULTS (SCORE OF 6.5 OR ABOVE)
- 3.7 READ AND UNDERSTOOD STUDENT HANDBOOK
- 3.8 RECEIVED 'INFORMATION FOR INTERNATIONAL STUDENTS' DOCUMENT
- 3.9 I WILL NOTIFY ACMUSE OF ANY CHANGE OF ADDRESS WHILE ENROLLED
- 4.0 PRIVACY STATEMENT

**PLEASE TICK THE CHECKLIST AND COMPLETE THIS APPLICATION FORM BY SIGNING AND DATING. PLEASE ENSURE THAT YOU HAVE ALL THE DOCUMENTATION REQUIRED AS THE APPLICATION WILL NOT PROCEED UNLESS IT IS SUPPORTED BY ALL NECESSARY DOCUMENTS.**

## DECLARATION

I HAVE READ AND UNDERSTOOD THE CONDITIONS APPLYING TO ENROLMENT IN THIS COURSE, INCLUDING THE COLLEGE REFUND POLICY AND SUBMISSION OF DATA. 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.

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](mailto: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.**