MEDIA MAKEUP

Training Provider Number 2316
Media Makeup Academy and Agency PTY LTD

SHB20121 Certificate II in Retail Cosmetics
Semester 1 ◯ Semester 2 ◯ Day ◯ Night ◯

SHB30221 Certificate III in Make-up
Semester 1 ◯ Semester 2 ◯ Day ◯ Night ◯

CUA51020 Diploma of Screen and Media (Specialist Make-up Services)
February ◯ April ◯ July ◯ Online ◯

CUA60620 Advanced Diploma of Screen & Media
February ◯ April ◯ July ◯ Online ◯

SHB30121 Certificate III in Beauty Services
Semester 1 ◯ Semester 2 ◯ Day ◯ Night ◯

SHB30321 Certificate III in Nail Technology
Semester 1 ◯ Semester 2 ◯ Day ◯ Night ◯

SHB50121 Diploma of Beauty Therapy
February ◯ April ◯ July ◯ Online ◯

Personal Details

*Indicates a required field

* Unique Student Identifier (USI #): _____

Please click to head to the USI Registry to create/find your USI
https://www.usi.gov.au/

* Family Name (Surname): _____

* Date of Birth: _____

* Legal Names: _____

Sex: ◯ **Male** ◯ **Female** ◯ **Other**

Prefered Name _____

Prefered Pronouns _____

Address: _____

* Student Mob: _____

Suburb: _____

Postcode: _____

Postal Address: _____

School Year Level
(at time of study): _____

Email: _____

T-Shirt Size: **XS** ◯ **S** ◯ **M** ◯ **L** ◯ **XL** ◯ **2XL** ◯

Please note that the size selected will be the one received and will not be changed.

Please note that students enrolling for the Skills Cluster/Short Course will not be issued a uniform and is not included in material charge.

Emergency Contact Details

* Name (Given & Surname): _____

* Relationship: _____

* Mobile: _____

* Email: _____

Part A Avetmiss Data Requirements

1. In which country were you born?

◯ Australia

◯ Other - Please Specify _____

2. Resident Type

◯ Australia Citizen

◯ Permanent Australian Resident

◯ New Zealand citizen living in South Australia

◯ Visa Type

IMPORTANT: provide copy of VISA with application.

3. Visa Type (if applicable)

◯ Skilled - Regional Sponsored (provisional) Visa, subclass 475 and subclass 495. Skilled - Regional Sponsored (provisional) Visa, subclass 487.

◯ Skilled - Regional Sponsored (provisional) Visa, subclass 487.

◯ Skilled - Nominated or State Territory Sponsored, subclass 489.

◯ 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

◯ Skilled - Regional Sponsored (provisional) Visa, subclass 475 and subclass 495. Skilled - Regional Sponsored (provisional) Visa, subclass 487.

4. Has student completed SACE/Year 12 or equivalent?

◯ Yes ◯ No

5. Highest Level of education achieved. Please indicate all previous qualification.

◯ Bachelor Degree or Higher Degree

◯ Advanced Diploma or Associate Degree Diploma or Associate Diploma

◯ Certificate IV or Advanced Certificate/Technician Certificate III or Trade Certificate

◯ Certificate II

◯ Certificate I

◯ Certificate other than the above No post school qualifications

IMPORTANT: provide a copy of your resume

6. Do you consider yourself to have a disability, impairment or long-term condition?

◯ No

◯ Yes - if yes please give more details. Your may indicate more than one area.

◯ Hearing/Deaf

◯ Physical

◯ Intellectual

◯ Learning

◯ Mental Illness

◯ Acquired Brain Impairment Vision

◯ Medical Condition

◯ Other

If indicated please provide more details.

_____

_____

7. Do you have any learning difficulties that the academy should be aware of?

◯ No

◯ Yes - if yes please give more details. Your may indicate more than one area.

If indicated please provide more details.

_____

_____

8. Do you have any medical conditions that the academy should be aware of?

◯ No

◯ Yes - if yes please give more details. Your may indicate more than one area.

If indicated please provide more details.

_____

_____

9. Are you currently employed within the industry?

◯ Yes ◯ No

10. Is your employer funding this course?

◯ Yes ◯ No

Name of Employer _____

Contact Name _____

Phone Number _____

11. Would you like to apply for Recognition of Prior Learning?

◯ Yes ◯ No ◯ Unsure

12. What is your main reason for study?

◯ To get a job

◯ To develop my existing business To start my own business

◯ To try for a different career

◯ To get a better job or promotion It was a requirement of my job

◯ I wanted extra skills for my job

◯ To get into another course of study

◯ For personal interest or self-development

Other reasons _____

Part B Demographic

13. 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?

14. 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, other - please specify _____

15. How well do you speak English?

◯ Very Well

◯ Well

◯ Not well

◯ Not at all

17. Are you of Aboriginal or Torres Strait Islander origin?

- ◯ No
- ◯ Yes, Aboriginal
- ◯ Yes, Torres Strait Islander
- ◯ Both Aboriginal & Torres Strait Islander

16. Of the following categories, which best describes your current employment status? Tick one box only.

- ◯ Full-time employee
- ◯ Part-time employee
- ◯ Self-employed - not employing others Employer
- ◯ Employed - unpaid worker in a family business
- ◯ Unemployed - seeking full-time work
- ◯ Not employed - not seeking employment

18. How did you hear about Media Makeup Academy?

_____

_____

_____

_____

Checklist

Only Required for Certificate Programs:

- ◯ Resume
- ◯ School Report
- ◯ VISA (if needed)

Diploma ONLY need the following infomation

- ◯ provide a copy of Birth Certificate (for Diploma)
- ◯ provide copy of SACE/Year 12 or equivalent certificate (for Diploma)

Email: info@mediamakeup.com.au

Post: 14-38 Rundle Mall SA 5000

Address: Level 3, Myer Centre, 14-38 Rundle Mall SA 5000

Ph: 08 8223 3233

VET STUDENT LOANS - DIPLOMA ONLY

3. Have you complete SACE/Year 12 or equivalent?

- ◯ Yes
- ◯ No

IMPORTANT: provide copy of SACE/Year 12 or equivalent certificate.

4. Do you have your Birth Certificate?

- ◯ Yes - if yes please provide a copy
- ◯ No - you will need to go to Birth Death & Marriages www.sa.gov.au

IMPORTANT: provide copy of Birth certificate

Refund Policy

Deposit
If a deposit is required on enrolment this will confirm a position in the course. The deposit is part of the total course fee. The deposit is refundable up until three weeks prior to the course start date, after which it is not refundable. In the event of a deposit refund, an administration fee of $100.00 will be deducted from the deposit amount. Written notification is required in the event of requesting a deposit refund.

Student Default and Withdrawal from Course
Students are required to provide written notification of withdrawal from any course or course component, prior to the commencement of the enrolled course. If a student withdraws from the course prior to the course start date but after the three week deposit deadline the deposit is non-refundable, however any further prepaid course fee and incidental expenses will be refunded, less a $100 admin fee. The student may defer their course to another intake date within a 24 month period from the initial course start date.

If a student withdraws from the course after commencement of the course, then the student is required to pay any fees owing for the weeks completed in the program. In that case, fees may be refunded on a pro-rata basis, for example if 50% of the course program has been delivered then 50% of the fee paid minus the original deposit. All refunds claims will be paid to the student within two weeks from the date of receiving the notification of withdrawal. Refunds incur an admin fee of $100.00.

Deferment of Enrolment
Students are required to provide written notification of deferring from any enrolled course or course component. A student is only allowed to defer commencement or suspend studies of a course on medical grounds (with a medical certificate) or other exceptional compassionate circumstances. An enrolment can be held no longer than 24 months from the original start date.

Media Makeup Academy reserves the right to defer or temporarily suspend the enrolment of the student on the grounds of misbehaviour (breach of Media Makeup Policies & Procedures) by the student. In this situation Media Makeup Academy will inform the student in writing of the intention to suspend or cancel the student's enrolment and that the student has 20 working days in which to access the complaints and appeals processes. If the complaints & appeals processes are accessed by the student then the deferment will not take place until the internal process is completed.

Misbehaviour (breach of Media Makeup Academy Policies & Procedures) of students can also be grounds for cancellation of the course program and in this situation the student will be informed of this prior to enrolment.

There is no monetary action on deferments, however, please note that courses may be subject to change and you are required to check with Student Administration, at the beginning of the year in which you intend to re-enrol, to ensure that re-enrolment is possible.

Complaints & Appeals Policy (extract from Learners Handbook)

All personal complaints will be handled in a fair and impartial manner according to process outlined in this policy. This formal complaints procedure has been provided to ensure all learner complaints are heard fairly and impartially to reach effective resolution.

All learners are encouraged to adhere to this policy by bringing all problems and complaints firstly to the attention of the Course Coordinator or Training Manager. The purpose of this policy is to give the Trainers and Learners an opportunity to clear up problems, misconceptions, disputes or misunderstandings of any kind. It should be considered a formal method of assuring everyone just and suitable treatment. In order for this procedure to be successful, everyone must want it to work and use it when informal methods prove unsatisfactory.

Visit Learners Handbook
https://mediamakeup.com.au/wp-content/uploads/2024/06/Student-Handbook-1.pdf

Complaints & Appeals Procedure

All learners who have complaints, problems, concerns or disputes with another learner or having to do with specific course conditions, safety, unfair treatment, disciplinary actions, compensation, interpretation of their course contract or any form of purported discrimination shall bring this issue to the attention of Course Coordinator or the Training Manager or CEO within seven (7) working days of the incident. All complaints will be discussed and documented with the Training Manager or CEO. Within three (3) working days following this initial discussion, the Training Manager or CEO will consider the matter and make every effort to mutually resolve the situation to everyone's satisfaction.

• If the issue cannot be resolved mutually to everyone's satisfaction within that three (3) working day period, additional time to gather sufficient and more comprehensive information may be jointly agreed upon.

• A meeting between the parties involved in the dispute will be held to try and resolve the issue.

• If the matter remains unresolved, the learner may file a written complaint and submit it to the CEO.

• The CEO will provide the learner with an answer within ten (10) days of this written report.

• If the issue is not resolved satisfactorily, the learner may choose to contact and external body the Office of the Training Advocate 1800 006 488 or Australian Skills Quality Authority (ASQA) info line 1300 701 801

Please note that you can make a complaint to the external body once the internal procedure has been completed and only when the compliant has not been resolved to your satisfaction.

Any party involved in a compliant has the right to have a support person present in any meetings.

No learner will be discriminated against or retaliated against for lodging a personal complaint. Any discrimination or retaliation will result in disciplinary action, which may lead to termination of the course contract.

When a student has had disciplinary action from the Academy the Learner has 20 working days to access the complaints and appeals procedure

Privacy Statement

Australian Skills Quality Authority (ASQA) collect the required information on this form for use by the Commonwealth Department of Education Science and Training. This information is collected for the purpose of auditing participation and the monitoring and reporting of training outcomes.

Media Makeup Academy will not share staff or student information with a third party or other Organisation without the staff/student's permission, except by law. If a third party requires student information we will obtain permission from the student prior to release of any information. In order to protect the security of the personal information obtained appropriate measures will be taken by Media Makeup Academy.

Student Declaration

I have honestly and accurately provided information contained on this application form.

Upon signature of this form, the applicaticant agrees to the course and incidental expenses and to abide by the Media Makeup Academy Policy & Procedures including the refund policy and the privacy statement.

First Name: _____ Surname: _____

Signature: _____ Date: _____

Guarantor/Guardian's Name and Signature (if applicant is under 18 years):
The Guarantor / Guardian irrevocably guarantees to be liable for the payment of all monies due under this agreement.

Default clause: **In the case of default of any monies due under this agreement the applicant and or guarantor are jointly or severally liable for payment of all costs incurred including but not limited to legal costs, debt collection costs, and any reasonable administration costs.**

Parent /Guardian's First Name: _____ Surname: _____

Parent /Guardian's Signature: _____ Date: _____