MVJ Enterprises Pty Ltd t/a YES College, Perth College of Beauty Therapy
Suite 301 Level 3, 106 Church Street
Parramatta NSW 2150 Australia
T: +61 2 9635 0652
W: www.yescollege.com.au
E: info@yescollege.com.au

Enrolment Form (Local Students)

STUDENT IDENTIFICATION NUMBER (YC): _____

STUDENT CHESSN NUMBER: _____

USI: _____

Section 1 – Personal Details:

Title: ☐ Mr.   ☐ Mrs.   ☐ Ms.   ☐ Other

Enter your full name *
Single name only ☐ (Tick this box if you have one name only that cannot be written in the following format. Write your single name in the 'Family name' section).

Family name (surname):   First given name: Second given name (middle):

* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want YES College to apply for a USI on your behalf, **you must write your name, including any middle names, exactly as written in the identity document** you choose to use for this purpose. See section on the Unique Student Identifier (USI) at the end of this form for a detailed explanation.

Were you ever known by any other names?   ☐ Yes   ☐ No   If yes, please provide details below:

Family name: _____   Given name: _____

Enter Date of birth (Day/month/year): _____ / _____ / _____

Gender (Tick ONE box only):
☐ Male: ☐ Female: ☐ Other:

Enter your contact details:

Home phone _____   Work phone _____   Mobile _____

Email address_____   Alternative email address (optional)_____

What is the address of your usual residence?
Please provide the physical address (street number and name **not** post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home.
If you are from a rural area use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address.
Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.

Building/property name _____

Flat/unit details _____

Street or lot number (eg. 205 or Lot 118) _____

Street name _____

Suburb, locality or town _____

State/territory _____

Postcode _____

Enrolment Form (Local Students) VSL approved courses
Version: 26
Implemented: 20th March 2022
To be reviewed: 13th December 2022
Responsibility: Chief Executive Officer
RTO Code: 0249, CRICOS Provider Code: 03282E
© *MVJ Enterprises Pty Ltd t/a YES College, Perth College of Beauty Therapy*   Page 1 of 10

MVJ Enterprises Pty Ltd t/a YES College, Perth College of Beauty Therapy
Suite 301 Level 3, 106 Church Street
Parramatta NSW 2150 Australia
T: +61 2 9635 0652
W: www.yescollege.com.au
E: info@yescollege.com.au

What is your postal address (if different from above)?

Building/property name

Flat/unit details

Street or lot number (eg. 205 or Lot 118)

Street name

Postal delivery information (eg. PO Box 254)

Suburb, locality or town

State/territory

Postcode

Section 2 – Schooling:

What is your highest COMPLETED school level? (Tick ONE box only)

If you are currently enrolled in secondary education, the Highest school level completed refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the Highest school level completed is Year 9.

☐ Year 12 or Equivalent ☐ Year 9 or Equivalent
☐ Year 11 or Equivalent ☐ Year 8 or below
☐ Year 10 or Equivalent ☐ Never attended school

In which year, did you complete your highest schooling level?

Are you still enrolled in secondary or senior education? ☐ Yes ☐ No

List details of your Schooling including Schooling you are currently studying.

Please attach supporting documentation of your highest level of Schooling completed eg. Senior Secondary Certificate of Education issued by the School Curriculum and Standards Authority.

Course	Name of School	Country	Year of Award

Section 3 – Previous qualifications achieved:

Have you SUCCESSFULLY completed any of the following qualifications? (Tick ALL that apply)

☐ Bachelor degree or higher degree ☐ Certificate IV (or advanced certificate/technician) ☐ Certificate I

☐ Advanced diploma or associate degree ☐ Certificate III (or trade certificate) ☐ Other education (including certificates or overseas qualifications not listed above)

☐ Diploma (or associate diploma) ☐ Certificate II

List details of your previous education including courses you are currently studying.

Please attach supporting documentation from all studies undertaken i.e. Diploma, Advanced Diploma, Bachelor degree

Qualification	Name of the College or University	Country	Year of Award

Student Declaration: I declare that I have provided all relevant details of the qualifications I have previously completed.

Student Signature: **Date:**

Section 4 – Disability Support:

Do you consider yourself to have a disability, impairment or a long-term health condition? ☐ Yes ☐ No

If yes, Please indicate the areas of disability, impairment or long-term health condition. You may indicate more than one:

☐ Hearing/Deaf ☐ Physical ☐ Intellectual ☐ Learning ☐ Mental illness ☐ Vision

Enrolment Form (Local Students) VSL approved courses
Version: 26
Implemented: 20th March 2022
To be reviewed: 13th December 2022
Responsibility: Chief Executive Officer
RTO Code: 0249, CRICOS Provider Code: 03282E
© *MVJ Enterprises Pty Ltd t/a YES College, Perth College of Beauty Therapy*   Page 2 of 10

MVJ Enterprises Pty Ltd t/a YES College, Perth College of Beauty Therapy
Suite 301 Level 3, 106 Church Street
Parramatta NSW 2150 Australia
T: +61 2 9635 0652
W: www.yescollege.com.au
E: info@yescollege.com.au

☐ Acquired brain impairment	☐ Medical condition	☐ Other

Please provide details of any special needs, disabilities or other personal considerations YES College should be aware of (Attach additional sheets if required).

Section 5 – Language and cultural diversity:

In which country were you born?   ☐ Australia ☐ Other – Please specify _____

Are you of Aboriginal or Torres Strait Islander origin?   ☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander
For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes

How well do you speak English?   ☐ Excellent   ☐ Well   ☐ Not Well   ☐ Poor

Do you speak a language other than English at home?   ☐ No, English only   ☐ Yes - Please Specify _____
(If more than one language, indicate the one that is spoken most often)

Section 6 – Study reason:

Of the following categories, select the one which BEST describes the main reason you are undertaking this course. (Tick ONE box only)

☐ To get a job	☐ It was a requirement of my job	☐ For personal interest or self-development
☐ To develop my existing business	☐ I wanted extra skills for my job	☐ To get skills for community/voluntary work
☐ To try for a different career	☐ To get into another course of study	☐ Other reasons
☐ To get a better job or promotion		

Section 7 – Employment status:

Of the following categories, which BEST describes your current employment status?
For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).

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

Section 8 – Computer skills in programs such as Microsoft Word, Microsoft Excel, Microsoft Power point and knowledge of how to use the Internet to access information:

☐ Beginner	☐ Beginner/Intermediate	☐ Intermediate	☐ Intermediate/Advanced	☐ Advanced

Section 9 – Intended course enrolment details:

I, (Full Name) _____ *enroll at YES College (RTO) in the following course:*

Course code	Course title	Mode of delivery	Study mode	Course duration
Beauty and Make-Up				
☐ SHB50115	Diploma of Beauty Therapy	☐ Face to face	☐ Full-time ☐ Part-time	2 days on campus and 2 days home study per week over 1 year. 1 day on campus and 1 day home study per week over 2 years.
		☐ Online	☐ Full-time	4 days online per week + 20 practical workshops + 400 hours client practice over 1 year.
☐ CUA51020	Diploma of Screen and Media	☐ Face to face	☐ Full-time	2 days on campus per week with home study over 1 year.
Building and Construction				
☐ CPC50220	Diploma of Building and Construction (Building)	☐ Blended	☐ Full-time	1 year
Business				
☐ BSB60120	Advanced Diploma of Business	☐ Online	☐ Full-time	1 year

Enrolment Form (Local Students) VSL approved courses
Version: 26
Implemented: 20th March 2022
To be reviewed: 13th December 2022
Responsibility: Chief Executive Officer
RTO Code: 0249, CRICOS Provider Code: 03282E
© *MVJ Enterprises Pty Ltd t/a YES College, Perth College of Beauty Therapy*   Page 3 of 10

MVJ Enterprises Pty Ltd t/a YES College, Perth College of Beauty Therapy
Suite 301 Level 3, 106 Church Street
Parramatta NSW 2150 Australia
T: +61 2 9635 0652
W: www.yescollege.com.au
E: info@yescollege.com.au

☐ BSB50120	Diploma of Business	☐ Online	☐ Full-time	1 year

Community Services

☐ CHC52015	Diploma of Community Services	☐ Blended	☐ Full-time	2 years. Minimum of 400 hours of Work Placement required for course.

Graduate

☐ BSB80120	Graduate Diploma of Management (Learning)	☐ Online	☐ Full-time	2 years

Management

☐ BSB60420	Advanced Diploma of Leadership and Management	☐ Online	☐ Full-time	1 year
☐ BSB50420	Diploma of Leadership and Management	☐ Online	☐ Full-time	1 year

Unit of study name	Unit of study code	Commencement date	Census date	Completion date	EFTSL	TUITION FEES
UoS 1						
UoS 2						
UoS 3						
UoS 4						
UoS 5						
UoS 6						
UoS 7						
UoS 8						
						Total $

Section 10.1 – Course fees and payment method:				
Course Name	**VET Student Loans (VSL) Eligible**	**VSL Limit**	**Gap Amount**	**Course Fee**
Beauty and Make-Up				
SHB50115 Diploma of Beauty Therapy	✓	$16,221.00	$0.00	$16,200.00
CUA51020 Diploma of Screen and Media	✓	$16,221.00	$0.00	$16,200.00
Building and Construction				
CPC50220 Diploma of Building and Construction (Building)	✓	$16,221.00	$0.00	$16,200.00
Business				
BSB60120 Advanced Diploma of Business	✓	$10,813.00	$0.00	$10,500.00
BSB50120 Diploma of Business	✓	$10,813.00	$0.00	$10,500.00
Community Services				
CHC52015 Diploma of Community Services	✓	$16,221.00	$0.00	$16,200.00
Graduate				
BSB80120 Graduate Diploma of Management (Learning)	✓	$16,221.00	$0.00	$16,200.00
Management				
BSB60420 Advanced Diploma of Leadership and Management	✓	$10,813.00	$0.00	$10,500.00
BSB50420 Diploma of Leadership and Management	✓	$10,813.00	$0.00	$10,500.00

Enrolment Form (Local Students) VSL approved courses
Version: 26
Implemented: 20th March 2022
To be reviewed: 13th December 2022
Responsibility: Chief Executive Officer
RTO Code: 0249, CRICOS Provider Code: 03282E
© *MVJ Enterprises Pty Ltd t/a YES College, Perth College of Beauty Therapy*   Page 4 of 10

MVJ Enterprises Pty Ltd t/a YES College, Perth College of Beauty Therapy
Suite 301 Level 3, 106 Church Street
Parramatta NSW 2150 Australia
T: +61 2 9635 0652
W: www.yescollege.com.au
E: info@yescollege.com.au

Section 10.2 – ☐ Full fee-paying students

Total tuition fee: $	Deposit paid: $	Deposit receipt number:

Ezidebit payment plan

Ezidebit form completed:	☐ Yes ☐ No	
Weekly payment of	$	Commencing on:
Fortnightly payment of	$	Commencing on:
Monthly payment of	$	Commencing on:

Section 10.3 – ☐ VET Student Loan

VET Student Loan Eligibility Requirements:

☐ Australian citizen
Passport number: _____ (or attach a copy of Birth Certificate or Citizenship)

☐ or, the holder of a permanent humanitarian visa who is usually resident in Australia.
Visa Number: _____

☐ or, a qualifying New Zealand citizen
Visa Number: _____

☐ Has a VET Student Loan balance greater than zero. Amount: _____

Have a Tax File Number?   ☐ Yes   ☐ No   If yes please provide number: _____

Previously allocated CHESSN: _____

Amount paid upfront if applicable – VET Student Loan

UoS1 $	UoS2 $	UoS3 $	UoS4 $	UoS5 $	UoS6 $	UoS7 $	UoS8 $

VET Student Loan calculations:

(a)	VET Student Loan Amount	$
(b)	VET Student Loan Fee @ 20%	$
(c)	VET Student Loan Debt (a+b)	$

Section 11 – Recognition of Prior Learning (RPL) / Credit Transfer (CT):

Recognition of Prior Learning (RPL) is an assessment process to evaluate students skills, knowledge and experience gained through working and learning. It can be gained in Australia or overseas, through work or other activities such as volunteering.

Credit transfer provides a means for students to gain credit in an AQF qualification on the basis of completed components of another AQF qualification or other formal learning

Are you applying for:	RPL	☐ Yes	☐ No	CT	☐ Yes	☐ No

Section 12 - How did you hear about us?

☐ Facebook	☐ Instagram	☐ Google/Other Search Engine	☐ Word of mouth/Reputation
☐ School Career's Advisor		Advertisement - *which advertisement did you see?* _____	
☐ Other – Please provide details:			

Declaration: I declare all information I have given in this form is true and correct, including documentation provided in support of my application. Parent / Guardian will need to complete the following information and sign for students who are under 18 years of age prior to course commencement.

Full name:	Student signature:
Parent / Guardian name:	Parent / Guardian signature:
Relationship to student:	Contact phone number:

Enrolment Form (Local Students) VSL approved courses
Version: 26
Implemented: 20th March 2022
To be reviewed: 13th December 2022
Responsibility: Chief Executive Officer
RTO Code: 0249, CRICOS Provider Code: 03282E
© *MVJ Enterprises Pty Ltd t/a YES College, Perth College of Beauty Therapy*   Page 5 of 10

MVJ Enterprises Pty Ltd t/a YES College, Perth College of Beauty Therapy
Suite 301 Level 3, 106 Church Street
Parramatta NSW 2150 Australia
T: +61 2 9635 0652
W: www.yescollege.com.au
E: info@yescollege.com.au

RESPONSIBILITIES AND OBLIGATIONS

The College prides itself on its professionalism and excellent reputation in industry and aims to train students to the highest level. The following RESPONSIBILITIES AND OBLIGATIONS apply to all students and form part of our Enrolment Agreement with you.	Please Initial each section
PRESENTATION: You must be well presented at all times while on Campus, undertaking Online sessions and doing any applicable Work Placements.	
PUNCTUALITY: Students must be punctual for all classes, whether online or face to face or for work placement. You must notify reception as soon as possible if you will be late.	
SMOKING: Smoking on campus is strictly prohibited.	
MOBILE PHONES: Mobile phones must be on silent at all times during class.	
ATTENDANCE: All units have assessment requirements. If absence results in the assessment requirements not being met, a student will not complete the unit. Arrangements will be made on an individual basis to complete at a later time, costs and timing will be discussed individually. Students must catch up on any missed lessons in their own time. The College is not responsible for information not received by students through inadvertence, absenteeism or lateness for class. Re-enrolment into a unit of study due to absence will be charged at current unit of study price. Students who do not attend or who withdraw from a unit of study on 2 occasions will not be re-enrolled by the College.	
WITHDRAWAL: Students who wish to withdraw from their course or unit of study must do so in writing to operations@yescollege.com.au. Any withdrawal after the census date will incur the fee for the current unit of study.	
MISCONDUCT: A student who breaches the College's policies and regulations may be expelled by the College. The College reserves the right to expel any student and terminate their enrolment without prior notice on the grounds of misconduct or failure to comply with the College's Policies and Regulations. Expulsion for misconduct will not affect liability to pay outstanding fees and expenses. In the event of expulsion, no part of the fees and expenses paid or owing will be waived or refunded by the College. Grounds for expulsion include but are not limited to, stealing from the college or other students, use of drugs or alcohol on College grounds/being intoxicated on college grounds, cheating and plagiarism, acting in an unsafe manner, bulling or harassment.	
PRACTICAL AND THEORY ASSESSMENTS: All course requirements must be completed before assessment can be taken. Missed assessments due to non-completion of course requirements will result in a delay to complete and a charge for assessment.	
ASSESSMENTS & HOMEWORK: Assessments, homework, evidence of treatment etc, not presented by the due date will receive a 'not yet competent' result.	
WORK PLACEMENT: Some YES College courses have a compulsory work placement component. Where a course has a compulsory work placement component, Students are informed of the requirements prior to enrolment. After enrolment, the student must participate in a work placement orientation session which is used to convey the following information: • Host Employer selection procedure • Rights and responsibilities of Students in the workplace • Rights and responsibilities of Host Employers • Rights and responsibilities of YES College • Assessment in the workplace The following YES College courses have a compulsory work placement component: 	Course	Minimum work placement hours required for Course	Host Employer requirements
---	---	---
CHC52015 Diploma of Community Services	400 hours	The Host Employer must be pre-approved by YES College to ensure they are a suitable employer and have all the required facilities, resources and equipment needed for the course.		
CREDIT TRANSFER (CT) AND REGOGNITION OF PRIOR LEARNING (RPL): Enrolling students are encouraged to apply for recognition for competencies they have already achieved. Detailed information on YES College CT/RPL process is provided prior to enrolment and is available at Reception.	
CURRICULUM: The College reserves the right to amend the curriculum, as and when necessary, and will notify the student accordingly. Students may be required to purchase additional items and/or supply models for certain classes, as set out in the Student Handbook.	

Enrolment Form (Local Students) VSL approved courses
Version: 26
Implemented: 20th March 2022
To be reviewed: 13th December 2022
Responsibility: Chief Executive Officer
RTO Code: 0249, CRICOS Provider Code: 03282E
© *MVJ Enterprises Pty Ltd t/a YES College, Perth College of Beauty Therapy*   Page 6 of 10

MVJ Enterprises Pty Ltd t/a YES College, Perth College of Beauty Therapy
Suite 301 Level 3, 106 Church Street
Parramatta NSW 2150 Australia
T: +61 2 9635 0652
W: www.yescollege.com.au
E: info@yescollege.com.au

COMPLAINTS: The College's Complaints & Appeals Policy and Procedures apply where students have a complaint. Matters will be dealt with promptly, fairly and confidentially. For more information, refer to the Complaints & Appeals Policy and Procedure on the College website.

PERSONAL DETAILS: Students must notify the College immediately of any changes to personal details (including contact details) and/or medical details.

PRIVACY NOTICE:
Why we collect your personal information: As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. If you do provide adequate information as requested, we will not be able to enrol you as a student with us.

How we use your personal information: We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information: We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector. We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How the NCVER and other bodies handle your personal information: The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market. The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:
• administration of VET, including program administration, regulation, monitoring and evaluation
• facilitation of statistics and research relating to education, including surveys and data linkage
• understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. The NCVER does not intend to disclose your personal information to any overseas recipients. For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy. If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below. DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at https://www.dese.gov.au/national-vet-data/vet-privacy-notice. Please refer to the additional State or Territory Authority Privacy Notice included in this application process should this be relevant to your application.

Surveys: You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information: At any time, you may contact YES College by emailing operations@yescollege.com.au to:
• request access to your personal information
• correct your personal information
• make a complaint about how your personal information has been handled
• ask a question about this Privacy Notice

For information about how YES College collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to YES College's privacy policy which can be found within the Student Handbook and on the web at www.yescollege.com.au. YES College retains a record of personal information about all individuals with whom we undertake any form of business activity. YES College must collect, hold, use and disclose information from our clients and stakeholders for a range of purposes.

Identification Evidence: As a government registered training organisation, regulated by the Australian Skills Quality Authority, YES College is required to collect, hold, use and disclose a wide range of personal and sensitive information on Students in nationally recognised training programs. This information requirement is outlined in the National Vocational Education and Training Regulator Act 2011 and associated legislative instruments. YES College must require and confirm identification however in services delivery to individuals for nationally recognised course programs. We are authorised by Australian law to deal only with individuals who have appropriately identified themselves. That is, it is a Condition of Registration for all RTOs under the National Vocational Education and Training Regulator Act 2011 that we identify individuals and their specific individual needs on commencement of services delivery and collect and disclose Australian Vocational Education and Training Management of Information Statistical Standard (AVETMISS) data on all individuals enrolled in nationally recognised training programs.

Important: In providing your personal information as requested and signing this enrolment form, you are providing your consent for the collection, storage, use and disclosure of your personal information as outlined and confirming your receipt of, and

Enrolment Form (Local Students) VSL approved courses
Version: 26
Implemented: 20th March 2022
To be reviewed: 13th December 2022
Responsibility: Chief Executive Officer
RTO Code: 0249, CRICOS Provider Code: 03282E
© *MVJ Enterprises Pty Ltd t/a YES College, Perth College of Beauty Therapy*   Page 7 of 10

MVJ Enterprises Pty Ltd t/a YES College, Perth College of Beauty Therapy
Suite 301 Level 3, 106 Church Street
Parramatta NSW 2150 Australia
T: +61 2 9635 0652
W: www.yescollege.com.au
E: info@yescollege.com.au

YES College
Yes to your bright future

understanding of these details.

DEFERMENTS: A student must apply in writing to the College for deferral of a course or unit of study. Deferments will only be permitted where unforeseen circumstances or debilitating health conditions prevents the student participating in a course. A signed medical certificate is required for proof of illness. Placement in the next scheduled unit of study is not guaranteed. The student must contact the College in regards to re-entry into the course/unit of study and availability of classes. Students may need to wait until after a course/class start date to see if space is available. If the census date has passed, fees for the unit of study must be paid if VET Student Loan has not been accessed.

COURSE COMPLETION: Your course should be completed in a reasonable amount of time. This is judged to be 1 year after the scheduled course completion date. This timing applies unless an official deferment has been granted. Enrolments will be considered closed if a period of 1 year elapses with no contact from the student.

CENSUS DAY: Is the last day you can complete the eCAF to apply for a VET Student Loan for your course. It is also a date by which enrolment may be cancelled without incurring tuition fees for the course or a part of the course.

DEPARTMENT CONTACT: The Department of Education, Skills and Employment may contact you to verify your enrolment in the course.

UNIQUE STUDENT IDENTIFIER (USI): From 1 January 2015, YES College can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVER.

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at https://www.usi.gov.au/students/find-your-usi.

If you have not yet obtained a USI you can apply for it directly at https://www.usi.gov.au/students/get-a-usi on computer or mobile device. The College will not issue AQF certification documentation to an individual without being in receipt of a verified Student Identifier for that individual, unless an exemption applies under the Student Identifiers Act 2014. Where an exemption applies, the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET Transcripts prepared by the Registrar.

REFUND OF FEES – VET Student Loan eligible courses: If a student is eligible for VET Student Loan and is enrolled into a VET Student Loan enabled course and:

A) They withdraw before the census date of the unit – 100% of the tuition fees paid for that unit will be refunded and they will not incur a VET Student Loan debt.

B) They withdraw after the census date for the unit: No refund is applicable and they will incur a VET Student Loan debt.

OCCURANCE	FEE
Student support services	Usually no charge. In exceptional circumstances fee will be negotiated with student.
Late Submission Fee	$150 per assessment submitted post due date
Fee for one on one assessment if required	$150 per hour
Daily fee for completion of units due to student absence or non- completion of course requirements	$250 per day
Re-assessment due to non-competency	No charge for 2 re-sits. After 2 re-sits charges may apply for further training and assessment.
Re-assessment due to non-competency **through absence**	$150 per hour
Payment Plan – direct debit extra costs	Administered by Ezidebit. Refer to Ezidebit Contract for Details
Debt collection fee	Varies according to debt
Certificate/diploma re issue fee	$25 per copy
Re-enrolment due to absence	Full Cost of unit of study

VET Student Loans (VSL)/VET FEE HELP (VFH) Tuition Assurance

A full statement of tuition assurance for VET Student Loans and VET FEE HELP can be found on the college website www.yescollege.com.au and is available at any time by request in the office. These statements provide information in relation to fees paid and how arrangements will be made for students in the unlikely event that a YES College course ceases to be provided after it starts but before it is completed. For more information, please refer to the full statements on the home page of the YES College Website.

Enrolment Form (Local Students) VSL approved courses
Version: 26
Implemented: 20th March 2022
To be reviewed: 13th December 2022
Responsibility: Chief Executive Officer
RTO Code: 0249, CRICOS Provider Code: 03282E
© *MVJ Enterprises Pty Ltd t/a YES College, Perth College of Beauty Therapy*   Page 8 of 10

YES COLLEGE TERMS AND CONDITIONS OF ENROLMENT

I (Students Name) _____ of (Address) _____ agree to the
following Terms and Conditions of Enrolment with the *YES College (College)*. **Please indicate with 'x' if you agree.**

☐	I am enrolling in the course mentioned in this enrolment form and enter into this agreement with the College for the provision of the Course stated.
☐	I understand that fees for each unit of study becomes due after each census date and must be paid even if I withdraw or do not complete requirements to pass the course.
☐	I understand that this Student Enrolment Agreement must be completed in full before my enrolment is accepted.
☐	I understand that this Agreement is non-transferable and I cannot change to another course.
☐	I understand that dates and times of classes are subject to change without notice.
☐	I agree to indemnify the College for all debt collection costs, including debt collector's fees and commissions, arising as a result of any of my fees remaining outstanding at the end of my course of study.
☐	I agree that the College accepts no liability or responsibility for loss or damage to my property or accident or injury to myself arising from negligence or breach of agreement by the College or its servants or agents.
☐	I have read, understood and accept these **Terms & Conditions of Enrolment** and the **Policies and Regulations** attached and agree to be bound by them.
☐	I acknowledge that I will require course materials and equipment to participate in the specified course and these items will be at my expense.
☐	I have discussed any support needed prior to enrolment and agree to update the college if my situation changes.
☐	I understand that College is responsible for the quality of the training and assessment in compliance with the Standards for Registered Training Organisations (RTO) 2015 and for the issuance of the AQF certification documentation.
☐	I agree that I must pay all outstanding tuition fees before any AQF certification documentation I have been assessed as eligible for will be issued to me.
☐	I understand that where there are any changes to agreed services by College, the College will inform me as soon as practicable, including in relation to any new third party arrangements or a change in ownership or changes to existing third party arrangements.
☐	I understand that during my studies at the College I may be photographed (still or video) at any time at the College or outside the College (during extracurricular activities/excursions/graduations etc.) I agree to have my photographs used by the College for any promotional materials. I understand that I can withdraw my consent at anytime in writing.
☐	I understand that if I breach the College's misconduct policy or do not demonstrate that I am satisfactorily progressing through my course, that the College may cancel my enrolment in line with its policies and procedures.
☐	I understand that my information may be made available to Commonwealth and State Government agencies such as State or Federal Police, State or Federal Education Departments and the Australian Taxation Office.

Declaration:
I have read, understood and accept in full the above Terms and Conditions of Enrolment and also give consent to YES College to collect, verify, use and disclose my personal information pursuant to the information detailed above.

Signed as an agreement:

Student Name:	Student Signature:	Date:

For students under 18yrs only:
Parent or Legal Guardian Declaration:
As the Parent or Legal Guardian of the above student, I acknowledge that I give permission for Enrolment into the Course specified with the YES College and have read, understood and accept in full the above Terms and conditions of Enrolment

Enrolment Form (Local Students) VSL approved courses
Version: 26
Implemented: 20th March 2022
To be reviewed: 13th December 2022
Responsibility: Chief Executive Officer
RTO Code: 0249, CRICOS Provider Code: 03282E
© *MVJ Enterprises Pty Ltd t/a YES College, Perth College of Beauty Therapy*   Page 9 of 10

MVJ Enterprises Pty Ltd t/a YES College, Perth College of Beauty Therapy
Suite 301 Level 3, 106 Church Street
Parramatta NSW 2150 Australia
T: +61 2 9635 0652
W: www.yescollege.com.au
E: info@yescollege.com.au

Signed as an agreement:

Parent / Guardian Name:	Student Signature:	Date:

Acceptance of enrolment:

In accordance with and subject to this Student Enrolment Agreement, the YES College undertakes to provide tuition to the student in the course specified.

Representative Name:	Signature:	Date:	Time:

Enrolment Form (Local Students) VSL approved courses
Version: 26
Implemented: 20th March 2022
To be reviewed: 13th December 2022
Responsibility: Chief Executive Officer
RTO Code: 0249, CRICOS Provider Code: 03282E
© *MVJ Enterprises Pty Ltd t/a YES College, Perth College of Beauty Therapy*   Page 10 of 10