

Enrolment Form (Local Students) Certificate and Short Courses

STUDENT IDENTIFICATION NUMBER (YC): _____

STUDENT CHESSN NUMBER: _____

USI: _____

Section 1 – Personal Details:

Surname/Family name:		Given names:	
Title: <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other	Date of birth:		Age:
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unspecified			
Were you ever known by any other names? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details below:			
Family name:		Given name:	
Residential address:			
Suburb:	State:	Postcode:	
Postal address (<i>Please state AS ABOVE if same</i>):			
Suburb:	State:	Postcode:	
Home telephone:	Mobile:	Business:	
Email address:			
Preferred contact method:	<input type="checkbox"/> Home	<input type="checkbox"/> Mobile	<input type="checkbox"/> Email <input type="checkbox"/> Business
Next to kin full name:	Relationship	Telephone:	

Section 2 – For Students under 18 years:

If student under 18 years, the following Parent/Guardian information must also be provided:

Surname/Family name:		Given names:	
Relationship to Student:		Date of birth:	
Residential address:			
Suburb:	State:	Postcode:	
Home telephone:	Mobile:	Business:	
Email address:			

Section 3 – Emergency Contact:

Full Name:		Relationship to student:	
Residential address:			
Suburb:	State:	Postcode:	
Home telephone:	Mobile:	Business:	
Email address:			
Doctor:			
Name of Doctor's Surgery:			
Location:			

Section 4 – Previous qualifications:

Have you successfully completed any of the qualifications in the following column? ☐ Yes ☐ No

If yes, select the applicable boxes:

- | | | |
|--|--|--|
| <input type="checkbox"/> Year 10 or Equivalent | <input type="checkbox"/> Certificate II | <input type="checkbox"/> Diploma |
| <input type="checkbox"/> Year 11 or Equivalent | <input type="checkbox"/> Certificate III | <input type="checkbox"/> Advanced Diploma |
| <input type="checkbox"/> Year 12 or Equivalent | <input type="checkbox"/> Certificate IV | <input type="checkbox"/> Bachelor Degree or Higher |

In which year, did you complete the highest level of qualification?

Are you currently attending secondary school? ☐ Yes ☐ No

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

Please attach supporting documentation from all studies undertaken i.e. High School, Diploma, Advanced Diploma, Degree

Qualification	Name of the College	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 5 – Disability Support/Medical Conditions:

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 (indicate more than one if necessary):

- | | | | | | |
|--|---|--|-----------------------------------|---------------------------------------|--|
| <input type="checkbox"/> Hearing/Deaf | <input type="checkbox"/> Mental Illness | <input type="checkbox"/> Vision impaired | <input type="checkbox"/> Physical | <input type="checkbox"/> Intellectual | <input type="checkbox"/> Medical Condition |
| <input type="checkbox"/> Acquired brain impairment | <input type="checkbox"/> Learning (Dyslexia, ADD, AHDD) | <input type="checkbox"/> Other | | | |

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

Are you taking any medication? ☐ Yes ☐ No

If yes, please provide details:

Do any of the following affect you? (These could affect the treatments you give and receive in your course)

- | | | |
|-----------------------------------|--|---|
| <input type="checkbox"/> Pregnant | <input type="checkbox"/> Breastfeeding | <input type="checkbox"/> Trying to conceive |
|-----------------------------------|--|---|

Do you suffer from any learning difficulties? ☐ Yes ☐ No

If yes, please provide details:

Do you have any medical or personal issue that may affect your Training at YES College? ☐ Yes ☐ No

If yes, please provide details:

Section 6 – Language and cultural diversity:

In which country were you born? ☐ Australia ☐ Other – Please specify Year of arrival:

Are you Australian Citizen? ☐ Yes ☐ No

Do you identify as being of Aboriginal or Torres Strait Islander Origin? ☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander

How well do you speak English? ☐ Excellent ☐ Well ☐ Not Well ☐ Not at all

Do you speak a language other than English at home? ☐ No ☐ Yes - Please Specify

Section 7 – Reason for undertaking studies:

- | | | |
|--|---|--|
| <input type="checkbox"/> To get a job | <input type="checkbox"/> To develop my skills and knowledge | <input type="checkbox"/> To start my own business |
| <input type="checkbox"/> To develop my existing business | <input type="checkbox"/> To try a different career | <input type="checkbox"/> To get a better job or promotion |
| <input type="checkbox"/> It was a requirement of my job | <input type="checkbox"/> I wanted extra skills for my job | <input type="checkbox"/> To get into another course of study |
| <input type="checkbox"/> For personal interest | <input type="checkbox"/> Other | |

Section 8 – Employment status:

<input type="checkbox"/> Full-time employee	<input type="checkbox"/> Part-time employee	<input type="checkbox"/> Self-employed – not employing others
<input type="checkbox"/> Employer	<input type="checkbox"/> Employed – unpaid worker in a family business	<input type="checkbox"/> Unemployed – seeking full-time work
<input type="checkbox"/> Unemployed – seeking part-time work	<input type="checkbox"/> Not employed – not seeking employment	<input type="checkbox"/> Other

Section 9 – Computer skills in programs such as Microsoft Word, Microsoft Excel, Microsoft Power point and knowledge of how to use the Internet to access information:

<input type="checkbox"/> Beginner	<input type="checkbox"/> Beginner/Intermediate	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Intermediate/Advanced	<input type="checkbox"/> Advanced
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Section 10 – Intended course enrolment details:

Course (Please tick all courses you are enrolling in).

Automotive

- ☐ AUR30620 Certificate III in Light Vehicle Mechanical Technology
☐ AUR32120 Certificate III in Automotive Body Repair Technology
☐ AUR40720 Certificate IV in Automotive Body Repair Technology

Beauty Services

- ☐ SHB30221 Certificate III in Make-Up
☐ SHB30121 Certificate III in Beauty Services
☐ SHB40121 Certificate IV in Beauty Therapy

Business

- ☐ BSB40120 Certificate IV in Business

Management

- ☐ BSB40520 Certificate IV in Leadership and Management

Preferred Course Intake Month:

- | | | | | | |
|----------------------------------|-----------------------------------|------------------------------------|----------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> January | <input type="checkbox"/> February | <input type="checkbox"/> March | <input type="checkbox"/> April | <input type="checkbox"/> May | <input type="checkbox"/> June |
| <input type="checkbox"/> July | <input type="checkbox"/> August | <input type="checkbox"/> September | <input type="checkbox"/> October | <input type="checkbox"/> November | <input type="checkbox"/> December |

Preferred Course Intake Year:

- ☐ 2025 ☐ 2026 ☐ 2027

Section 11 – ☐ Course fees and payment method:

Total course fee: \$	Deposit paid: \$	Deposit receipt number:
Payment plan for balance of fees: \$		
Ezidebit payment plan		
Ezidebit form completed:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Weekly payment of \$	Commencing on:	
Fortnightly payment of \$	Commencing on:	
Monthly payment of \$	Commencing on:	

Section 12 - How did you hear about us?

<input type="checkbox"/> Facebook	<input type="checkbox"/> Instagram	<input type="checkbox"/> Google/Other Search Engine	<input type="checkbox"/> Word of mouth/Reputation
<input type="checkbox"/> School Career's Advisor		Advertisement - which advertisement did you see? _____	
<input type="checkbox"/> 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:
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Parent / Guardian name:	Parent / Guardian signature:
Relationship to student:	Contact phone number:

RESPONSIBILITIES AND OBLIGATIONS

The College prides itself on its professionalism and excellent reputation, 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: For Beauty Services courses: College uniform top, along with flat, black shoes to cover the top of the foot, must be worn at all times. Sandals, ballet flats or coloured sports shoes are not acceptable. Trousers must be black, full length and must not touch the floor. Skinny leg, leggings, jeans or midriff trousers are not permitted. Students' hair must look clean and professional at all times. Hair which is long enough must be tied back from the face, hair must not fall forward when working on clients. You may use BLACK headbands, clips and ties to achieve this. Students who attend College not in uniform will be excluded from class and will need to change into the correct attire. Light make up should be worn.

For Automotive courses: Polo shirt, black pants and black shoes, must be worn at all times while in the Automotive workshop.

JEWELLERY: Only a watch, wedding band and 1 pair of lower ear studs is permitted. Body and facial piercings are not to be worn (including plastic). Plastic piercings can be worn only in the ear. Dermal Implanted body jewellery must be removed prior to commencing your course. Dressings, such as band aids may create health and safety issues and therefore must not be worn over piercings. You will be removed from your class/course if you attend with body piercing or implants which you cannot remove, fees are still payable in this instance. The College is not responsible for any lost or stolen valuables so please leave jewellery at home.

NAILS: Nail varnish is to be removed. Nails must be short and neatly trimmed. Nail varnish and acrylic/gel/Shellac finger and toe nails are to be removed before courses are commenced. You will be removed from your class/course if you attend with nail enhancements, until they are removed.

PUNCTUALITY: Students must arrive on time to avoid disruptions to classes. Students arriving late will be required to wait until a break before entering a class. Students who will be late must notify reception as soon as possible, and report to reception when they arrive, to sign into the college. Students in evening classes who are running late must inform the College as soon as possible as reception closes at 5pm.

SMOKING: Smoking in uniform is strictly prohibited. Smoking does not reflect the standards of industry and a student smoking whilst in uniform will not be permitted to complete the course.

CLEANING DUTIES: Cleanliness is a vital component of training and preparation for salon duties. Students are required to complete rostered cleaning duties. Classrooms, lunch room and toilets must be left in a clean and tidy condition at the end of each class.

MOBILE PHONES: Mobile phones must be turned off at all times whilst at College. Emergency contact can be arranged through reception on 02 9635 0652.

ATTENDANCE: All units of competency have assessment requirements such as nominal attendance hours, completion of workbooks and evidence of treatments and assessment working on a set number of clients in the training salon. 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. Students leaving College during the day must notify their lecturer, reception and sign out prior to leaving. Re-enrolment into a unit due to absence will be charged at current unit price. Students who do not attend or who withdraw from a unit on 2 occasions will not be re-enrolled by the college.

WITHDRAWAL: Students who wish to withdraw from their course or unit must do so in writing to info@yescollege.com.au.

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, bullying 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. Students may be required to supply their own models for practical lessons, assessments and exams. Advance notice of these dates will be given.

ASSIGNMENTS & HOMEWORK: Assignments, homework, evidence of treatment etc, not presented by the due date will receive a 'not yet competent' result.

STUDENT TREATMENTS: All beauty and make up students will be required to have treatments performed on them during the course. If you have a medical condition or any other reason which prevents you having treatments you will be required to provide a medical certificate and may need to provide models for your partner to work on.

CREDIT TRANSFER (CT) AND REGNOGNITION 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 and the college website.

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.

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: YES College is committed to the Australian Privacy principals detailed at: <https://www.oaic.gov.au/privacy/australian-privacy-principles/> and other than information it is legally obliged to give government departments, will not divulge personal or training information to others without the written consent of the student.

DEFERMENTS: A student must apply in writing to the College for deferral of a course or unit. Deferrals 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 is not guaranteed. The student must contact the College in regards to re-entry into the course/unit and availability of classes. Students may need to wait until after a course/class start date to see if space is available.

COURSE COMPLETION: Your course should be completed in a reasonable amount of time. This is judged to be 2 years after commencement 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.

Unique Student Identifier (USI)

All students studying Nationally Recognised Training in Australia are required to have a Unique Student Identifier (USI). Your USI links to an online account that contains all your training records and results (transcripts) that you have completed from 1st January 2015 onwards. Your results from 2015 will be available in your USI account in 2016. To register for a USI, see the College's Student Handbook or speak to the College's Student Services Team. You must provide your USI to the College's Marketing and Admissions Officer by your Orientation date. 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:

- A) Any deposit paid secures your place and is not refundable.
- B) Course fees must be paid by deposit and a direct debit agreement entered into.
- C) If a student fails to commence their enrolled course, without giving required written notice, the entire fee for the first module will become due and payable on the day of commencement, whether payable by instalments or not.
- D) If for any reason whatsoever the student fails to complete the course or module, the entire fee, or the balance thereof, becomes due and payable to the College.
- E) All outstanding monies owed to the College must be paid in full before the student may sit for final assessments.
- F) The College may withhold all assessment results until all monies are paid in full.
- G) Overdue fees may in the sole discretion of the College result in exclusion from the course.
- H) The following additional charges may also apply.

OCCURANCE	FEE	COMMENTS
Student Support Services	Free	In exceptional circumstances fees will be negotiated with student.
Deferment of course/class with medical certificate	Refer to comments	Course fees must be paid in full or up to date and fees must continue during deferment. Place cannot be guaranteed after deferment, student may need to wait until a course/class has commenced to see if space available.
Fee for one on one assessment if required	\$150 per hour	
Late Submission Fee	\$150 per assessment submitted past due	Some exceptions may apply

	date	
Payment Plan – direct debit extra costs	Administered by Ezidebit	Refer to Ezidebit contract for details
Debt collection fee	Varies according to debt	
Certificate/Statement of Attainment re issue fee	\$25 per copy	
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	
Re-enrolment due to absence	Cost of course/module minus 50%	Must be within 6 months of original booking
Re-enrolment into scheduled assessment due to absence without medical certificate	\$150 per assessment where space is available.	

REFUNDS TABLE:

Reason for refund	Notification period	Refund
Student withdraws	More than 2 weeks before course commences	Full refund of fees minus deposit
	Less than 2 weeks before course commences	No refund on deposit & first module fees.
	After course commences	No refund
Student is withdrawn by the college	After course commences	No refund
Course cancellation by college		Full refund of all fees paid
Deferment or non-completion of course with medical certificate		No refund given, student liable for course fees as per enrolment agreement. Student will be able to complete course at a later date subject to class numbers
Deferment or non-completion of course without medical certificate		No refund given, student liable for course fees as per enrolment agreement. Student will pay 50% of course fee for re-enrolment in course not completed.

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.

<input type="checkbox"/>	I am enrolling in the course(s) mentioned in this enrolment form and enter into this agreement with the College for the provision of the Course(s) stated.
<input type="checkbox"/>	I understand that this Enrolment Form must be completed in full and deposit received before my enrolment is accepted.
<input type="checkbox"/>	I understand that this Agreement is non-transferable and I cannot change to another course.
<input type="checkbox"/>	I understand that dates and times of classes are subject to change without notice.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	The deposit is non-refundable, except where the College cancels or postpones the course for more than 6 weeks.
<input type="checkbox"/>	I have read, understood and accept these Terms and Conditions of Enrolment and the Policies and Regulations attached and agree to be bound by them.
<input type="checkbox"/>	I acknowledge that I will require course materials and equipment to participate in the specified course and these items will be at my expense.
<input type="checkbox"/>	I have discussed any support needed prior to enrolment and agree to update the college if my situation changes.
<input type="checkbox"/>	I understand that College is responsible for the quality of the training and assessment in compliance with the 2025 Standards for RTOs and for the issuance of the AQF certification documentation.
<input type="checkbox"/>	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.
<input type="checkbox"/>	I understand that where there are any changes to agreed services by the 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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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:

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For students under 18yrs only:

Parent or Legal Guardian Declaration:

As the Parent or Legal Guardian of the above student, I am jointly and severally liable for the full amount of the above fees, whether or not the student completes the course or withdraws before the end of the course and I agree to the terms and conditions in so far as they apply to me.

Signed as an agreement:

Parent / Guardian Name:

Student Signature:

Date:

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Acceptance of enrolment:

In consideration of the fees and in accordance with and subject to this Student Enrolment Agreement, the College undertakes to provide tuition to the student in the course(s) specified.

Representative Name:

Signature:

Date:

Time:

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