

INTERNATIONAL Student Enrolment

The Pet Stylist Academy

industry partner of DENTOS PTY LTD RTO 2875 CRICOS 01854A

NON-STUDENT VISA

Step 1: Application for Enrolment

Read carefully "Terms and Conditions of Enrolment" at the bottom of this document.

Complete your Enrolment Application form indicating which course/date you are applying for and ensure that you have answered all the questions.

Sign the Application form and return it to the Pet Stylist Academy (PSA).

Please attach:

- copies of your academic qualifications, such as Graduate Certificate from high school, college or university (if applicable)
*if they have translated into English they will need to be certified as a correct copy
- evidence of your English language proficiency
*example: IELTS 4.5 for Certificate IV / IELTS 5.5 for Diploma (Upgrade) *If English is your first language, you don't need to submit any evidence.
- the front section of your passport that shows your personal details

You can submit the forms online or print the forms out and return them to The Pet Stylist Academy by email or post.

Postal Address: 49 Cypress Drive, Broadbeach Waters, QLD 4218 Australia

Step 2: Letter of Offer & Acceptance Agreement

If your application is successful, you will receive a Letter of Offer along with a Letter of Offer Acknowledgement and a Student Acceptance Agreement form to be signed. These documents will explain the course that you have been accepted in, the amount of fees which you will need to pay.

You will also receive an invoice for your payment and a payment plan/s which you need to sign if you required.

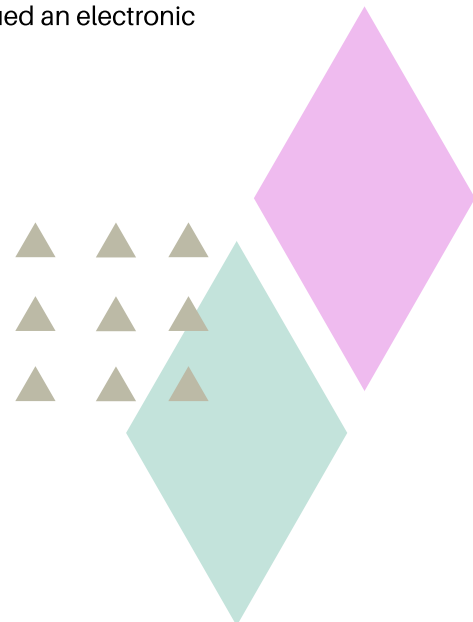
Step 3: Confirmation of Enrolment

To accept the offer of a place, sign all forms and return them to PSA, and pay the amount of the initial invoice, and send proof of payment to PSA. When your payment has been verified, you will be issued an electronic Confirmation of Enrolment (eCOE) for your place on the course.

Step 4: Visa

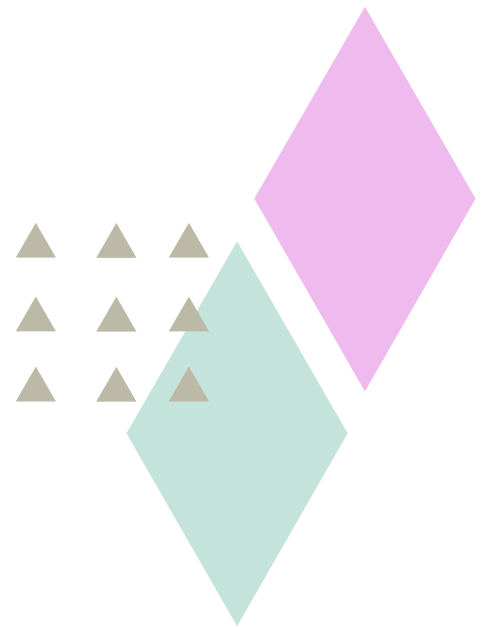
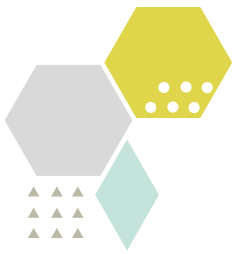
Please apply for your visa from the Department of Immigration website.
<https://www.homeaffairs.gov.au/>

When your visa has been approved you will be eligible to come to begin your course.



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Language and cultural diversity: (Please tick relevant box)

In which country were you born?

Australia Other

If other please specify which.....

Do you speak a language other than English?

English only Other language

If other please specify:.....

If other how well do you speak English?

Very well Well

Not well Not at all

Are you of Aboriginal or Torres Strait Islander origin?

No Yes, Aboriginal

Yes, Torres Strait Islander

Disability

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

Yes No

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

Hearing/deaf Physical

Intellectual Learning

Mental illness Acquired brain impairment

Vision Medical condition

Other

Schooling

What is the highest COMPLETED school level?

Year 12 or equivalent Year 11 or equivalent

Year 10 or equivalent Year 9 or equivalent

Year 8 or equivalent Never attended school

In which year did you complete that school level?

Are you still attending secondary school?

Yes No

Previous qualifications achieved

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 II

Certificate I Certificate other than the above

Employment

Of the following categories, which BEST describe your current employment status?

Full-time employee Part-time employee

Self-employed Employer

Employed – unpaid work in a family business

Unemployed – seeking full-time work

Unemployed – seeking part-time work

Not employed – not seeking employment

Study reason

Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship?

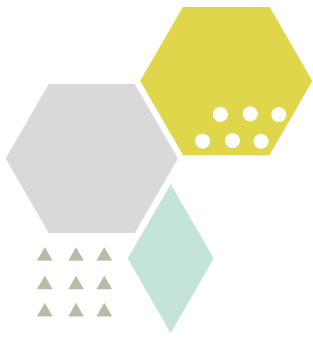
To get a job To develop my existing business

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 want extra skills for my job To get into another course of study

For personal interest or self-development Other reasons



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STUDENT VISA

- Please note: certified copies of original documents must be lodged with your application.
- No fees are payable with enrolment application
- We do not enrol students under 18 years age

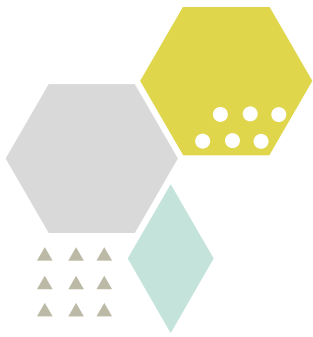
1. APPLICANT DETAILS				
Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>
Family Name				
Given Name/s				
Date of Birth: (dd/mm/yyyy)	Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Address in home country	City:	Post Code/Zip:		
	Country:			
Mobile Number	Home Phone			
Email Address				
Address in Australia (if already have)	City:	Post Code:		
	State:			
Nationality (as shown in passport)	First language			
Passport Number	Expiry date			
Current Visa Number	Expiry date			
USI (Unique Student Identifier) Code (if already have)				

2. EMERGENCY CONTACT			
Name:	Relationship to Student		
Address:			
Email Address			
Mobile Number	Home Phone		

3. EDUCATION			
English Language Proficiency	<input type="checkbox"/> IELTS <input type="checkbox"/> TOEFL <input type="checkbox"/> Other <input type="checkbox"/> English is my first language	Score: Date achieved: / / <i>*Note: you are required to have passed an IELTS test or equivalent test with a minimum score of 4.5 in the last 2 years, before acceptance into this course.</i>	
Do you intend to undertake further English Training to reach the required standards of The Pet Stylist Academy? <i>*If YES, Please indicate the details below:</i>			<input type="checkbox"/> YES <input type="checkbox"/> NO
Name of institution	Course Duration		

The Pet Stylist Academy

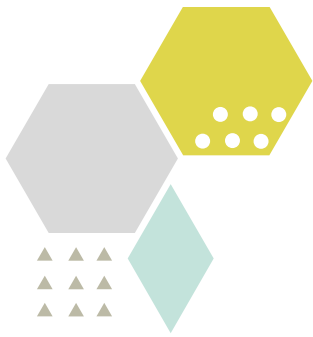
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Education Background	What was your highest level of education? (ex. High school, College, University)
Course Credit	Do you wish to claim Course Credit in a <u>particular part</u> of the course as a result of previous study, experience or recognition of a competency currently held, this includes academic credit or recognition of prior learning . Claim Credit Transfer / Recognition of Prior Learning YES <input type="checkbox"/> *if YES, provide details below and attach supporting documentation. NO <input type="checkbox"/> <i>*Note: there is a cost to apply for RPL, see the fees, charges and refunds policy and course credit policy.</i>
Details of Course Credit requested:	

4. COURSE DETAIL

When do you wish to start? <i>*Need to be filled for Australian Qualification Course ONLY</i>	START YEAR	20
What course/s do you wish to enrol?	Campus location: 49 Cypress Drive, Broadbeach Waters, QLD 4218 AUSTRALIA	
Australian Qualification Course	Duration	Course fee
<input type="checkbox"/> ACM30617 Certificate III Pet Grooming	4-6 weeks	\$7,500.00
Short Course		
Terrier Breed Grooming	5 Days	\$1,500.00
Gundog or Sporting Breed Grooming	5 Days	\$1,500.00
Poodle Breed Grooming	5 Days	\$1,500.00
Creative Grooming	5 Days	\$1,500.00
Cat Grooming	5 Days	\$1,500.00
Bather/Brusher Certificate	5 Days	\$1,500.00

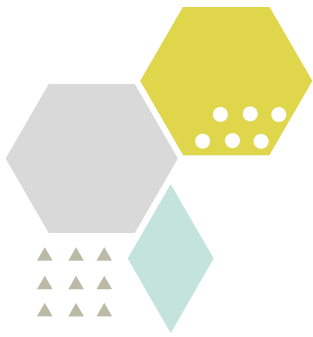


5. SPECIAL NEEDS	
<p>Are there any special requirements or needs that we should be aware of so that we may assist you in your learning environment?</p> <p>Please tick:</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	<p>Allergies <input type="checkbox"/></p> <p>Medical condition <input type="checkbox"/></p> <p>Numeracy issues <input type="checkbox"/></p> <p>Language difficulties <input type="checkbox"/></p> <p>Disability or long-term illness <input type="checkbox"/></p> <p>Other <input type="checkbox"/></p>
	<p>If you ticked any of the above boxes, please provide details:</p> <p>.....</p> <p>.....</p>

6. EDUCATION AGENT	Do you have an Education Agent? YES <input type="checkbox"/> NO <input type="checkbox"/>
<i>*If yes, please ask them to complete section below</i>	

I confirm that I have briefed the applicant on the Terms and Conditions relating to this application and that I have provided the applicant with relevant information on PSA and the course consistent.		
Agent Name		
Contact Person		
Agent Address		
Phone Number		
Email Address		
Are you registered with The Pet Stylist Academy?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Agent Signature	Date	

7. DECLARATION
<ol style="list-style-type: none"> I declare that the information provided by me in this document and attached to this document is true and correct. I further confirm that I have read, understood and agree and accept the Terms and Conditions of Enrolment at the end of this document and agree to be bound by them and the acknowledgements in this declaration and will comply with all policies and procedures as detailed in the PSA student handbook. I agree that in the event that if false, misleading or inaccurate information is provided by me, PSA reserves the right to cancel my enrolment and withhold any fees paid. Sharing personal information: I understand and agree and consent that my personal information may be made available to the relevant agencies i.e. Department of Immigration and Border Protection (DIBP), Australian Skills Quality Authority (ASQA) or their successors and to any contractor(s) engaged by PSA to provide advice or services in connection with PSA registration and/or compliance. I further acknowledge and agree that I have the financial ability to pay my college fees as they become due. I do hereby certify that this application has been completed by me personally. I further acknowledge that I have read the complaints and appeals policy in the Terms and Conditions of Enrolment at the end of this document and understand the process for making a complaint. I further acknowledge that I have read the fees, charges and refund policy in the Terms and Conditions of Enrolment and the handbook, and understand and agree to the terms and conditions of the fees, charges and refund policy. I further acknowledge that I will notify the PSA of any change of my details including: change of address, change of email



address, change of mobile or land line phone number within 5 days of change taking place.

10. The terms and conditions of this agreement do not remove the right of the student to undertake action under Australia's consumer protection laws.
11. PSA will not provide or disclose to any outside parties' personal information other than is approved in this application. However, if required by law then this information will be released.

I further consent to being contacted by PSA and/or the relevant Commonwealth agency in connection with my enrolment and future studies.

Note: You may access your personal information by contacting the Manager of Student Relations; your personal details may be edited and corrected if required.

Student Name (please print): _____

Student Signature: _____ Date: ____ / ____ / ____

Acknowledgement and Consent

I hereby assign all rights to any video recording(s), audio recording(s), motion picture filming and photograph(s) made of me during the course of my study at The Pet Stylist Academy. And I hereby authorise the editing, re-recording, duplication, reproduction, copyright, exhibition, broadcast and/or distribution of said recording(s), film(s), photograph(s) for the purposes of marketing and education.

Please tick:

YES NO

Student Signature: _____ Date: ____ / ____ / ____



Terms and Conditions of Enrolment Tourist, Working Holiday & Other Visas

ENTRY REQUIREMENTS

- Successful completion of High school at Year 12 or equivalent
- Must be Aged 18 years of age at signing this application
- An IELTS score of 5.5 or equivalent is required

ENROLMENT REQUIREMENTS

Payment of deposit to secure a place in the course is required only once a letter of offer has been supplied. The signed letter of offer acknowledgement with associated documentation must be submitted to The Pet Stylist Academy (PSA) with payment of deposit and any other required fees.

REVIEW OF TUITION FEES

PSA has the right to review its tuition fees and other charges. However, once you are enrolled, the tuition fees and charges are locked in for the life of the course. If fees and charges are increased this will only apply to new enrollments.

TEXTBOOKS & CONSUMABLES

Textbooks and consumables are included in the course fees.

PAYMENT OF FEES

Before a student commences course we collect the deposit. The balance of total tuition fees must be paid before or on the due day. Failure to do so may result in the termination of enrolment.

Note: PSA reserves the right to withhold granting any Award (Statement of Attainment, Academic Transcript or Certificate/Diploma etc...) to those students who are in arrears with their student fees.

Additional fees:

- Enrolment fee: \$200.00 (NON-REFUNDABLE)
- Re- printing of Student Notes - \$10/book
- Re issue of a certificate - \$35
- Re-assessment - \$250 per day
- Late submission of assignment/workbook - \$50

REFUNDS

An application for a refund must be made in writing by filling out "Application for Refund" form and "Application for Withdrawal & Request for Release Letter" form to the Head of School. Applications will be considered against the policies on the following. The Head of School will respond to the request and advise the outcome within 2 weeks of receipt of the request.

FEES NON REFUNDABLE

- Enrolment fee and Material fee are all non-refundable.
- Students can apply for the refund of OSHC to OSHC provider directly.
- Once PSA receives the deposit, PSA provides the access to LEARNERS GUIDES. The deposit cannot be refunded after that.

REFUND POLICY

Full Refund:

- The Pet Stylist Academy (as industry partner of Dentos Pty Ltd) agrees to refund all prepaid course fees without deduction where The Pet Stylist Academy (PSA) cancels the course or the commencement of the course is postponed, and alternative courses do not suit the applicant.
- PSA has withdrawn its offer to applicant where it was found that false or misleading or incorrect or incomplete information has been provided on application (this is prior to course commencement)
- The Pet Stylist Academy agrees to a full refund less \$200 Enrolment Fee and \$200 Materials Fee where there is a death of a close family member of the student. To be considered, the death must be either a parent, a sibling, a spouse or their child and the student must not have commenced the course.
- Prior to course commencement, there are political, civil or natural events that have affected the students' country and family. This request for refund will be reviewed and considered by the head of school. It is the head of school's discretion whether to be approved this request.

Part Refund:

- For written cancellation received 50 days prior to commencement of a course, a refund will be provided of tuition fees paid less a 20% administrative fee will be made.
- If the student provides less than 50 days but more than 20 days written notice of intention to withdraw prior to commencement of course date, a refund will be provided of tuition fees paid less a 50% administrative fee.
- After course commencement, there is a death of a close family member of the student. To be considered, the death must be a parent, a sibling, a spouse or their child. The fee that has been paid for study periods not commenced will be refunded less a 20% administrative fee.
- After course commencement, the student has become ill to the effect that the illness will prevent them continuing the enrolled course. The fee that has been paid for study periods not commenced will be refunded less a 20% administrative fee. Student must provide the evidence to PSA.

- After course commencement, there are political, civil or natural events that have affected the students country and family. This request for refund will be reviewed and considered by the Head of School, it is the Head of Schools discretion whether to be approved this request.

No Refund:

- For cancellation less than 20 days prior to commencement of a course, fees paid are non-refundable.
- For cancellation after commencement of a course, fees paid are non-refundable.
- Where the student's enrolment is terminated due to non-attendance, non-progression, non-payment of fees and/or non-compliance with the school's code of conduct, course fees paid are not refundable.
- If a student applies for RPL and the application is unsuccessful, there will be no refund.

HOW TO APPLY FOR REFUND

- The "Application for Refund" form and "Application for Withdrawal & Request for Release Letter" form must be completed in full, signed and dated by student and returned to Head of School.
- Refunds are only paid in Australian dollars.
- Requests for refunds from OSHC must be made to OSHC provider.
- Refunds will be paid directly to the person who enters into the contract with PSA about the student, unless the person gives a written direction to PSA to pay the refund to someone else.
- These forms are available from the Student Support Manager or requested via email to Student Support Manager; petstylistacademy@gmail.com or pick up from reception.
- The application for refund will be reviewed by the Head of School or as delegated and if warranted will be authorised for payment.
- The completed form must be submitted to the Student Support Manager or via email (as above).
- This agreement and the availability of our complaints and appeals processes does not remove the students' rights to take action under the Australian consumer protection laws.

COMPLAINTS AND APPEALS

Students who have a complaint should firstly try to resolve the issue with the relevant staff member. If there is no resolution to the student's satisfaction then the student may arrange a meeting with the Head of School, at this stage the complaint or appeal will be required in writing. The complaints and appeals policy and subsequent procedure is provided on our website and detailed in the PSA student handbook for international students. Complaints and appeals may take the form of but not limited to: academic matters, support services, assessments, training, discrimination, access and conditions, college facilities. The student may access the complaints and appeals process at little or no cost to themselves.

This agreement and the availability of our complaints and appeals processes do not remove the students' rights to take action under the Australian consumer protection laws.

NO OBLIGATION

PSA does not represent or guarantee that the student will:

- be accepted for enrolment at our academy
- successfully complete the course enrolled
- gain entry into further tertiary courses

BREACH OF TERMS AND CONDITIONS

Breaches of the terms and conditions of this agreement may result in the termination of enrolment and may affect the student's visa and right to remain in Australia.

RECOGNITION OF PRIOR LEARNING (RPL)

Recognition of Prior Learning is offered to all prospective students. RPL is the acknowledgement of skills and knowledge obtained through learning achieved outside the formal education and training system, and the process of mapping prior knowledge and experience against the unit of competency in which student wishes to enrol. Significant time will be required for the student to put together the RPL application and supporting evidence. The cost of RPL is the same as student would pay for attending class in the unit of RPL application; there are no refunds on tuition fees for RPL units. Refer to Course Credit Policy for more details.

CREDIT TRANSFER (CT)

Credit Transfer is offered to all prospective students. Credit Transfer is a process that may lead to unit exemptions and helps students achieve recognition for prior completed studies. There are no fees for credit transfer. Refer to Course Credit Policy for more details.

PRIVACY

PSA acknowledges and respects the privacy of students. It is required under the Privacy Act 1988 to comply with the National Privacy Principles in respect of the collection, use and disclosure of personal information from individuals. We will ensure student contact details are maintained and updated at least every 6 months – via contacting and encouraging students to inform us of changes. The manager of student relations is responsible for this task.