

COMPLETE & SUBMIT
with relevant documentation

MEDIA MAKEUP

Media Makeup Academy & Agency Pty Ltd
CRICOS Provider # 03159G RTO # 2316

INTERNATIONAL STUDENT APPLICATION FORM

Please phone our International Student Liaison Officer if you require assistance: +61 8 8223 3233

Application Instructions

Thank you for choosing to apply at Media Makeup Academy.

Please fill out all the requested information below, provided you are over the age of 18 years. Once the application form has been completed and you have attached the following items (listed on the checklist), please return to;

INTERNATIONAL STUDENT LIAISON
Media Makeup Academy
PO Box 3090
Rundle Mall SA 5000 Australia

admin@mediamakeup.com.au

Checklist (please tick)

- Covering letter
- A copy of your TOEFL/IELTS Certificate (applies if English is not your first language)
- Current Resume
- Application fee \$250 AUD (payable by funds transfer or credit card) Non Refundable
- Academic Transcripts (if applicable)
- High School Record of Year 10 education equivalent or higher
- Course Credit (if applicable)
- Copy of Passport
- Signed copy of the final pages of the International Program Prospectus & Learners Handbook

**please note to take a copy as they will not be returned.*

Please make sure before signing this document that you agree with all company policies, regulations, terms and conditions.

Are you enrolled with another CRICOS registered provider? Yes No, go to Part A

Name of the Provide: _____

Name of course: _____ Start Date of the principle course/program: _____

Part A Course Details

- SHB30215 Certificate III in Makeup 092965G
- CUA41215 Certificate IV in Screen and Media (Specialist Make-up Services) 092966G
- CUA51015 Diploma of Screen and Media (Specialist Make-up Services) 092967E

Part B Applicant Details

Title: Miss Mr Mrs Ms Dr Hon Prof Rev Gender: Female Male

Family Name: _____

Given Names: _____

Current Address: _____

Suburb: _____ Postcode/ZIP: _____

Country: _____ Email: _____

Telephone (include area codes): Home _____ Mobile: _____

Country of Origin: _____ Religion: _____

Nationality on Passport: _____ Passport Number: _____ Expiry Date: _____

Part D Agent Information

Agent Name: _____

Agency Name: _____

Agent Declaration

By checking the box below I confirm I am the agent listed above and that I have counselled and briefed the applicant about Media Makeup, its policies and procedures, and the terms and conditions related to this application in accordance with our Agent Agreement. Current Agreement in place with Media Makeup

Part E Course Fees

SHB30215 Certificate III in Makeup 092965G

Total Course Fees payable* \$ 7200.00AUD
Deposit* \$ 3600.00AUD
Incidental Expenses** \$ 2160.00AUD

* The balance of your course fees will be payable as per your letter of offer.

**The deposit is due with the enrolment form.

CUA41215 Certificate IV in Screen and Media (Specialist Make-up Services) 092966G

Total Course Fees payable* \$ 9400.00AUD
Deposit** \$ 4700.00AUD
Incidental Expenses*** \$ 2900.00AUD

***Required Incidental expenses are payable 30 days before course commence unless negotiated otherwise. Payments must be paid in Australian dollars.

CUA51015 Diploma of Screen and Media (Specialist Make-up Services) 092967E

Total Course Fees payable*: \$ 16400.00AUD
Deposit** \$ 7842.00AUD
Incidental Expenses*** \$ 3020.00AUD

Payments can be made either by electronic funds transfer, cash (in person only don't send money) or credit card. We accept Visa & Mastercard only, please be aware that payments made by credit card attract at 2% fee.

Part F Application Fee Payment

Please only provide payment for the application fee at this stage. Further information will be provided once your application has been processed and accepted for payment of Course Fees. **The Application Fee is non refundable.**

Your bank will charge you a fee for all currency exchanges please note that this fee is charged on top of all payments.

Credit Card Payment

Please debit my VISA or Mastercard for the Application Fee of \$250.00AUD

Name on Card: _____

VISA Mastercard

Card Number

Expiry Date / CCV Security Number Last three digits on the back of the card (signature panel)

Fund Transfer

Confirmation of payment attached.

Account Name: Media Makeup Academy & Agency Pty Ltd

Account Number: 1982-16703

Bank Name: Australian and New Zealand Banking Group Limited

Bank Address: 121 King William Street, Adelaide, South Australia

SWIFT Code: ANZBAU3M

BSB (Branch No.) 015-010

Please Note: Application Fee is non refundable, if the application is unsuccessful.

Part G Terms & Conditions

Students are to read the Terms & Conditions in conjunction with the International Program Prospectus.

www.mediamakeupaustralia.com/courses/international-program-prospectus

CODE OF PRACTICE

This sets out the guidelines for the ethical conduct of registered providers of courses to International Students. Media Makeup is a registered provider of courses for International Students and is committed to meeting educational standards outlined in the National Code of Practice issued by the Australian Government.

EDUCATION SERVICES ESOS FRAMEWORK

Students should read and understand these guidelines.

www.aei.gov.au/AEI/ESOS/EasyGuide_ESOS.htm

Students who cannot access the document via this link should contact the International Student Liaison Officer.

The ESOS Acts Regulations set out the legal framework for the delivery of education to overseas learners. It governs the following:

- Which providers may be registered
- The CRICOS registration process
- Obligations of providers
- Tuition assistance and consumer protection mechanisms
- Enforcement and compliance powers
- Charges providers pay to enrol overseas learners

ENGLISH LANGUAGE REQUIREMENTS

Media Makeup courses are taught in English and therefore you are required to demonstrate English proficiency in listening, speaking, reading and writing by completion of an English language test in English is not your first language. The IELTS (International English Language Test System) or TOEFL is the preferred English language proficiency qualification. www.ielts.org www.ets.org/toefl The minimum English language entry requirement for our courses is IELTS/ TOEFL 5.5 (overall band score). Band score of each component is not less than 5.0. The IELTS/TOEFL test must be the Academic version. Booking in the Test in your home country can take some time to get an appointment, please consider the wait list time frame when making your application. If your English language proficiency does not yet meet the standard, Media Makeup will provide guidance in securing the necessary English training for your studies. The final decision in acceptance of any applicant will be based on an interview with Media Makeup. If, once the course has commenced, there are some difficulties arise with the level of English proficiency required, then the student is encouraged to speak initially to the International Student Liaison Officer who can direct them for external assistance.

CHANGES AFFECTING VISA STATUS

Media Makeup is required by law to notify the Department of Immigration and Border Protection (DIBP) whenever a student:

- Fails to commence the nominated course as expected
- Has their enrolment cancelled for failure to meet course requirements, or any other reason
- Ceases to occupy the place for which the course enrolment was confirmed, either through completion of, or withdrawal from the course
- Changes course and/or provider during their period of stay in Australia

If you have changed your course and/or provider, you may need to contact your OSHC provider about maintaining Overseas Student Health Cover. You should contact DIBP, prior to making a decision, with any queries that you have regarding a change of visa status. Please also note that you are required to notify Media Makeup if you are applying to DIBP to change your visa status.

TUITION PROTECTION SERVICES

The Tuition Protection Service (TPS) is an initiative of the Australian Government to assist international learners whose education providers are unable to fully deliver their course of study. The TPS ensures that

international learners are able to either complete their studies in another course or with another education provider or receive a refund of their unspent tuition fees. Media Makeup is actively covered by the TPS. Further information can be found at www.tps.gov.au

International students are not required to pay more than 50% of their total tuition fees for a course before they commence unless the course has only one study period and does not exceed 24 weeks.

REFUND POLICY

Media Makeup reserves the right to cancel a course, or refuse any enrolment as permitted by law. Media Makeup reserves the right to adjust the fees on an annual basis, vary course requirements or class schedules at any time as deemed necessary. Once fees have been set and outlined in the Letter of Offer the fees will not change for that program.

Refunds, if approved, will be made within four weeks after a written claim has been received from the applicant/ student. However, if:

- Media Makeup is unable to start the course on the day on which the course was scheduled to start or a later day agreed by the student and Media Makeup
- Media Makeup stops providing the course after the course has started but before it is completed Media Makeup will offer the refund to all students who are enrolled at the time within two weeks of the day on which Media Makeup should have provided the course or it stopped providing the course.

In these situations, a student may be offered enrolment in an alternative Media Makeup course at no extra cost. If the student chooses to accept enrolment in the alternative course, written confirmation will be required from the student to confirm that the alternative enrolment is in substitution for refund of fees. This change of course will be reflected in an amended electronic Confirmation of Enrolment (COE). It is the student's choice whether to accept a refund of fees or enrolment in an alternative course.

Where a student changes visa status (e.g. changes education sector) and requires a new visa to be issued, the student is required to bear any and all costs associated with the visa. Refunds will only be made by electronic funds transfer or by cheque. Refunds will be made in Australian dollars and will be made to the student unless the student requests in writing that the refund is to be made to a person nominated by the student. Money will not be transferred to other educational institutions under any circumstances. Tuition/Course fees has the meaning provided for in the ESOS Act.

REASONS FOR REFUND OF FEES PAID AND REFUND PAYABLE BY MEDIA MAKEUP

If the visa application is unsuccessful and the course had not started on the day on the day on which the course was scheduled to start or a later day agreed between Media Makeup and the student (the Agreed Starting Day).

Deposit is refundable less a \$250.00AUD administration fee.

If the visa application is unsuccessful and the course has already started on the Agreed Starting Day and the student started the course on that day.

All Fees less monies to cover administration expenses and any part of the course you have already studied as provided for in the ESOS Act and ESOS Regulations.

If the offer of a place is withdrawn.

All Fees are refunded except the application fee.

If Media Makeup is unable to start the course on the day on which the course was scheduled to start or a later day agreed between Media Makeup and the student (the Agreed Starting Day)

All Fees are refunded. Provided the student has not withdrawn before the day on which the course was scheduled to start or

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a later date as agreed between Media Makeup and the student.

If Media Makeup stops providing the course after the course has started but before it is completed.

All Tuition/Course Fees (provided the student has not withdrawn before the day on which the course was scheduled to start or a later date as agreed between Media Makeup and the student).

If incorrect or incomplete information is supplied by the applicant and the offer is withdrawn by Media Makeup.

All Tuition/Course Fees less a \$250.00AUD administration fee.

If the student does not start the course on the Agreed Starting Date and has not previously withdrawn or deferred and the reason for not starting on that date is not because the visa application is unsuccessful. In this case the student will be in default as provided for under the ESOS Act.

Deposit is non-refundable.

If the student withdraws more than 30 calendar days before the Agreed Starting Day of the course.

Deposit is refundable less a \$250.00AUD administration fee.

If the student withdraws less than 30 calendar days before the Agreed Starting Day the course.

Deposit is non-refundable

If the student withdraws after the Agreed Starting Day of the course.

Deposit is non-refundable

If a student

- Breaches student visa conditions.
- Breaches the rules of Media Makeup resulting in suspension or expulsion from the course or
- Has his/her visa cancelled and is asked to leave the country

Required to pay for all previous student periods and the current study period and \$250AUD administration fee will be charged.

If a student receives permanent residency status during a semester. The student is required to pay for all previous study periods and the current study period.

The student will be required to pay domestic fees for the subsequent study periods.

If a student does not start a course for any reason and withdraws from the program and incidental Expenses have been paid.

Incidental Expenses will be refunded. Provided that the incidental expenses have not been provided to the student.

If the student has deferred the start date of a program within 30 days of the original Agreed Starting date and the incidental expenses have been paid.

The incidental expenses payment will be held and transferred to the new start date. Therefore no monetary exchange required.

This policy, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

Student Default and Withdrawal from Course

Students are required to provide written notification of withdrawal from any course, at least 30 day prior to the commencement of the enrolled course, in order to obtain a deposit refund for that course.

In the case of the Visa Application being unsuccessful and the course has not commenced the deposit will be refunded less \$250 Administration Fee.

If a student withdraws from the course prior to the course start date but after the 30 days before the commencement of the course program, the deposit is non-refundable.

The student may defer their course to another intake date within a one-year period from the original course start date. In this case the deposit is transferred to new course start date and no monetary exchange required.

If a student withdraws from the course after commencement of the course, then the student is required to pay any fees owing for the current study period calculated on a pro-rata basis, for example if 50% of the study period has been delivered then 50% of the fee will be invoiced and the student will be required to pay.

All refunds claims will be paid to the student within four weeks from the date of receiving the notification of withdrawal. Refunds incur a \$250.00AUD administration fee.

Before withdrawing from a course program that has already commenced, it is the student's responsibility to check with DIBP if their visa will be affected or cancelled. Media Makeup will notify DIBP of the withdrawal/default of the program within 5 business days.

Please note that information about international students may be made available to relevant Australian Commonwealth and State Government agencies.

COURSE ATTENDANCE

International students are required to undertake a full time program and attend no less than 80 per cent of classes within a given study period and a minimum of 90 per cent for body work subjects. If classes are not attended a medical certificate will be required. This is a condition of your Visa.

DEFERMENT OF ENROLMENT

Requests for the deferment of studies are required in writing. Deferments may be granted by Media Makeup for up to one year providing notice is given in writing at least 2 weeks prior to the commencement of a given study period. Deferments will only be granted between study periods for all subjects or subject components successfully completed in the previous study period.

Media Makeup is required to notify DIBP of your deferment and you may therefore forfeit your current student visa. 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.

Definitions: Compassionate or extenuating circumstances – resulting in temporary leave, deferral, program suspension or cancellation. Compassionate or extenuating circumstances are generally beyond the control of the student and have an impact on the student's academic progress or wellbeing.

This includes but are not limited to:

- Serious illness or injury occurring after enrolment. This must be supported by a medical certificate stating when the injury occurred or illness commenced.
- Bereavement of close family member such as parents or grandparents (where possible death certificate should be provided).
- Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student studies; or
- Traumatic experience which could include; involvement in, or witnessing of a serious accident; or
- Witnessing or being the victim of a serious crime, and has impacted on the student (these cases should be supported by police or psychologists reports)
- Where the registered provider was unable to offer a pre-requisite unit or Inability to begin studying on the course commencement date due to delay in receiving a student visa.

Additional compassionate or extenuating circumstances may also apply and Media Makeup will make a professional judgment and assess each case on an individual basis.

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Media Makeup 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 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 process has to be accessed by the student then the deferment will not take place until the internal process is completed. Misbehaviour (breach of Media Makeup 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.

Media Makeup must notify DIBP of your decision to defer your studies in Australia. DIBP will defer the student visa up to 6 months. Over six months your visa will be cancelled, therefore you will need to reapply for another student visa prior to recommencing your studies.

Please note that the final decision about your eligibility for a second student visa will be made by DIBP and will be based on your reasons for deferring your studies. Therefore, we strongly advise you contact DIBP to ensure that you will be able to resume your student visa status, prior to making your final decision to defer.

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

DEPENDANTS

If holders of a Student Visa have dependants who will be coming with them to Australia, they are required to make arrangements for the education of the dependant/s. Students should contact DIBP for more information about the status of dependants when intending to study in Australia. If you are accompanied by school aged dependents you will be required to pay the full fees for their schooling. Please note that International Students are not eligible for travel concessions on public transport in Australia.

ELIGIBILITY FOR STUDENT VISA STATUS

Have you checked your countries Assessment Level? Full fee paying prospective students of Assessment Level 3-5 are encouraged to undergo pre-visa assessment before lodging an application for a visa to study in Australia. Self-assessment information can be obtained from your nearest Australian Embassy.

OVERSEAS STUDENT HEALTH COVER

DIBP require mandatory, visa length health insurance for all student visa holders. Approved OSHC providers include:
Medibank Private – www.medibank.com.au
BUPA OSHC – www.bupa.com.au
Australian Health Management – www.ahm.com.au

REFUND OF OSHC PAYMENTS

A student may apply directly to the OSHC provider for refund of monies paid if any of the following occur:

- If they do not arrive in Australia
- If their student visa is not extended
- If they have been granted resident status in Australia
- If they are required to return home for reasons beyond their control

WITHDRAWAL FROM A COURSE

Students are required to provide written notification of withdrawal from any course or study period, prior to the commencement of the enrolled course, in order to obtain a refund for that course. If a student withdraws from the course prior to the course start date but after the 30 days before the commencement of the course program, the deposit is non-refundable, however any incidental expenses will be refunded, less a \$250.00AUD administration fee. This fee is in addition to the original student application administration fee. The student may defer their course to another intake date within a one year 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 current study period. All refunds claims will be paid to the student within four weeks from the date of receiving the notification of withdrawal. The 50% deposit will not be refunded.

Refunds incur a \$250.00AUD administration fee. Please check with the International Student Liaison Officer before withdrawing to ensure that it complies with your student visa requirements.

Please note that information about international students maybe made available to relevant Commonwealth and State Government agencies.

PRIVACY

Media Makeup collects information solely for the purpose of operating as a Registered Training Organisation under the VET Quality Framework. The information provided by students, to Media Makeup may be made available to Commonwealth and State agencies, the pursuant to obligations under the ESOS Act 2000 (as amended 1st January 2007) and the National Code of Practice. Media Makeup is required, under S19 of the ESOS Act 2000, to tell the DIBP about: changes to student's personal and contact details, course enrolment details and changes, any breach by students of student visa conditions relating to course progress or disciplinary action taken by Media Makeup.

This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition. It is a requirement of the VET Quality Framework that students can access personal information held by Media Makeup and may request corrections to information that is incorrect or out of date. Apply in writing to the International Student Liaison Officer if you wish to view your own records.

Part H Applicant Agreement & Declaration

I have honestly and accurately provided information contained on this application form. I understand any offer or any subsequent enrolment made on the basis of false or misleading information maybe withdrawn by Media Makeup and/or the Minister for Employment, Higher Education and Skills.

I declare that the information supplied maybe provided to the Australian Government if requested.

Upon signature of this form, I understand and agree to the course fees and incidental expenses (materials) and to abide by the Media Makeup Academy Policies & Procedures including the refund policy and privacy statement.

Full Name: _____

Signature: _____ Date: _____