



## Victorian Certificate of Applied Learning Vocational Training Component

### Application For Enrolment Semester 1 and 2 2009

Surname: \_\_\_\_\_ First Name : \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender:    ♂ Male    ♀ Female

2008 School Year Level: \_\_\_\_\_

1. Please ensure that each section of this form is completed prior to returning it to Headmasters Academy. Incomplete forms will be returned to the student to resubmit.
2. Payment of the \$150 application fee is required with the application form (please note enrolments will not be confirmed until the application fee is paid).

#### Student Contact Details

Address \_\_\_\_\_

P/C

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

FEES		Units (Select either the Beauty or Hairdressing Stream and Stage you are commencing) Note: The nominal hours for each unit are listed in bold beside the unit. <b>Stage 1 must be completed prior to Stage 2.</b>	
		Beauty	Hairdressing
Application Fee	\$ 150		
Tuition Fee	\$ 750 per stage	<input type="checkbox"/> <b>STAGE 1 \$750</b> <ul style="list-style-type: none"> <li>• WRBFS202B Design &amp; Apply Make-up <b>40</b></li> <li>• WRBFS203B Design and apply make-up for photography <b>30</b></li> <li>• WRBBS204B Apply nail art <b>15</b></li> <li>• WRBFS201B Demonstrate retail skin care products <b>25</b></li> </ul> <input type="checkbox"/> <b>STAGE 2 \$750</b> <ul style="list-style-type: none"> <li>• WRBCS203B Provide Service to clients <b>30</b></li> <li>• WRBBS201B Provide manicure &amp; pedicure <b>30</b></li> <li>• WRBCS204A Apply Knowledge of Nail Science to nail services <b>15</b></li> <li>• WRRCS1B Communicate in the workplace <b>50</b></li> </ul> <input type="checkbox"/> <b>STAGE 3 \$750</b> <ul style="list-style-type: none"> <li>• WRBCS202A Apply techniques to update beauty industry knowledge <b>20</b></li> <li>• WRRM1B Merchandise Products <b>30</b></li> <li>• WRRM2B Perform routine housekeeping duties <b>18</b></li> </ul>	<input type="checkbox"/> <b>STAGE 1 \$750</b> <ul style="list-style-type: none"> <li>• WRHCS201A Prepare clients for salon services <b>20</b></li> <li>• WRHCS202A Maintain tools and equipment <b>10</b></li> <li>• WRHCS204A Maintain and organise work areas <b>10</b></li> <li>• WRHCS205A Follow personal health and safety routines at work <b>15</b></li> <li>• WRHCS206A Perform head, neck and shoulder massage <b>20</b></li> <li>• WRRCS1B Communicate in the workplace <b>50</b></li> <li>• WRRLP1B Apply safe working practices <b>18</b></li> </ul> <input type="checkbox"/> <b>STAGE 2 \$750</b> <ul style="list-style-type: none"> <li>• WRHCS207A Develop hairdressing industry knowledge <b>15</b></li> <li>• WRHHD201A Dry hair to shape <b>35</b></li> <li>• WRRER1B Work effectively in a retail environment <b>40</b></li> <li>• WRRS1B Sell products and services <b>18</b></li> <li>• WRHHD202A Apply single, two and three strand braiding techniques <b>30</b></li> </ul>

		<ul style="list-style-type: none"> <li>WRBFS204B Design and Apply Remedial Camouflage <b>30</b></li> <li>WRBFS305B Provide Lash &amp; Brow Treatment <b>15</b></li> </ul> <p><input type="checkbox"/> <b>STAGE 4 \$750</b></p> <ul style="list-style-type: none"> <li>WRRER1B Work effectively in a retail environment <b>40</b></li> <li>WRRLP1B Apply safe working practices <b>18</b></li> <li>WRRS1B Sell Products &amp; Service <b>18</b></li> <li>WRBCS201B Conduct Financial Transactions <b>25</b></li> </ul>	<ul style="list-style-type: none"> <li>WRHWP201A Assist colleagues providing multiple salon services as a team member <b>0</b></li> </ul>
Basic Equipment Kit one off fee	\$ 440	<p><b>Beauty Kit includes:</b>  Manicure carry all x1, Manicure bowl x 1, Toe Separators x 1, Black fine nail file x1, 3 way file x 1, Pedicure rasp x 1, Manicure /orange sticks (25 pack), Cutistone x1, Latex sponges (24), Fusion Make-up brush set (15 piece) x1, Mousseline cleansing sponges x 2, Make-up cape x 1, Headband x 1, Disposable mascara wands (50), Individual eyelashes x 1 pack, Make-up box x 1 , Satchel Case Included</p> <p><b>Equipment kit subject to change</b></p>	<p><b>Hairdressing Kit includes:</b> Headmasters Bag, Clamp, Wrap, Metal Tail Comb, Vogueti Ceramic Brushes 403, Denman Brush 119, Hairdryer, Sectioning Clip (10 pk), Ladies Mannequin Head, Small Straightening Iron, 1 Bobby Pins (Tub)</p> <p><b>Equipment kit subject to change</b></p>
Compulsory Headmasters T-shirt (inc in kit)		<p>As part of a compulsory uniform, students are required to wear a Headmasters t-shirt and black pants (students own).</p> <p>Please indicate t-shirt size:  8 <input type="checkbox"/> 10 <input type="checkbox"/> 12 <input type="checkbox"/> 14 <input type="checkbox"/> 16 <input type="checkbox"/> 18 <input type="checkbox"/></p>	<p>As part of a compulsory uniform, students are required to wear a Headmasters t-shirt and black pants (students own).</p> <p>Please indicate t-shirt size:  8 <input type="checkbox"/> 10 <input type="checkbox"/> 12 <input type="checkbox"/> 14 <input type="checkbox"/> 16 <input type="checkbox"/> 18 <input type="checkbox"/></p>
<b>Total to Pay</b>	<b>\$</b>		

### Enrolment Terms and Conditions

- The application fee is non refundable.
- The application fee must be attached and paid with the enrolment form. An enrolment is not confirmed until the application fee has been paid.
- Incomplete enrolment forms will not be processed and will be returned the student.
- By enrolling into the VCAL/VET program students must either enrol into the full 1 year hairdressing program undertaking stage 1 and 2 or the full 2 year beauty program undertaking stage 1-4.
- Students are required to fill out **one** VCAL/VET application form for the entire duration of the course selected.
- Students must attend a compulsory orientation session at the beginning of Term 1, 2009. Students who do not attend this session will be unable to commence the course.
- Students must ensure that they return the signed training plan to Headmasters Academy on orientation day otherwise they will be unable to commence the course.
- Students must notify the VCAL Administrator at Headmasters Academy immediately of any changes to their contact details.
- Students must notify the VCAL Administrator at Headmasters Academy if they have withdrawn or transferred to another secondary college while undertaking the VCAL/VET course at Headmasters Academy.
- The equipment fee must be paid prior to the course commencement and is non refundable under any circumstances.
- Students are responsible for their kit, class passport and work books and must replace them at their own expense if the kit is lost or damaged.
- Students are required to wear a compulsory Headmasters t-shirt, black trousers and flat closed toe shoes. The t-shirt must be purchased on orientation day.
- No results, statement of attainments or certificates will be released to students or schools until all outstanding fees are paid.
- Tuition fees are due at the commencement of each stage. In some circumstances tuition fees can be paid in instalments with prior arrangement with Headmasters Academy.

15. Headmasters reserves the right to take legal action to collect outstanding fees.
16. Course withdrawals must be in writing and addressed to the VCAL Administrator at Headmasters Academy. Written notice is required 28 days prior to the semester starting.
17. Once a course has commenced there is no refund.
18. Students that withdraw once the course has commenced will incur tuition fees for the remainder of the current stage that they are undertaking.
19. If a student withdraws from the course after the course commences due to compassionate and extenuating circumstances as determined by Headmasters Academy, Headmasters will refund fees paid and deduct 30% of the paid tuition to cover administration costs.
20. All requests for refunds must be made in writing to the VCAL Administrator at Headmasters Academy. If approved refunds will be processed within 28 calendar days once written notice is received.

**Declaration**

I submit my application for enrolment into Headmasters Advanced Academy Training. I have read, understand and agree to the terms and conditions as printed above.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of School Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Name Parent/Guardian: \_\_\_\_\_ (Please Print)

**All correspondence regarding enrolment, fees, student reports and certificates will be addressed to the parent/guardian**

Relationship to Student: \_\_\_\_\_

Contact Number (Home): \_\_\_\_\_

Contact Number (Work): \_\_\_\_\_

Contact Number (Mobile): \_\_\_\_\_

Email address: \_\_\_\_\_

Signature of Parent / Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**School to complete this section**

**School Contact Details**

School Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

### Hairdressing Stage 1

<b>Starting Date</b> <b>Nominated Attendance Day</b> <b>(Please ✓ one box)</b>	<input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday
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### Hairdressing Stage 2

<b>Starting Date</b> <b>Nominated Attendance Day</b> <b>(Please ✓ one box)</b>	<input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday
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### Beauty Stage 1

<b>Starting Date</b> <b>Nominated Attendance Day</b> <b>(Please ✓ one box)</b>	<input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday
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### Beauty Stage 2

<b>Starting Date</b> <b>Nominated Attendance Day</b> <b>(Please ✓ one box)</b>	<input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday
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### Beauty Stage 3

<b>Starting Date</b> <b>Nominated Attendance Day</b> <b>(Please ✓ one box)</b>	<input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday
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**Beauty Stage 4**

<b>Starting Date</b> _____
<b>Nominated Attendance Day</b> <b>(Please ✓ one box)</b>
<input type="checkbox"/> Wednesday
<input type="checkbox"/> Thursday
<input type="checkbox"/> Friday

**Method of Payment:** (Please ✓)

**Cheque** (please include with enrolment form)

*Cheques should be made payable to Headmasters Academy Pty Ltd*

**Credit Card** (Please ✓ card type) **AMEX and Diners shall incur a 4% surcharge**

Visa     Master card     American Express     Bankcard     Diners

Credit Card  
Number:

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Expiry Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Total: \_\_\_\_\_

**If the school is funding the VCAL/VET program please tick one of the options below**

Invoice school for tuition only

Invoice school for tuition and equipment kit

**School Accounts Contact**

Contact Name \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_