



## Victorian Certificate of Applied Learning Vocational Training Component/VET

### Application For Enrolment Semester 1 and 2 2010

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

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

2010 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	
Application Fee	\$ 150	<b>Fashion</b>	
Tuition Fee	\$ 750 per stage	<input type="checkbox"/> <b>STAGE 1 \$750</b> • LMTGN2001B Follow defined OHS policies and procedures • LMTCL2003B Identify fibres and fabrics • LMTCL2011B Draw and Interpret a basic sketch  <input type="checkbox"/> <b>STAGE 2 \$750</b> • LMTGN2002B Apply quality standards • LMTCL2001B Use a sewing machine • LMTCL2004B Sew components  <input type="checkbox"/> <b>STAGE 3 \$750</b> • LMTGN2003B Work in the textiles, clothing and footwear industry • LMTCL2010B Modify patterns to create basic styles  <input type="checkbox"/> <b>STAGE 4 \$750</b> • LMTFD2005B Identify design process for fashion designs • LMTFD2001B Design and produce a simple garment.	
Basic Equipment Kit one off fee (TBA)	\$ 440		

Compulsory Headmasters T-shirt (incl in kit)		As part of a compulsory uniform, students are required to wear a Headmasters t-shirt and black pants (students own).  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"/>	
<b>Total to Pay</b>	<b>\$</b>		

**Enrolment Terms and Conditions**

1. The application fee is non refundable.
2. The application fee must be attached and paid with the enrolment form. An enrolment is not confirmed until the application fee has been paid.
3. Incomplete enrolment forms will not be processed and will be returned the student.
4. By enrolling into the VET program students must enrol into the full 2 year fashion program.
5. Students are required to fill out **one** VET application form for the entire duration of the course selected.
6. Students must attend a compulsory orientation session at the beginning of Term 1, 2010. Students who do not attend this session will be unable to commence the course.
7. 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.
8. Students must notify the VET Administrator at Headmasters Academy immediately of any changes to their contact details.
9. Students must notify the VET Administrator at Headmasters Academy if they have withdrawn or transferred to another secondary college while undertaking the VET course at Headmasters Academy.
10. The equipment fee must be paid prior to the course commencement and is non refundable under any circumstances.
11. 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.
12. 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.
13. No results, statement of attainments or certificates will be released to students or schools until all outstanding fees are paid.
14. 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 VET 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 VET 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 \_\_\_\_\_

#### **Fashion Stage 1**

**Starting Date**

**Nominated Attendance Day**  
**(Please ✓ one box)**

Wednesday

Thursday

Friday

#### **Fashion Stage 2**

**Starting Date**

**Nominated Attendance Day**  
**(Please ✓ one box)**

Wednesday

Thursday

Friday

### Fashion 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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### Fashion 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
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### 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 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

\_\_\_\_\_