

ENROLMENT FORM CMA TRAINING GROUP PTY LTD | RTO 88123

Student Number	
Certificate Number	
Date of Issue	____/____/____
Date entered VEERA	____/____/____

PERSONAL INFORMATION - Please answer all questions

Given Name(s): _____ Surname: _____

Residential Address: _____

Suburb: _____ State _____ Pcode: _____

Hm Tel: _____ Wk Tel: _____ Mob: _____

Email: _____

D.O.B: ____/____/____ | What is your Gender? Male Female | Are you a permanent resident of Australia? Yes/No

Emergency Contact: _____

Address: _____

Hm Tel: _____ Wk Tel: _____ Mob: _____

COURSE CHOICE please ✓

- DIPLOMA IN MAKEUP [CUF50203] Are you applying for RPL/RCC? Yes/No
- CERTIFICATE IV IN MAKEUP [CUF40203]
- DIPLOMA OF BEAUTY THERAPY [WRB50105]
- CERTIFICATE IV IN BEAUTY THERAPY [WRB40105]
- CERTIFICATE II IN RETAIL COSMETIC SERVICES [WRB20304]

OPTIONAL INFORMATION - please circle your answer

Are you of Aboriginal and/or Torres Strait Islander origin? Yes / No

Were you born in Australia? Yes / No

If no which country were you born? _____

Which Language do you speak at home? English / Other please specify _____

What is your highest level of schooling completed? Yr 12 / Yr 11 / Yr 10 / Yr 9 or lower

In which year and state did you complete your schooling? Year _____ State _____

Which best describes your employment status? Full time / Part time / Casual / Self Employed / Unemployed

Do you consider yourself to have a disability or learning difficulty? Yes / No

If yes, please circle where appropriate: Visual / Intellectual / Hearing / Chronic Illness / Physical / Learning Difficulties / Other, please specify: _____

How did you hear about CMA? _____

REFUND POLICY

FOR FULL FEE PAYING STUDENTS

- A deposit of \$500 is payable to confirm your placement in your chosen course. This deposit is part of the total course cost. This deposit is non-refundable.
- Fees are required to be paid as per payment option 1, 2 or 3 as outlined in this contract. If a student withdraws from the course prior to commencement an administration fee not more than the deposit will be retained by the academy to cover administration costs incurred.
- If a student withdraws within a period of five (5) days after commencement of term 1 a further 25% will be retained by the academy. If a student withdraws following a period of five (5) days no fee will be refunded to the student, and balance of the fees are due to be paid in full as per the payment option chosen by the student in this contract.

REFUND POLICY

FOR GOVERNMENT FUNDED STUDENTS

- An administration fee of \$300 is payable to confirm your placement in your chosen course. This deposit is non-refundable.

DEFERAL POLICY

- A student will be considered by the Academy's Principals for deferral after an application is made in writing. Deferral will only be granted at the end of each school term. A minimum deferral fee of \$500 will apply. An additional \$250 per deferring term will also apply.

I declare that to the best of my knowledge the information supplied above is correct and complete. **IMPORTANT.** I have read and understand the CMA refund policy. I understand that course fees are payable in full as indicated in the refund policy regardless of my absenteeism and /or failure to show for class. I also understand that unpaid fees may attract a late fee and may be followed up by CMA through a debt collection agency if they remain unpaid.

I have read and understand this statement:

Signed: _____ Date: _____
_____/_____/_____

CMA TRAINING GROUP PTY LTD

RTO Number: 88123

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