



# Pricing, Policies & Enrolment Information

## International Students

## Academies Australasia Hair and Beauty - Important Information

We hope you find the following points helpful in making your decision to study at Brisbane School of Beauty, Brisbane School of Barbering, Brisbane School of Hairdressing, Gold Coast School of Barbering and Gold Coast School of Hairdressing.

## CAMPUS LOCATION

- The Brisbane campus is conveniently located on Queen Street Mall in the heart of Brisbane City in the Queen Adelaide Building, Upper Ground Floor (UG), Ground Floor (G) and Level 3.
- The Gold Coast is located in Pivotal Point Towers, 2 Nerang Street, Southport.
- Buses and trains from various locations of the city are a few minutes' walk to the campus.

Our facilities are clean, bright and modern and utilise the latest equipment and resources.

## ACCOMMODATION

There are many useful websites providing information about share house, home-stay, rental housing / units and houses for purchase on the internet. Share accommodation starts from around \$110 per week, inner city apartments rent from around \$250 per week, and home-stay costs around \$180 - \$250 per week.

## LITERACY AND NUMERACY TEST

All students will be required to complete a Pre-Commencement Literacy and Numeracy test. This test may be completed at time of interview/tour or on day of commencement.

## RECRUITING STUDENTS

- We will only accept you as a student if we believe you have the ability to complete the course you choose. This means you might have to prove your English language skills, your education level, or previous training to us.
- If you need to study more English before you can progress with us, we can help you to arrange a suitable course.
- We support the "Equal Opportunity" philosophy for our students and our educational and management team.

## ENTRY REQUIREMENTS

Course name	Entry requirements
Certificate II in Salon Assistant	15 years, Completed Year 10, LLN test
Certificate III in Hairdressing	15 years, Completed Year 10, LLN test
Certificate III in Beauty Services	15 years, Completed Year 10, LLN test
Certificate III in Barbering	15 years, Completed Year 10, LLN test
Certificate III in Makeup	15 years, Completed Year 10, LLN test
Certificate III in Nail Technology	15 years, Completed Year 10, LLN test
Certificate IV in Beauty Therapy	18 years, Completed Year 10, LLN test
Certificate IV in Hairdressing	Completed Cert III in Hairdressing + 1yr experience working in industry post qualification, LLN test
Diploma of Beauty Therapy	18 years, Completed Year 12, Diploma LLN test
Diploma of Salon Management	Completed Year 12, Diploma LLN test

English Requirements:

Certificate II to IV IELTS 5 or Equivalent

Diploma IELTS 5.5 or Equivalent

## HOLIDAYS

- Hairdressing/Barbering courses are continuous, therefore holidays may only be taken by prior arrangement with the college of up to four (4) weeks per year and may extend the duration of the course. Hairdressing courses also break for approx. 10 days between Xmas & New Year.
- Beauty courses are run over 4 terms per year with breaks in between and approx. 4 weeks over the Xmas/New Year period. Please refer to the BSB calendar for term dates.
- All Queensland and Australian National Holidays are respected.

## STUDY TIMETABLE / MODE OF DELIVERY

Hairdressing courses are run at 3 days per week (Mon, Tues, Wed) or 5 days per week (Mon-Fri), 9.00am-5.00pm on a continuous study pattern (except 10 days Xmas/New Year break).

Barber courses are run at 3 days per week (Mon, Tues, Wed) 9.00am-5.00pm on a continuous study pattern (except 10 days Xmas/New Year break).

Beauty courses are run at 3 days per week (Dip & CertIV Mon, Tues, Wed and CertIII Wed, Thur, Fri) 9.00am-5.00pm in line with state school terms (4 per year).

- All study is completed on campus at all times (face to face/practical demonstration).
- Students undertaking all courses in Beauty and Hair will attend the assigned BSB/BSH campus as per their study pattern outline.
- Flexible arrangements may be approved on a case by case basis.

## EXTRA CURRICULAR ACTIVITIES RELATING TO HAIRDRESSING or BEAUTY

We encourage and help our students to get involved in activities relating to the hair and beauty industry, such as shows, photography shoots and competitions. Details will be provided by your educator during your course.

## DEFERRALS OR SUSPENSION OF STUDIES

The College may defer or suspend your enrolment in the case of illness where a medical certificate is issued by a registered medical practitioner that states that you are unable to attend classes as a result of illness. The college may also defer or suspend your enrolment in the case of misbehaviour. The maximum deferment or suspension is 3 months. While you are enrolled at the college your fees are still payable unless special arrangements have been made with the General Manager.

## ASSESSMENTS

For successful completion of all Units of Competency, students will undertake written and practical assessments. Written Assessments will be in an in-class environment under supervision. Practical assessments will be in class and on the clinic floor. Students are given the opportunity of further training and reassessment should they not meet the assessment criteria.

## SUBMISSION OF ASSESSMENTS

Students are expected to do their own work at all times. Cheating in exams, plagiarism, copying from other students or submitting other students' work as your own is unacceptable and may lead to suspension or cancellation of your enrolment. The objective of your course is for you to become competent in all the units of competency in the course therefore you must do your own course work.

## ACADEMIC PERFORMANCE

Unsatisfactory academic performance is defined by the College in accordance with Australian Government standards. Your academic progress will be recorded on a regular basis and should your progress become a matter of concern to the College, you will be required to attend a mediation session and take steps to rectify the situation or to undertake other commitments required by the College. Should you not make academic progress after this rectification process your enrolment may be cancelled.

## COMPLETING YOUR COURSE

We will provide you with assistance where possible to successfully complete your training program within the specified times. We also provide you with extensive resources, excellent instruction, plenty of practise on our regular and new clients. To graduate you need to:

- Successfully complete all units of competency.
- Complete at least the minimum number of hours in the course.
- Complete the productivity targets (numbers of each type of service).
- Maintain a high level of attendance (above 90%).
- Pay all fees on time.

## NOTIFICATION OF ADDRESS / CONTACT DETAILS

You must advise us of your residential address and other contact details (eg. phone & email) from the date of applying for enrolment until you have finished your course and received your certificates. You must notify the College of any changes within seven (7) days of changing address.

## CAREER OPTIONS

A demand for quality beauty and hair industry specialists currently exists within Australia. You may utilise Brisbane School of Beauty and Brisbane School of Hairdressing's free job placement service that is available to our students. To find out about positions currently available in the beauty and hair industries visit - [www.seek.com.au](http://www.seek.com.au) or [www.careerone.com.au](http://www.careerone.com.au).

## ABOUT THE UNIQUE STUDENT IDENTIFIER (USI)

Every year, an estimated three million Australians build and sharpen their skills by undertaking nationally recognised training. From 1 January 2015, all students doing nationally recognised training need to have a Unique Student Identifier (USI). This includes students doing Vocational Education Training (VET) in schools.

A USI is a reference number made up of numbers and letters. Creating a USI is free. It creates a secure online record of your nationally recognised training that you can access anytime and anywhere, and it's yours for life.

The USI is linked to the National Vocational Education and Training (VET) Data Collection, and this means an individual's nationally recognised training and qualifications gained anywhere in Australia, from different training organisations, will be kept all together.

## STUDENT SUPPORT SERVICE

AAHB has support services and systems to help both our Local and International students. These services include but are not limited to, counselling, grievance handling and dispute resolution. Information is also provided regarding Orientation and Academic Progress.

- We are sensitive to cross cultural issues.
- We will try to meet any reasonable special needs you may have.
- We have a fair process for handling any complaints.
- We will take reasonable steps to help you overcome any college-related problem you may have.

Contact & Title	Phone	Email
Samantha Atkins Student Contact Officer	07 3229 2999	<a href="mailto:sam@brishair.com.au">sam@brishair.com.au</a>
Marcelo Pangoni Student Contact & Critical Incident Officer	07 3229 2999	<a href="mailto:m.pangoni@academies.edu.au">m.pangoni@academies.edu.au</a>
Samantha Atkins International Student Liaison Officer	07 3229 2999	<a href="mailto:sam@brishair.com.au">sam@brishair.com.au</a>

## STUDENT VISAS

Detailed information on visas and how to apply can be obtained from the Department of Home Affairs (DHA) website: [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)

- You cannot be enrolled in a course longer than 14 weeks unless you are on a Student Visa, a Bridging Visa, or a Temporary Resident Visa or some other type of Visa approved for study by the Department of Home Affairs.

## EXTENDING YOUR STAY

If you wish to extend your stay to undertake full time study, it will be necessary to apply for a new student visa. If you are in Australia on another temporary visa, you may be eligible to apply for another visa to extend your stay or to migrate here permanently. To determine if you are eligible for another visa, visit the Department of Home Affairs website ([www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)) or a registered Migration Agent.

## STUDENTS HOLDING A TEMPORARY OR BRIDGING VISA IN AUSTRALIA

AAHB entry requirements and refund policy also apply to students who hold temporary or bridging visas in Australia. If you hold a temporary or bridging visa, you will be required to pay full international student fees and study on a full time basis.

## CHANGE OF VISA STATUS

Should you be granted a bridging visa or temporary visa pending determination of permanent residency after the commencement of your course or after you have paid your tuition fees, you must continue to complete the current course on a full-time basis. There are no refunds. Following your initial student visa, you may wish to extend your stay in Australia for further study or a holiday.

## CHANGING YOUR COURSE AFTER COMMENCEMENT

You may not change your course after commencement unless the changes comply with the Department of Home Affairs regulations. No refunds are granted after course commencement, and if you have chosen a payment plan you must complete your financial obligations for the course/courses in which you were enrolled in at the time of commencement. You may make written application outlining extenuating circumstances that will be considered by our General Manager.

## ESOS FRAMEWORK

We are required to provide you with this link that describes the ESOS framework.

<https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>

## MIGRATION ADVICE

The Management and Staff of AAHB are not Registered Migration Advisors and therefore cannot give migration advice. For migration advice we suggest you contact either Department of Home Affairs Visit [www.homeaffairs.gov.au/](http://www.homeaffairs.gov.au/) or A Registered Migration Agent. Visit [www.mara.gov.au](http://www.mara.gov.au)

Before you ask for migration advice in Australia you should ask to see the advisor's MARN (Migration Agent Registration Number).

## TRANSFERRING FROM ANOTHER COLLEGE

If you have been studying at another college for more than six (6) months in your principal course you may change colleges without a letter of release from your current Education Provider. Simply provide the required enrolment documents, successfully complete our Literacy and Numeracy Test, pay your fees and we will issue an e-CoE.

If you have been studying at another college for less than six (6) months and you want to change to AAHB, restrictions do apply. We will consider your case and may issue a Letter of Offer of Place that you must take to your current Education Provider and ask for a Letter of Release. If your college releases you, you pay the agreed fee to us and we will issue an Electronic Confirmation of Enrolment (eCoE) which you should take to Department of Home Affairs to confirm that your visa will be valid and to make any changes to your visa that may become necessary as a result of the change.

## CREDIT TRANSFERS

The school accepts and recognises qualifications and statements of attainment issued to applicants by other registered training organisations (RTO) registered in Qld or other State/Territory from the current qualification. Direct credits will also be given to applicable units already completed within the course package. If you wish to apply for credit transfer you will need to complete a Course Credit Transfer application form and provide supporting documentation.

## RECOGNITION OF PRIOR LEARNING (RPL)

Recognition of Prior Learning is the formal recognition of skills and knowledge that a person holds, regardless of how, when or where the learning occurred. The attainment of competencies can occur in a number of ways including:

formal or informal training and education

work experience

general life experience

Applications for RPL are accepted during initial interview on or prior to commencement and previous skills will be assessed against endorsed industry competency standards or outcomes. Applicants will be required to supply evidence which may include certification, references from past employers, testimonials from clients, performance, demonstration or skills tests and/or written presentation. Our assessors will ensure that the evidence is authentic, valid, reliable, current and sufficient.

Further information and an RPL eligibility form may be requested by contacting Student Services or administration.

Fees are applicable to vocational pathway students, for the RPL process and quoted on individual units of competency. The course may be shortened if Credits or RPL are applied.

## ASSESSING A TRANSFER APPLICATION

All documents on our enrolment checklist are required, a list of all your tools, equipment, text books, hair-goods that you own plus details of your current enrolment. This should include where and when you started, how much you have paid to date and a Statement of Attainment or academic transcript listing all the Units of Competency you have completed. It will be necessary to attend a personal interview at our Brisbane Campus where we will assess and prepare a quote for you to complete your studies with BSB or BSH.

## BREACH OF VISA CONDITIONS

If it becomes necessary to report you to the Department of Home Affairs for a breach of a visa condition, you will be excluded from the course. If you are excluded and you feel exceptional circumstances apply in your case, you may appeal in writing to the college's General Manager to consider your case. If your attendance is below 80% no course extension is possible. You will be reported to Department of Home Affairs for breaching your student visa attendance condition.

## WORKING WHILST STUDYING

Students can work limited part time hours before their allowances are affected, and many work in salons on the weekend or some late nights. Please keep in mind that work restrictions do apply to international students on a student visa (maximum 40 hours per fortnight).

## BRINGING CHILDREN WITH YOU

School age children must attend school in Australia. Fees apply. You can choose to send your children to any Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) registered school. You are advised to obtain as much information as possible pertaining to child care / day care / schools which may be suitable for your child or children BEFORE YOU ENROL.

You can start your search for schools at; [www.education.qld.gov.au/](http://www.education.qld.gov.au/)

And you can compare these state government schools with the non-government schools for international students at; [www.studyqueensland.qld.edu.au/](http://www.studyqueensland.qld.edu.au/)

You should arrive at least two weeks before your commencement date. This will give you time to settle down, buy uniforms and make sure your child is happy in their school.

## ATTENDANCE

AAHB has the expectation that your attendance will be 100%. Please be mindful that you will be required to pay extra fees if you are unable to finish within the required period. The College monitors attendance in accordance with Australian Government standards and records absenteeism on your file due to any circumstances.

Department of Home Affairs considers a student's attendance unsatisfactory if it falls below 80% and we believe you cannot complete the course material in the time remaining. You will receive warning letters at 85% and 80%. If your attendance falls to 80% you will be required to take steps to rectify the situation. This may include participation in learning and / or counselling support, or to undertake other commitments required by the College. If your attendance does not improve after this intervention, the College must report you to DHA. This may lead to the cancellation of your Student Visa and you will need to leave Australia.

## BEAUTY and HAIRDRESSING COURSE DURATION SUMMARY

COURSE NAME - BEAUTY (BSB)	CRICOS Code	CRICOS Duration
Certificate II in Retail Cosmetics SHB20116	091480C	26 weeks
Certificate III in Nail Technology SHB30315	092337B	34 weeks
Certificate III in Make-Up SHB30215	092338A	34 weeks
Diploma of Salon Management SHB50216	092336C	35 weeks
Certificate III in Beauty Services SHB30115	089085K	52 weeks
Certificate IV in Beauty Therapy SHB40115	089041M	65 weeks
Diploma of Beauty Therapy SHB50115	089062F	79 weeks
Course duration can be shortened with RPL or course cross credits		

COURSE NAME - HAIRDRESSING	CRICOS Code	CIRCOS Duration
Certificate II in Salon Assistant SHB20216	092333F	12 weeks
Certificate III in Hairdressing SHB30416	092334E	97 weeks
Certificate III in Barbering SHB30516	092335D	60 weeks
Certificate IV in Hairdressing SHB40216	091502B	32 weeks
Diploma of Salon Management SHB50216	092336C	35 weeks

## LODGING AN EXTERNAL APPEAL OR COMPLAINT

If you wish to lodge an external appeal or complain about certain decisions, you can contact the Overseas Students Ombudsman. The Overseas Students Ombudsman offers a free and independent service for overseas students who have a complaint or want to lodge an external appeal about a decision made by their private education or training provider. See the Overseas Students Ombudsman website [www.ombudsman.gov.au](http://www.ombudsman.gov.au) or phone 1300 362 072 for more information.

## USE OF PERSONAL INFORMATION

The information provided by you to AAHB may be made available to Commonwealth and State agencies and the Fund Manager of the ESO Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code; and the College is required under S19 of the ESOS Act 2000, to tell the Department of Home Affairs about certain changes to the student's enrolment and any breach by the student of a student visa condition relating to attendance or unsatisfactory academic performance.

We follow these principles in dealing with all our students. They help to guarantee you enjoy and benefit from your course.



#### PROVISION OF EDUCATION AND TRAINING SERVICES

- We maintain high professional standards of training and student management.
- We provide a learning environment that helps you to succeed in your studies and your career.
- Our Certificate and Diploma courses are registered with State and National government organisations
- Our trainers and our management team are sensitive to various cultural needs and expectations.

#### MARKETING OF AAHB

- We aim to market our College simply, accurately, and honestly.
- The information we provide is the most up to date and accurate information available to us regarding our courses, the College, our education and training system/s.

#### OUR FINANCIAL STANDARDS

We will protect the money you pay us until it is needed to pay for your course.

The agreement between you and AAHB will be clearly documented in writing. The College grants you certain rights and these are balanced by your responsibilities to the College.

#### SOCIAL MEDIA POLICY

Students are reminded that only positive notes about the college and fellow students are displayed on social media sites when making reference to AAHB. Under no circumstances should offensive or derogatory comments be made about AAHB staff, students or clients on the internet. This may amount to cyber-bullying and could be deemed a disciplinary offence. Circumstances where online use of social media may result in disciplinary action include:

- Use of sites to bully, harass, discriminate or vilify work colleagues and customers;
- Use of the sites as a forum to publicise workplace disputes or grievances;
- Posting of defamatory content on such sites;
- Disclosure of confidential information or intellectual property on the sites; or
- Serious or repeated breaches of this policy.

Students who engage in breach of policies even outside college, may be liable to face disciplinary action. Failure to comply with the policy may result in disciplinary action being taken against students which may include suspension.

The College may take and use photos and/or videos of you and your work whilst you are studying at the College for administration, marketing and promotional purposes.

#### REPLACEMENT FEES & OTHER CHARGES

Item	Cost
College t-shirt	\$20 each
Reissue Certificates/Statement of Attainment	\$50 per Certificate
Records Recovery from Archives	\$150
ID Card Replacement	\$10
Application fee	\$300
Recognition of Prior Learning (RPL)	\$200 per qualification
Re-assessment (assignment/Exam/Test)	\$75 each
Change of course (initiated by student)	\$150 per change
Late payment fees	5% of late fees
Re-enrollment fee	\$150
LLN Support and Training	\$50 per hour

#### ADDITIONAL FEES AND CHARGES

If you agree to a payment plan but fail to make your payments within 7 days of the due date a 5% administration charge will be added to your payment. If you have not reached your minimum hours and achieved all competencies by the end of the course, then a re-enrolment fee of at least AUD\$60 per day will be charged.



#### PAYMENT OPTIONS FOR ALL COURSES

To make your tuition affordable, payment plans are available at no extra cost to you. These plans are outlined in a "letter of offer" provided to you for your information before any fees are required to be paid.

Pre-Approved payment plans for tuition fees are offered for your convenience. The course application fee is due with your enrolment documents and is non-refundable. International students will also be required to purchase Overseas Student Health Cover (OSHC). Tool kit fees are due before commencement date.

We are happy to consider alternative plans to suit your needs. Please submit your preferred payment plan in writing with your application for consideration and approval by our credit controller.

You can pay by Cash, Card or Direct Deposit to our bank account. Bank details are on the enrolment form. Please provide by e-mail ([admin@brishair.com.au](mailto:admin@brishair.com.au)) a copy of the bank remittance so we can start processing your enrolment application.

#### ABSENTEE or LATE NOTIFICATION

AAHB has a dedicated phone number operating 24 hours a day for students that will be absent and or late for class. Please call 30464949 stating your full name and intake date so the message can be forwarded to the appropriate staff member.

#### CANCELLATION OR SUSPENSION OF YOUR ENROLMENT

- The school has a policy regarding cancellation of enrolment for academic misconduct or for general misconduct.
- Penalties for misconduct take into account the nature, extent and or the repetition of the misconduct.
- Time lost when you are under suspension is penalised as absenteeism and may lead to a student being reported to Centrelink.
- Withdrawal from your enrolment results in a report being made to DHA and a final account to the date of withdrawal is issued.

#### HOW WE SETTLE DISPUTES

The school has a formal procedure for addressing complaints and academic appeals. Our procedure ensures that if you ever have any need to complain the school will handle it promptly and fairly. In the event of a complaint concerning any matter in relation to the training, a student can:

- Talk directly with the person concerned to try and resolve the problem.
- Seek the assistance of his/her educator.
- Consult the Principal.
- Consult the General Manager.
- If the problem is still unresolved, the student will be advised of external organisations, e.g.Consumer Affairs, the Attorney General or the relevant Government Department.
- All records of any complaint will be kept on file.
- AAHB abides by Freedom of Information and Privacy principles.
- AAHB will maintain the student's enrolment while the dispute process is ongoing.
- Students will be given a written statement of outcomes of the complaint including reasons for the decision.
- This dispute resolution policy does not prevent a student from exercising their rights to other legal remedies.

## COLLEGE RULES

Professional conduct is the only level of conduct we expect from our students. Professionals do not arrive late; they treat clients, instructors and fellow students with courtesy and respect. They take the time to follow the rules of good grooming and proper hygiene and maintain an awareness of their surroundings at all times. The following rules reflect the level of conduct you will be expected to maintain throughout your career. The best way to begin that career is to act like the professional you want to be.

1. Normal college hours are Mon-Thu: 9.00am-5.00pm and Fridays 8.30am-5.00pm public holidays excluded. Theory classes run from 9.00am-5.00pm. Students should arrive 10 minutes early to be ready for class.
2. Lunch break is of 30 minutes duration and is to be taken at a time designated by the Instructor or Floor Manager.
3. Students should not leave the College during college hours without the permission of the Floor Manager, Instructor or the Principal.
4. Students must record only their own attendance on the college's computer every day on arrival and when leaving. Logging on or off for someone else is unacceptable.
5. Students must telephone College Reception between 8.30am and 9.00am if they are unable to attend classes or will be late.
6. All programs are continuous and no allowance can be made for absenteeism or lateness.
7. Applications for Holidays or Leave of Absence must be approved by the Principal before you purchase tickets or take leave.
8. Students should be well groomed and neatly attired at all times. Clean black and/or white clothing and comfortable closed-toed shoes should be worn. Soiled and stained clothing is not acceptable. (BSH/BSB T-shirts may be purchased at a very reasonable price).
9. Students must wear their name badge during college hours.
10. Students are responsible for their own Kit. Students must not borrow equipment, books or goods from others.
11. Each student must clean up his or her workstation including the floor area, after each service. Items must be swept up immediately after each service is completed.
12. We expect everyone to be courteous and happy in the salon. Under no circumstances will bad manners, bad temper or criticism be tolerated.
13. English must be used at all times with clients unless an Instructor or the Floor Manager has granted special permission.
14. Students must follow all work instructions given by the Floor Manager, Instructors or College Management.
15. Students must not refuse clients assigned to them by the Floor Manager or Instructor.
16. While a student is working with a client, no other student may visit him or her and students may not help each other without the permission of an Instructor.
17. An Instructor must check all work done by students and are happy to help with consultation, guidance, sales and advice.
18. Students must pay in advance for any college supplies for personal use.
19. Students on dispensary duty are responsible for checking out and documenting receipt of all supplies and equipment.
20. Students on the duty list will perform the duties listed at the prescribed times.
21. Students under 18 must provide a consent form signed by their parent or guardian for all off campus activities, holidays and absenteeism.
22. The student lunchrooms must be kept clean and tidy at all times.
23. Mobile phones and music players must be turned off during college hours.
24. No personal calls are to be made on the business telephone except in case of emergency.
25. Eating, drinking, smoking, using illicit drugs, consuming alcohol and chewing gum are not permitted in the college.
26. Copying, cheating, plagiarism or passing off other student's work as your own is unacceptable.
27. Theft of any college property or from other students will not be tolerated.
28. Sexual harassment violence and discrimination on the basis of age, race, gender or sexual preference are unacceptable.
29. Visitors are permitted only in the reception area.
30. All units must be completed and students must have reached competency in each unit within 20 days of the completion date of the course. If further training is required after that date extra fees will apply.
31. Workplace Health & Safety rules apply throughout all areas of the college.

# Payment Options

To make your tuition affordable, pre-approved payment plans are available at no extra cost to you. These plans are outlined during your interview and tour.

Pre-Approved payment plans are offered for your convenience; course deposit fee is due with your enrolment documents and is non-refundable. Tool kit fees are due before commencement date. AAHB are happy to consider alternative plans to suit your needs. Please submit your preferred payment plan in writing with your application for consideration on a case by case basis. A 5% administration fee will apply if your payment is more than seven (7) days late.

## COURSE FEES

Fees can be paid by Cash, EFTPOS or Internet Transfer. Bank details are on page two of the enrolment form.

Please provide by e-mail ([admin@brishair.com.au](mailto:admin@brishair.com.au)) a copy of the bank documentation so we can start processing your enrolment application. (AAHB does not accept Diners or American Express Cards)

## Additional fees

- At the completion of your enrolment period you will be given 20 free days of training to complete your course. A tuition fee of AUD\$60 per day applies if you fail to complete a course within this time.
- Purchase of a standard kit is sufficient to meet the requirements of the qualification.

Please contact our office for more information on funding and eligibility criteria for the Certificate 3 Guarantee program.

ACADEMIES AUSTRALASIA HAIR & BEAUTY PTY LTD

## Withdrawal and Refund Policy

The applicable Application/Deposit Fee for the course/s you have enrolled in is not refundable under any circumstances.

Any pre-paid tuition fees are held in trust until the commencement of the course.

This agreement 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.

### Cancellation before course commencement

If a student withdraws/cancels from a course prior to the scheduled commencement date, tuition fees prepaid will be refunded (not including any application/deposit fee).

### Cancellation/withdrawal after course commencement

If a student withdraws from a Qualification course after the scheduled commencement date, then the student must complete a Notification of Withdrawal Form and is obligated to pay the full course fees equivalent to their term of enrolment as per the applicable fee schedule for your enrolled course/s. All fees for this term must be paid even if you are asked to leave the college for non-compliance of school rules, or if your visa is cancelled.

If a student withdraws from a Short course all fees are due and payable even if you get a job or leave during the course.

If the school cancels a course, all fees will be refunded (incl. application/deposit fee) or transferred to a future course.

All withdrawals will be considered on a case by case basis. The scheduled commencement date, and the date of the Notification of Withdrawal Form becomes your enrolment period. Any calculations will be based on this enrolment period. At the schools discretion any final account will be calculated using the applicable fee schedule. Once a period of study has commenced, then fees are due for that whole period of study e.g. month, term.

**Please visit [www.brishair.com.au](http://www.brishair.com.au) for full details of Refund Policy and Fee Schedule.**

### Requests for Refunds

Applications for refunds must be made on an "Application for Refund Form" & submitted as soon as practicable. If a student is under 18 years of age a guardian must co-sign the Application for Refund form.

The school will consider extenuating circumstances and reserves the right to decide if it will pay a refund. Please contact our General Manager in writing.

Refunds are only paid in AUD\$ and will take up to 21 working days to process from the date we receive the completed Application for Refund.

If a student's fees remain outstanding no certificates or statements will be issued.

### Course Deferment

Students physically unable to continue their studies due to exceptional circumstances may complete a "Course Deferment Form" and an interview with the General Manager. A deferment is valid for up to 3 months from the date it is granted. Fees due during deferment must continue to be paid.

### Special Clauses for International Students Only

Notification of withdrawal from a course of study must be made in writing and signed by the student. Refund for withdrawal will be calculated based on the date of the notice of withdrawal and will be as indicated in the following tables:

#### **Before commencement of course:**

More than 4 weeks before course commencement	70% refund of course fees paid
4 weeks or less before course commencement	50% refund of course fees paid

#### **After commencement of course\*:**

No refund
-----------

\* Please refer to above heading – Cancellation/withdrawal **after** course commencement

**Visa Refusal** – Where a visa application is refused **before** commencement of the course, the amount of refund is the lesser amount of:

a) 5% of total course fees paid to date, or b) \$500, deducted from the amount of fees received by the provider.

Where a visa application is refused **after** commencement of the course, the amount of refund is calculated as follows:

Refund amount = unused portion of tuition fees (as per fee schedule) paid in advance.

In both circumstances, the student must show proof of refusal and evidence of payment to the College. However, the College is not required to provide a refund if the visa was refused for any of the following acts or omissions by the student that directly or indirectly caused the student to default:-

- Student's failure to start the course on the agreed starting day;
- The student's withdrawal from the course;
- The student's failure to pay an amount that he or she was liable to pay the College in order to undertake the course.

If your visa is cancelled because of poor attendance, poor academic progress or for some other reason, all tuition fees become due and payable immediately. No refund will be made. The School is obliged to inform the Department of Immigration of any student who cancels their enrolment or commencement date.

Compulsory Overseas Student Health Cover will be refunded if applicable. If your course has commenced or if we have already paid the health cover provider on your behalf, you will need to apply directly to them for a refund of OSHC fees.

The ESOS Act states that you may not withdraw until you have completed 6 months of your Principal Course which is the final course in the package used to get your student visa to come to Australia.

The provisions of the ESOS Act 2000 and the ESOS Regulations 2007 cover provider default.

Any refund in relation to tuition fees and non-tuition fees in the case of student default and provider default are paid to the student or person who pays the fees via reverse transactions back to the same payment method. The refund will be credited into the same account payments came from, unless written authorization is given by the student/guardian in favour of another party.

Version 5\_04.20

Academies Australasia Hair & Beauty PTY LTD

Trading as Brisbane School of Hairdressing - Brisbane School of Beauty - Brisbane School of Barbering - Gold Coast School of Hairdressing - Gold Coast School of Barbering

Brisbane Campus - Queen Adelaide Building, 90 - 112 Queen Street Mall Brisbane Queensland 4000

P: (07) 3229 2999 - PO Box 12537 George Street Brisbane QLD 4003

Gold Coast Campus - 3/2 Nerang Street Southport QLD 4215 - P: 5591 1644

admin@brishair.com.au www.brishair.com.au

Academies Australasia Hair & Beauty PTY LTD | ACN 150 738 195 | ABN 53 150 738 195 | CRICOS Provider Number 033196 | RTO Number 32488



ACADEMIES AUSTRALASIA HAIR & BEAUTY PTY LTD

## FEE SCHEDULE -

**NB** Course fees are valued at a different rate to that of your payment plan. Any refund requests are only considered under extenuating circumstances and will be calculated according to the tables below. Once you begin an enrolment period you are obligated to pay the full % of fees applicable for that period.

ENROLMENT PERIOD (Month)	Cert II Salon Assistant Fee For Service	Cert III Hairdressing 5 DAYS p/wk 52 weeks max.	Cert III Hairdressing 3 DAYS p/wk 85 weeks max.	Cert III Barbering 3 DAYS p/wk 52 weeks max.	Barber Pathway 2 DAYS p/wk 16 weeks max.	Barber Pathway To Cert III 3 DAYS p/wk 32 weeks max.	Cert IV Hairdressing 1 DAY p/wk 35 weeks max.	Diploma Of Salon Management 3 DAYS p/wk 35 weeks max.
Non-refundable Deposit =	5 DAYS 3 DAYS \$500 \$500	5 DAYS \$1000	3 DAYS \$1000	3 DAYS \$1000	2 DAYS \$1000	3 DAYS \$1000	1 DAY \$1000	3 DAYS \$1000
<b>HAIRDRESSING</b>								
1	40% 30%	16%	16%	16%	40%	20%	15%	14%
2	40% 30%	15%	15%	15%	40%	20%	15%	14%
3	20% 30%	15%	15%	15%	10%	20%	15%	14%
4	10%	10%	6%	10%	10%	15%	15%	14%
5		10%	6%	10%		15%	15%	12%
6		10%	6%	10%		10%	15%	12%
7		6%	3.6%	6%			10%	10%
8		6%	3.6%	6%				10%
9		6%	3.6%	6%				
10		3%	3.6%	3%				
11		3%	3.6%	3%				
12			3.6%					
13			3.6%					
14			3.6%					
15-18			1.8% x 4					

ENROLMENT PERIOD (Term)		Cert III In Nail Technology 3 DAYS p/wk 36wks max Dom & Intl 2 Terms \$1000	Cert III In Makeup 3 DAYS p/wk 36wks max Dom & Intl 2 Terms \$1000	Cert III In Beauty Services 3 DAYS p/wk 36 wks Dom & Intl 3 Terms \$1000	Cert IV In Beauty Therapy 3 DAYS p/wk 48 wks 4 Terms DOMESTIC \$1000	Cert IV In Beauty Therapy 65 wks 5 Terms INTL \$1000	Diploma Of Beauty Therapy 3 DAYS p/wk 50 wks 4 Terms DOMESTIC \$1000	Diploma Of Beauty Therapy 79 wks 6 Terms INTL \$1000
<b>BEAUTY</b>								
1		50%	50%	34%	25%	25%	25%	24%
2		50%	50%	33%	25%	25%	25%	24%
3				33%	25%	24%	25%	24%
4					25%	24%	25%	24%
5						2%		2%
6								2%

## Certificate III in Nail Technology - SHB30315 (2 terms, 3 days per week) -

### CRICOS Code 092337B

Application Fee (non refundable)		\$300
Tool kit and Materials	}	\$500
Tuition Fees	CRICOS Registered \$8,000 {	\$7,500
<b>TOTAL COST</b>		<b>\$8,300</b>

## Certificate III in Make-Up - SHB30215 (2 terms, 3 days per week) -

### CRICOS Code 092338A

Application Fee (non refundable)		\$300
Tool kit and Materials	}	\$500
Tuition Fees	CRICOS Registered \$8,000 {	\$7,500
<b>TOTAL COST</b>		<b>\$8,300</b>

## Certificate III in Beauty Services - SHB30115 (3 terms, 3 days per week) -

### CRICOS Code 089085K

Application Fee (non refundable)		\$300
Tool kit and Materials	}	\$500
Tuition Fees	CRICOS Registered \$8,000 {	\$7,500
<b>TOTAL COST</b>		<b>\$8,300</b>

## Certificate IV in Beauty Therapy - SHB40115 (5 terms, 3 days per week) -

### CRICOS Code 089041M

Application Fee (non refundable)		\$300
Tool kit and Materials	}	\$800
Tuition Fees	CRICOS Registered \$14,550 {	\$13,750
<b>TOTAL COST</b>		<b>\$14,850</b>

## Diploma of Beauty Therapy - SHB50115 (6 terms, 3 days per week) -

### CRICOS Code 089062F

Application Fee (non refundable)		\$300
Tool kit and Materials	}	\$800
Tuition Fees	CRICOS Registered \$19,900 {	\$19,100
<b>TOTAL COST</b>		<b>\$20,200</b>

## Diploma of Salon Management - SHB50216 (35 weeks, 3 days per week) -

### CRICOS Code 092336C

Application Fee (non refundable)		\$300
Tools and Materials	}	\$100
Tuition Fees	CRICOS Registered \$8,000 {	\$7,900
<b>TOTAL COST</b>		<b>\$8,300</b>

PLEASE CONTACT YOUR AAHB CONSULTANT FOR CURRENT PROMOTIONS AND AVAILABLE COURSE PACKAGES

\*Cost of upgrading to additional courses varies depending on units required, Please talk to your AAHB consultant about your specific needs

\*\* Direct entry to all levels is available (please check the entry requirements).

\*\*\* Please talk to your AAHB consultant about your specific needs.



# Units of Competency

SHB30215 - Certificate III in Make-up	
CRICOS Course Code - 092338A	
Core Units (9)	
SHBBMUP002	Design and apply make-up
SHBBMUP003	Design and apply make-up for photography
SHBBMUP004	Design Design and apply remedial camouflage make-up
SHBBMUP005	Apply airbrushed make-up
SHBBMUP006	Design and apply creative make-up
SHBBRES001	Research and apply beauty industry information
SHBXCCS002	Provide salon service to clients
SHBXIND001	Comply with organisational requirements within a personal services environment
SHBXWHS001	Apply safe hygiene, health and work practices
Elective Units (6)	
SHBBCCS001	Advise on beauty products and services
SHBBFAS001	Provide lash and brow services
SHBBMUP001	Apply eyelash extension
SHBBBOS001	Apply cosmetic tanning products
SHBXCCS001	Conduct salon financial transactions
SIRRMER001	Produce visual merchandise displays

SHB30315 - Certificate III in Nail Technology	
CRICOS Course Code 092337B	
Core Units (11)	
SHBBCCS001	Advise on beauty products and services
SHBBNLS001	Provide manicure and pedicure services
SHBBNLS002	Apply gel nail enhancements
SHBBNLS003	Apply acrylic nail enhancements
SHBBNLS004	Apply Nail Art
SHBBNLS005	Use electric file equipment for nail services
SHBBRES001	Research and apply beauty industry information
SHBXCCS001	Conduct salon financial transactions
SHBXCCS002	Provide salon services to clients
SHBXIND001	Comply with organisational requirements within a personal services environment
SHBXWHS001	Apply safe hygiene, health and work practices
Elective Units (4)	
SHBBNLS006	Apply advanced nail art
BSBSMB304	Determine resource requirements for the micro business
SIRRMER001	Produce visual merchandise displays
SIRRVIN001	Receive and handle retail stock

SHB30115 - Certificate III in Beauty Services	
CRICOS Course Code 089085K	
Core Units (11)	
SHBBBOS001	Apply cosmetic tanning products
SHBBCCS001	Advise on beauty products and services
SHBBFAS001	Provide lash and brow services
SHBBHRS001	Provide waxing services
SHBBMUP002	Design and apply make-up
SHBBNLS001	Provide manicure and pedicure services
SHBBRES001	Research and apply beauty industry information
SHBXCCS001	Conduct salon financial transactions
SHBXCCS002	Provide salon services to clients
SHBXIND001	Comply with organisational requirements within a personal services environment
SHBXWHS001	Apply safe hygiene, health and work practices
Elective Units (4)	
SHBBMUP001	Apply eyelash extensions
SHBBMUP003	Design and apply make-up for photography
SIRRMER001	Produce visual merchandise displays
SHBBMUP004	Design and apply remedial camouflage make-up

SHB50216 - Diploma of Salon Management	
CRICOS Course Code 092336C	
Core Units (7)	
BSBHRM404	Review human resource functions
BSBHRM506	Manage recruitment selection and induction processes
BSBSUS501	Develop workplace policy and procedures for sustainability
SHBXPSM001	Lead teams in a personal services environment
SHBXPSM002	Manage treatment services and sales delivery
SHBXPSM003	Promote a personal services business
SHBXWHS002	Provide a safe work environment
Elective Units (3)	
BSBSMB406	Manage small business finances
BSBSMB304	Determine resource requirements for the micro business
SHBXPSM004	Develop a product and service range



SHB50115 - Diploma of Beauty Therapy CRICOS Course Code 089062F	
Core Units	
SHBBBOS002	Provide body massages
SHBBBOS003	Provide body treatments
SHBBFAS001	Provide lash and brow services
SHBBFAS002	Provide facial treatments and skin care recommendations
SHBBFAS003	Provide specialised facial treatments
SHBBHRS001	Provide waxing services
SHBBMUP002	Design and apply make-up
SHBBNLS001	Provide manicure and pedicure services
SHBBRES001	Research and apply beauty industry information
SHBXCCS001	Conduct salon financial transactions
SHBXCCS002	Provide salon services to clients
SHBXIND001	Comply with organisational requirements within a personal services environment
SHBXWHS001	Apply safe hygiene, health and work practices
Elective Units (12)	
SHBBBOS004	Provide aromatherapy massages
SHBBBOS005	Use reflexology relaxation techniques in beauty treatments
SHBBCCS002	Prepare personalised aromatic plant oil blends for beauty treatments
SHBBSPA003	Provide stone therapy massages
SHBBSPA004	Provide Indian head massage for relaxation
SHBBBOS001	Apply cosmetic tanning products
SHBBCCS001	Advise on beauty products and services
SHBBHRS002	Provide female intimate waxing services
SHBBMUP003	Design and apply make-up for photography
SHBBMUP004	Design and apply remedial camouflage make-up
SHBBSKS005	Provide micro-dermabrasion treatments
SHBBINF001	Maintain infection control standards

SHB40115 - Certificate IV in Beauty Therapy CRICOS Course Code 089041M	
Core Units (13)	
SHBBBOS001	Apply cosmetic tanning products
SHBBBOS002	Provide body massages
SHBBBOS003	Provide body treatments
SHBBFAS001	Provide lash and brow services
SHBBFAS002	Provide facial treatments and skin care recommendations
SHBBHRS001	Provide waxing services
SHBBMUP002	Design and apply make-up
SHBBNLS001	Provide manicure and pedicure services
SHBBRES001	Research and apply beauty industry information
SHBXCCS001	Conduct salon financial transactions
SHBXCCS002	Provide salon services to clients
SHBXIND001	Comply with organisational requirements within a personal services environment
SHBXWHS001	Apply safe hygiene, health and work practices
Elective Units (6)	
SHBBNLS002	Apply gel nail enhancements
SHBBNLS003	Apply acrylic nail enhancements
SHBBNLS004	Apply nail art
SHBBNLS005	Use electric file equipment for nail services
SHBBNLS006	Apply advance nail art
SHBBFAS003	Provide specialised facial treatments

Note: All units listed in the competency tables must be completed to a satisfactory level to achieve your Certificate or Diploma as required through the institutional pathway.

## Certificate III in Hairdressing - SHB30416

97 weeks @ 3 days per week

### CRICOS Code 092334E

52 weeks @ 5 days per week

Application Fee (non refundable)		\$300
Tool kit/Materials		\$1,100
Tuition Fees	CRICOS Registered \$17,100 {	\$16,000
<b>TOTAL COST</b>		<b>\$17,400</b>

## Certificate III in Barbering - SHB30516

60 weeks @ 3 days per week

### CRICOS Code 092335D

Application Fee (non refundable)		\$300
Tool kit/Materials		\$950
Tuition Fees	CRICOS Registered \$15,950 {	\$15,000
<b>TOTAL COST</b>		<b>\$16,250</b>

## Certificate IV in Hairdressing

32 weeks @ 3 days per week

pre-requisite to this course is Cert III in Hairdressing + 1 year industry work

### CRICOS Code 091502B

Application Fee (non refundable)		\$300
Tool kit/ Materials		\$250
Tuition Fees	CRICOS Registered \$8,000 {	\$7,750
<b>TOTAL COST</b>		<b>\$8,300</b>

## Diploma of Salon Management - SHB50216

35 weeks @ 3 days per week

### CRICOS Code 092336C

Application Fee (non refundable)		\$300
Tool kit/ Materials		\$100
Tuition Fees	CRICOS Registered \$8,000 {	\$7,900
<b>TOTAL COST</b>		<b>\$8,300</b>

PLEASE CONTACT YOUR AAHB CONSULTANT FOR CURRENT PROMOTIONS AND AVAILABLE COURSE PACKAGES

\*Cost of upgrading to additional courses varies depending on units required, Please talk to your AAHB consultant about your specific needs

\*\* Direct entry to all levels is available (please check the entry requirements).

\*\*\* Please talk to your AAHB consultant about your specific needs.

SHB30516 - Certificate III in Barbering CRICOS Course Code 092335D	
Core Units (21)	
BSBSUS201	Participate in environmentally sustainable work practices
SHHBAS001	Provide shampoo and basin services
SHBHCUT001	Design haircut structures
SHBHCUT002	Create one length or solid haircut structures
SHBHCUT003	Create graduated haircut structures
SHBHCUT004	Create layered haircut structures
SHBHCUT005	Cut hair using over-comb techniques
SHBHCUT007	Create combined traditional and classic men's haircut structures
SHBHCUT009	Cut hair using freehand clipper techniques
SHBHCUT011	Design and maintain beards and moustaches
SHBHCUT012	Shave heads and faces
SHBHCUT013	Provide men's general grooming services
SHBHDES001	Dry hair to shape
SHBHIND001	Maintain and organise tools, equipment and work areas
SHBHIND003	Develop and expand a client base
SHBHTRI001	Identify and treat hair and scalp conditions
SHBXCCS001	Conduct salon financial transactions
SHBXCCS002	Provide salon services to clients
SHBXIND001	Comply with organisational requirements within a personal services environment
SHBXIND002	Communicate as part of a salon team
SHBXWHS001	Apply safe hygiene, health and work practices
Electives	
SHHBAS002	Provide head, neck and shoulder massage for relaxation
SHBCCCS004	Recommend products and services
SIRRINV001	Receive and handle stock
SIRRMER001	Produce visual merchandise displays
SHBHCUT010	Create haircuts using tracks and carving

SHB30416 - Certificate III in Hairdressing CRICOS Course Code 092334E	
Core Units (21)	
BSBSUS201	Participate in environmentally sustainable work practices
SHHBAS001	Provide shampoo and basin services
SHBHCLS002	Colour and lighten hair
SHBHCLS003	Provide full and partial head highlighting treatments
SHBHCLS004	Neutralise unwanted colours and tones
SHBHCLS005	Provide on scalp full head and retouch bleach treatments
SHBHCUT001	Design haircut structures
SHBHCUT002	Create one length or solid haircut structures
SHBHCUT003	Create graduated haircut structures
SHBHCUT004	Create layered haircut structures
SHBHCUT005	Cut hair using over-comb techniques
SHBHDES003	Create finished hair designs
SHBHIND001	Maintain and organise tools, equipment and work areas
SHBHIND003	Develop and expand a client base
SHBHREF002	Straighten and relax hair with chemical treatments
SHBHTRI001	Identify and treat hair and scalp conditions
SHBXCCS001	Conduct salon financial transactions
SHBXCCS002	Provide salon services to clients
SHBXIND001	Comply with organisational requirements within a personal services environment
SHBXIND002	Communicate as part of a salon team
SHBXWHS001	Apply safe hygiene, health and work practices
Electives	
SHBHCUT006	Create combined haircut structures
SHBHCUT007	Create combined traditional and classic men's haircut structures
SHBHDES004	Create classic long hair up-styles
SIRRMER001	Produce visual merchandise displays
SHBXCCS004	Recommend products and services
SHBHREF003	Straighten and relax hair with protein treatments
SIRRINV001	Receive and handle retail stock

SHB50216 - Diploma of Salon Management CRICOS Course Code 092336C	
Core Units (7)	
BSBHRM404	Review human resource functions
BSBHRM506	Manage recruitment selection and induction processes
BSBSUS501	Develop workplace policy and procedures for sustainability
SHBXPSM001	Lead teams in a personal services environment
SHBXPSM002	Manage treatment services and sales delivery
SHBXPSM003	Promote a personal services business
SHBXWHS002	Provide a safe work environment
Elective Units	
BSBSMB406	Manage small business finances
BSBSMB304	Determine resource requirements for the micro business
SHBXPSM004	Develop a product and service range

Barber Pathway Programme	
9 units to be completed:	
SHBHCUT001	Design haircut structures
SHBHCUT002	Create one length or solid haircut structures
SHBHCUT003	Create graduated haircut structures
SHBHCUT005	Cut hair using over-comb techniques
SHBHCUT011	Design and maintain beards and moustaches
SHBHCUT012	Shave heads and faces
SHBHIND001	Maintain and organise tools, equipment and work areas
SHBXIND002	Communicate as part of a salon team
SHBXWHS001	Apply safe hygiene, health and work practices

SHB40216 - Certificate IV in Hairdressing CRICOS Course Code 091502B	
11 units must be completed	
SHBHCLS001	Provide technical leadership to hairdressing teams
SHBHCLS002	Research and use hairdressing trends to advance creative work
Group A - Hairdressing Technical	
SHBHCLS006	Solve complex colour problems
SHBHCLS007	Enhance hair designs using creative colouring and lightening techniques
SHBHCUT006	Create combined haircut structures
SHBHCUT008	Design and perform creative haircuts
SHBHDES004	Create classic long hair up-styles
SHBHDES005	Select and apply hair extensions
SHBHDES006	Design and style long hair creatively
SHBHREF003	Straighten and relax hair with protein treatments
Group B - General Electives	
SHBBMUP003	Design and apply make-up for photography
SHBHCLS003	Work as a session stylist** (on availability)

