

ENROLMENT FORM

MELBOURNE COLLEGE OF
COSMETIC TATTOOING

PERSONAL INFORMATION

Full Name

Date of Birth

Phone Number

Email Address

Gender

Male

Female

Prefer not to say

Employment Status

Emergency Contact

Course Selected

Start Date

List any relevant experience

PAYMENT DETAILS

Payments can be made via EFTPOS, direct deposit, cash or credit card.

*EFTPOS & credit card transactions will attract a 1.1% fee

Direct Deposit Details

Melbourne College of Cosmetic Tattooing

CBA

BSB: 063 185

ACC: 11154546

Please use your name as reference so your
payment is allocated correctly.

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PRIVACY NOTICE

Melbourne College of Cosmetic Tattooing will use the information provided by you on this enrollment form for the purpose of general participant administration, planning and communication. Information may also be submitted to the Department of Education, Employment & Workplace Relations for research, statistical & internal management purposes only. In supplying the requested information, you have consented to the use of the information for those purposes. Information provided will be held securely. You may access, correct or amend your personal details by contacting info@accosmetictattooing.com.au

REFUND POLICY

- 1.1 This policy is applicable to paying participants only.
- 1.2 Where cancellation is made less than 7 (Seven) working days prior to the commencement of a course, 100% of the course fees will be still be charged.
- 1.3 Deposits are non-refundable as they secure a placement for you and withhold a placement for another student wishing to secure this date
- 1.4 All requests for refunds will be acted upon within 90 days.
- 1.5 Melbourne College of Cosmetic Tattooing reserves the right to expel a participant for serious breach of discipline. Fees will not be refunded.
- 1.6 A 1.5 % surcharge fee applies to Credit Card payments.
- 1.7 Because education is an intangible object and cannot be returned, there will be no refunds after a payment for a class has been completed

COMPETENCY POLICY

Melbourne College of Cosmetic Tattooing has the right to deem a student 'not competent' at the end of their course. Should a student be found 'not competent' a day will be arranged for the student to return and complete procedures on extra models. If the student is deemed not competent after the extra training day another day will be arranged at a cost of \$850.00. Certificates will be withheld until competency has been achieved.

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INTELLECTUAL PROPERTY & NON-DISCLOSURE

A substantial amount of intellectual property and proprietary information are involved in the delivery of Melbourne College of Cosmetic Tattooing's program and these remain the property of Melbourne College of Cosmetic Tattooing. Intellectual property includes all learning resources, assessment tools, scenarios, activities and practical assessments.

All learning and assessment materials will not be photocopied, reproduced, distributed or disclosed to a third party unless authorized in writing by the copy right owner. I understand and am aware that these learning and assessment materials are under the copy right of Melbourne College of Cosmetic Tattooing.

DECLARATION

I _____, apply for admission for the above listed course and declare that:

- a) I would like to apply for enrolment with Melbourne College of Cosmetic Tattooing
- b) I agree to abide by the rules and protocols set by MCCT.
- c) I agree to maintain good and proper behaviour during my enrolment.
- d) I understand my enrolment can be suspended or cancelled should I breach this including endangering myself or others.
- e) I understand a non-refundable holding deposit is required at time of enrolment.
- f) I understand all fees must be paid on commencement of course start date.
- g) I have read, understand and agree to the organisations Refund Policy
- h) I believe I am capable of completing this course and meet the prerequisites for this course;
- i) The information I have provided is true and correct to the best of my knowledge; and
- j) I understand and accept that the information I provide will be used for the purposes outlined in the Privacy Notice.
- k) I understand no Refund is given after completion of my course.

Full Name

Signature