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Enrolment Form

PERSONAL DETAILS

Surname:		First Name:		Title:	
Address:					
State:		P/Code:			
Phone:		Date of Birth:			
Mobile:		Email Address:			

PARENT/GUARDIAN (if under 18 years of age)

Name:					
Address:					
State:		P/Code:			
Phone:		Email Address:			
Mobile:		Signature:			

COURSE AND FEE DETAILS

Course name:				Fee:	\$
Start Date:	/ /	T-Shirt Size:		Deposit:	\$

PAYMENT DETAILS

Date	Receipt No	Amount Paid	Balance	Date	Receipt No	Amount Paid	Balance

DECLARATION

I give permission for Face Agency to use photos or videos of me taken during training for marketing or training purposes.	YES	NO
I understand that I need to inform Face Agency as soon as practically possible if any issue arises which might interfere with my ability to commence or complete a training course.	YES	NO
I have read the terms and conditions on this form and I agree to them.	YES	NO
I declare that the information above is true and correct.		

Signature: Parent/Guardian to co-sign if < 18		Date:	
Office Use Only	Database Entered	Date: / /	Face Agency Representative Signature:

ENROLMENT TERMS AND CONDITIONS

What does the fee include?

1. The course fee includes:
 - Training delivery
 - Hard copy notes to keep
 - Some courses include kits/tools; please refer to the course description on the website for more information.

What is not included in the fee?

2. Course fee does not include:
 - transport to and from training
 - meals during training
 - Restocking of make-up kit equipment or materials during the duration of the course
 - Replacement make up kits where original is lost or misplaced.

Do I have to pay in full?

3. No, however a deposit is payable on enrolment and this is a non-refundable administration fee. Workshops will require the outstanding balance prior to commencement of class.
4. Progressive, weekly payments are required for makeup courses. Face Agency reserves the right to stop delivering training and assessment services to students with outstanding fees.
5. Payment in full must be made by the second to last week of any makeup course and before commencement of any workshop.

What if I miss a class, need to take a break from training or can't complete my course?

6. Class absences – Students are required to notify Face Agency prior to the class of any event or any difficulties impacting the progress of

their training and completion of their unit of competence, to discuss their options for completing the course on time.

7. There will be one scheduled class at the end of the course for those who missed a session to “catch-up”. Please note that you will be expected to have completed the required reading in practice before attending the catch up session as the session will be for providing clarification and guidance rather than one-on-one training.
8. If you cannot complete your course due to illness or other extenuating circumstances, please contact the Director. The Director may provide a refund on compassionate grounds, at their discretion. They may require written evidence.

What are the refund policies?

9. Once training has commenced in the course, no refund is available to Students who leave before finishing.

What happens if Face Agency can't deliver the training or assessment?

10. If Face Agency cannot deliver a course, where possible, Face Agency will arrange reasonable alternative course dates and times for students. If Face Agency cannot provide an alternative course date/time, all fees paid in advance, including deposits and short course up-front payments will be fully refunded.

Complaints

Complaints can be lodged either verbally or in writing (addressed to the Director).