

MCOHB INTERNATIONAL STUDENT APPLICATION FOR ENROLMENT (ONSHORE)

PART A Enrolment Information

WHO SHOULD USE THIS FORM?

You should use this form if you are an onshore international student applying for any course listed in the current Melbourne College of Hairdressing Beauty Therapy & Natural Medicine Pty Ltd (MCOHB) Course Guide or on the MCOHB website at www.mcohb.edu.au.

N.B: MCOHB DOES NOT ENROL STUDENTS UNDER THE AGE OF EIGHTEEN (18) YEARS OF AGE.

HOW TO COMPLETE THIS FORM

Please read this application form carefully and complete **ALL** sections using **BLOCK** letters.

Your application will not be processed unless full documentation requested is attached and declarations are signed.

Ensure that certified copies of your academic transcripts, English language proficiency and a copy of your passport are attached. Please note that supporting documentation will **NOT** be returned.

Individual applications not supported by an MCOHB approved Education Agent will only be considered when accompanied by the \$250 (AUD) Application Fee. ***Students applying through an MCOHB approved agent are exempt from this requirement.***

Ensure that you complete the Document Checklist and sign the Student Declaration and Financial Declaration.

MCOHB reserves the right to decline any application in accordance with all academic and Genuine Temporary Entry requirements.

Privacy Declaration:

Information is collected on this form and during your enrolment in order to meet our obligations under the *National Vocational Education and Training Regulator Act 2011*, the *ESOS Act 2000*, the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*; *The Standards for Registered Training Organisations (RTOs) 2015* and the National Center Vocational Education Research (NCVER), Commonwealth Department of Education Skills and Employment and the Department of Home Affairs to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the *National Vocational Education and Training Regulator Act 2011* and the *Education Services for Overseas Students Act 2000*, *Student Identifiers Act 2014* and *Privacy Act 1988*. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and other designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances, information collected on this form during your enrolment can be disclosed without your consent where authorized by Commonwealth and State and Territory Governments or required by law.

SECTION ONE PERSONAL DETAILS

Are you a current or former student at MCOHB? YES NO

If YES please provide your MCOHB student number:

Title: Mr Mrs Ms other

Male Female

Surname or family name (as in passport):

Given name(s) (as in passport):

English name (if you use one):

Date of birth (DD/MM/YYYY):

First Language:

Second Language:

Education agent Details:

Were you introduced to MCOHB by an education agent? Yes No

If yes please provide the education agents:

Company name:

Agent name:

mobile phone No:

Address:

Email:

Passport and Visa details

Enter details as shown in your passport. You must submit a translated, certified true copy of the personal details page of your passport.

Country of Birth:

Country of Citizenship:

Passport number:

Passport expiry date:

Do you hold a current Australian Visa? YES / NO

If yes, what type of visa do you hold? (*Visa subclass and expiry date*)

If no, what type of visa will you be applying for? (*Visa subclass*)

Have you or any immediate family member been refused an entry visa to any country?

YES/ NO

If yes, please provide the reason for an entry visa to any country, including date of refusal.

Have you breached any visa conditions in any country? YES / NO

If yes, please attach evidence. Translated into English (if required) and certified

Do you have any medical or health issues that may prevent you from obtaining your visa?

YES / NO

If yes, please explain or attach evidence and relevant documentation. Translated into English (if required) and certified. **Note:** It is the applicants responsibility to Visit immi.homeaffairs.gov.au/help-support/meeting-our-requirements/health for a list of medical and health conditions of concern to the Australian Government.) **Also note that health insurance in Australia will not extend to a pre-existing medical condition.**

Are you currently applying, or have you previously applied for Australian Permanent Residency Status?

YES / NO

If yes, please state your date of application:

Please note: It is your responsibility to ensure your visa allows you to study in Australia and covers the duration of the program for which you have applied.

Disability/Allergies

THIS SECTION MUST BE COMPLETED AND SIGNED BY THE APPLICANT

The information provided is used to assist in monitoring, supporting, and improving services to students with medical/disability requirements. This information is for support services only and will assist MCOHB to determine if the training provider is able to support you during your training.

RTO DISCLAIMER

If you have a condition/disability, please be honest and open with your responses to allow MCOHB to assess your suitability to train for the chosen qualification. Some industries restrict people with physical and mental disabilities with the work that they are able to perform, because training is based on actual workplace conditions MCOHB must follow the restrictions imposed by industry and the relevant training package/s.

Do you have a disability, impairment, allergy, or long-term medical condition which may affect your studies?

YES / NO

If Yes please provide details of the disability, impairment, allergy, or long-term medical condition.

Do you require support services, equipment and or special facilities? YES/ NO

If Yes what support services, equipment and facilities do you require to assist you?

I declare that the information that I have provided regarding any disability, impairment, allergy, or long-term medical conditions that I have is true and correct.

Printed Full Name:

Signed:

Date

Section two contact details

Permanent address in home country

Street number and street name:

Suburb/city:

Province/State:

Country:

Post/Zip code:

Telephone (country code/ area code/ number):
phone:

Mobile

Email:

How long have you lived at the above address?

Local address in Australia (if known)

Street number and street name:

Suburb/city:

State:

Post code:

Telephone (area code/ number):

Mobile phone:

Email:

How long have you lived at the above address?

Emergency contact: All applicant/students must provide an emergency contact and their contact details before commencing their studies.

Street number and street name:

Suburb/city:

Province/State:

Country:

Post/Zip code:

Telephone (country code/ area code/ number):
phone:

Mobile

Email:

Emergency contact relationship to applicant e.g. mother, father, brother, sister, aunt, uncle, friend:

SECTION 3 – OVERSEAS STUDENT HEALTH COVER (OSHC)

Do you have current Overseas Student Health Cover (OSHC)? YES / NO

If yes, what is name of your provider?

Membership number:

Policy Expiry date:

If no, do you need MCOHB to organise OSHC for you? YES / NO

If yes, what type of OSHC do you need? Single Couple Family

If you wish to use another provider, you will need to make your own payment arrangements and show evidence for the full duration of your studies to the Department of Home Affairs.

COURSE PREFERENCES

Indicate your preferred course of study, course titles and semester.

Single courses

Business Management Courses

Select course	CRICOS CourseCode	CourseCode	Qualification Code and Title	Course Duration Weeks (includes holiday breaks)	Tuition Fee (AUD)	Material Fee (AUD)	Enrolment Fee (AUD)	Total course Fee (AUD)
<input type="checkbox"/>	107527B	BSB50120	Diploma of Business	42	\$5,600	\$350	\$250	\$6,200
<input type="checkbox"/>	108583H	BSB51918	Diploma of Leadership and Management	36	\$16,400	\$350	\$250	\$17,000
<input type="checkbox"/>	108585F	BSB80120	Graduate Diploma of Management (Learning)	33	\$6,200	\$350	\$250	\$6,800
<input type="checkbox"/>	108584G	BSB60120	Advanced Diploma of Business	38	\$8,500	\$350	\$250	\$9,100

Please select your enrolment date (Check date date):

Enrolment periods:

First intake dates 2022: 31-Jan 26-Apr 11-Jul 3-Oct

Second intake dates 2022: 7-Mar 30-May 22-Aug 7-Nov

*Fees: Tuition fees and other course related fees are not subject to change once a student has enrolled.

Location: Melbourne only

Each Letter of Offer is valid for only two months.

MCOHB does not enrol international students under 18 years of age.

Preferred study days: Mon, Tue, Wed Wed, Thur, Frid

Hair & Beauty Courses

Select course	CRICOS CourseCode	CourseCode	Qualification Code and Title	Course Duration Weeks (includes holiday breaks)	Tuition Fee (AUD)	Material Fee (AUD)	Enrolment Fee (AUD)	Total course Fee (AUD)
<input type="checkbox"/>	108590J	SHB30221	Certificate III in Make-Up	42	\$6,800	\$550	\$250	\$7,600
<input type="checkbox"/>	108562B	SHB30121	Certificate III in Beauty Services	34	\$7,250	\$550	\$250	\$8,050
<input type="checkbox"/>	108561C	SHB30321	Certificate III in Nail Technology	34	\$6,800	\$550	\$250	\$7,600
<input type="checkbox"/>	093650G	SHB30416	Certificate III in Hairdressing	62	\$11,250	\$550	\$250	\$12,050
<input type="checkbox"/>	108580M	HLT42015	Certificate IV in Massage Therapy	54	\$6,600	\$550	\$250	\$7,400
<input type="checkbox"/>	091498D	SHB40216	Certificate IV in Hairdressing	32	\$6,200	\$550	\$250	\$7,000
<input type="checkbox"/>	108563A	SHB40121	Certificate IV in Beauty Therapy	50	\$10,500	\$550	\$250	\$11,300
<input type="checkbox"/>	108564M	SHB50121	Diploma of Beauty Therapy	81	\$14,700	\$550	\$250	\$15,500
<input type="checkbox"/>	108581K	HLT52015	Diploma of Remedial Massage	93	\$17,400	\$550	\$250	\$18,200

N.B: SHB40216 Certificate IV in Hairdressing has a pre-requisite that the student **MUST** have the Certificate III in Hairdressing and have at least a minimum of twelve (12) months salon working experience

Hair & Beauty Courses

Select course	CRICOS CourseCode	CourseCode	Qualification Code and Title	Course Duration Weeks (includes holiday breaks)	Tuition Fee (AUD)	Material Fee (AUD)	Enrolment Fee (AUD)	Total course Fee (AUD)
<input type="checkbox"/>	108586E	HLT52515	Diploma of Reflexology	82	\$7,600	\$550	\$250	\$8,400
<input type="checkbox"/>	108582J	HLT52315	Diploma of Clinical Aromatherapy	92	\$15,200	\$550	\$250	\$16,000
<input type="checkbox"/>	093651F	SHB50216	Diploma of Salon Management	33	\$7,500	\$550	\$250	\$8,300
<input type="checkbox"/>	107526C	CUA51020	Diploma of Screen and Media	62	\$15,400	\$550	\$250	\$16,200
<input type="checkbox"/>	108566J	SHB50321	Diploma of Cosmetic Tattooing	41	\$13,500	\$550	\$250	\$14,300
<input type="checkbox"/>	108565K	SHB60221	Advanced Diploma of Skin Therapy	62	\$13,000	\$550	\$250	\$13,800
<input type="checkbox"/>	108589B	SHB60118	Advanced Diploma of Intense Pulsed Light and Laser for Hair Reduction	32	\$13,000	\$550	\$250	\$13,800

Please select your enrolment date (Check date date):

Enrolment periods:

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*Fees: Tuition fees and other course related fees are not subject to change once a student has enrolled.

Location: Melbourne only

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Preferred study days: Mon, Tue, Wed Wed, Thur, Frid

Bundled Packaged Courses

Bundled Hair & Beauty Courses

Select course	CRICOS CourseCode	CourseCode	Qualification Code and Title	Course Duration Weeks (includes holiday breaks)	Tuition Fee (AUD)	Material Fee (AUD)	Enrolment Fee (AUD)	Total course Fee (AUD)
<input type="checkbox"/>	093650G 108562B	SHB30416 SHB30121	Certificate III in Hairdressing Certificate III in Beauty Services	110	\$16,700	\$900	\$250	\$17,850
<input type="checkbox"/>	093650G 108563A	SHB30416 SHB40121	Certificate III in Hairdressing Certificate IV in Beauty Therapy	110	\$17,400	\$900	\$250	\$18,550
<input type="checkbox"/>	093650G 108564M	SHB30416 SHB50121	Certificate III in Hairdressing Diploma of Beauty Therapy	110	\$17,500	\$900	\$250	\$18,650
<input type="checkbox"/>	108562B 108563A	SHB30121 SHB40121	Certificate III in Beauty Services Certificate IV in Beauty Therapy	82	\$16,900	\$550	\$250	\$17,700

Bundled Hair & Beauty Courses

Select course	CRICOS CourseCode	CourseCode	Qualification Code and Title	Course Duration Weeks (includes holiday breaks)	Tuition Fee (AUD)	Material Fee (AUD)	Enrolment Fee (AUD)	Total course Fee (AUD)
<input type="checkbox"/>	108562B 108564M	SHB30121 SHB50121	Certificate III in Beauty Services Diploma of Beauty Therapy	110	\$18,300	\$550	\$250	\$19,100
<input type="checkbox"/>	108562B 108564M	SHB40121 SHB50115	Certificate IV in Beauty Therapy Diploma of Beauty Therapy	125	\$22,300	\$550	\$250	\$23,100
<input type="checkbox"/>	108562B 108563A 108564M	SHB30121 SHB40121 SHB50121	Certificate III in Beauty Services Certificate IV in Beauty Therapy Diploma of Beauty Therapy	153	\$26,500	\$550	\$250	\$27,300
<input type="checkbox"/>	108562B 093651F	SHB30121 SHB50216	Certificate III in Beauty Services Diploma of Salon Management	63	\$13,250	\$550	\$250	\$14,050

Bundled Hair & Beauty Courses

Select course	CRICOS CourseCode	CourseCode	Qualification Code and Title	Course Duration Weeks (includes holiday breaks)	Tuition Fee (AUD)	Material Fee (AUD)	Enrolment Fee (AUD)	Total course Fee (AUD)
<input type="checkbox"/>	108563A 093651F	SHB40115 SHB50216	Certificate IV in Beauty Therapy Diploma of Salon Management	81	\$15,600	\$550	\$250	\$16,400
<input type="checkbox"/>	108564M 093651F	SHB50121 SHB50216	Diploma of Beauty Therapy Diploma of Salon Management	120	\$19,000	\$550	\$250	\$19,800
<input type="checkbox"/>	093650G 093651F	SHB30416 SHB50216	Certificate III in Hairdressing Diploma of Salon Management	90	\$16,500	\$550	\$250	\$17,300
<input type="checkbox"/>	091498D 093651F	SHB40216 SHB50216	Certificate IV in Hairdressing Diploma of Salon Management	61	\$13,200	\$550	\$250	\$14,000

Bundled Hair & Beauty Courses

Select course	CRICOS CourseCode	CourseCode	Qualification Code and Title	Course Duration Weeks (includes holiday breaks)	Tuition Fee (AUD)	Material Fee (AUD)	Enrolment Fee (AUD)	Total course Fee (AUD)
<input type="checkbox"/>	108561C 108562B	SHB30321 SHB30121	Certificate III in Nail Technology Certificate III in Beauty Services	94	\$12,000	\$550	\$250	\$12,800
<input type="checkbox"/>	108561C 108563A	SHB30321 SHB40121	Certificate III in Nail Technology Certificate IV of Beauty Therapy	110	\$15,600	\$550	\$250	\$16,400
<input type="checkbox"/>	108561C 108564M	SHB30321 SHB50121	Certificate III in Nail Technology Diploma of Beauty Therapy	130	\$19,000	\$550	\$250	\$19,800
<input type="checkbox"/>	093650G 107526C	SHB30416 CUA51020	Certificate III in Hairdressing Diploma of Screen and Media	110	\$24,000	\$550	\$250	\$24,800
<input type="checkbox"/>	108562B 107526C	SHB30121 CUA51020	Certificate III in Beauty Services Diploma of Screen and Media	90	\$20,000	\$550	\$250	\$20,800

Bundled Hair & Beauty Courses

Select course	CRICOS CourseCode	CourseCode	Qualification Code and Title	Course Duration Weeks (includes holiday breaks)	Tuition Fee (AUD)	Material Fee (AUD)	Enrolment Fee (AUD)	Total course Fee (AUD)
<input type="checkbox"/>	108563A 107526C	SHB40121 CUA51020	Certificate IV in Beauty Therapy Diploma of Screen and Media	110	\$22,100	\$550	\$250	\$22,900
<input type="checkbox"/>	108564M 107526C	SHB50121 CUA51020	Diploma of Beauty Therapy Diploma of Screen and Media	130	\$25,250	\$550	\$250	\$26,050
<input type="checkbox"/>	108563A 108565K	SHB40121 SHB60221	Certificate IV in Beauty Therapy Advanced Diploma of Skin Therapy	110	\$20,000	\$550	\$250	\$20,800
<input type="checkbox"/>	108564M 108565K	SHB50121 SHB60221	Diploma of Beauty Therapy Advanced Diploma of Skin Therapy	130	\$21,800	\$550	\$250	\$22,600
<input type="checkbox"/>	108564M 108589B	SHB50121 SHB60118	Diploma of Beauty Therapy Advanced Diploma of Intense Pulsed Light and Laser for Hair Reduction	120	\$21,800	\$550	\$250	\$22,600

Please select your enrolment date (Check date date):

Enrolment periods:

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Preferred study days: Mon, Tue, Wed Wed, Thur, Frid

Bundled Beauty & Massage Courses

Select course	CRICOS CourseCode	CourseCode	Qualification Code and Title	Course Duration Weeks (includes holiday breaks)	Tuition Fee (AUD)	Material Fee (AUD)	Enrolment Fee (AUD)	Total course Fee (AUD)
<input type="checkbox"/>	108562B 108580M	SHB30121 HLT42015	Certificate III in Beauty Services Certificate IV in Massage Therapy	84	\$11,200	\$550	\$250	\$12,000
<input type="checkbox"/>	108562B 108581K	SHB30121 HLT52015	Certificate III in Beauty Services Diploma of Remedial Massage	120	\$21,800	\$550	\$250	\$22,600
<input type="checkbox"/>	108563A 108580M	SHB40121 HLT42015	Certificate IV in Beauty Therapy Certificate IV in Massage Therapy	100	\$14,500	\$550	\$250	\$15,300
<input type="checkbox"/>	108563A 108581K	SHB40121 HLT52015	Certificate IV Beauty Therapy Diploma of Remedial Massage	130	\$25,200	\$550	\$250	\$26,000

Bundled Beauty & Massage Courses

Select course	CRICOS CourseCode	CourseCode	Qualification Code and Title	Course Duration Weeks (includes holiday breaks)	Tuition Fee (AUD)	Material Fee (AUD)	Enrolment Fee (AUD)	Total course Fee (AUD)
<input type="checkbox"/>	108564M 108580M	SHB50121 HLT42015	Diploma of Beauty Therapy Certificate IV in Massage Therapy	130	\$19,900	\$550	\$250	\$20,700
<input type="checkbox"/>	108564M 108581K	SHB50121 HLT52015	Diploma of Beauty Therapy Diploma of Remedial Massage	165	\$28,500	\$550	\$250	\$29,300
<input type="checkbox"/>	108562B 108586E	SHB30121 HLT52515	Certificate III in Beauty Services Diploma of Reflexology	110	\$12,800	\$550	\$250	\$13,600
<input type="checkbox"/>	108563A 108586E	SHB40121 HLT52515	Certificate IV in Beauty Therapy Diploma of Reflexology	120	\$16,150	\$550	\$250	\$16,950
<input type="checkbox"/>	108564M 108586E	SHB50121 HLT52015	Diploma of Beauty Therapy Diploma of Reflexology	155	\$19,500	\$550	\$250	\$20,300
<input type="checkbox"/>	108564M 108580M	SHB50121 HLT42015	Diploma of Beauty Therapy Certificate IV in Massage Therapy	120	\$19,900	\$550	\$250	\$20,700

Bundled Beauty & Massage Courses

Select course	CRICOS CourseCode	CourseCode	Qualification Code and Title	Course Duration Weeks (includes holiday breaks)	Tuition Fee (AUD)	Material Fee (AUD)	Enrolment Fee (AUD)	Total course Fee (AUD)
<input type="checkbox"/>	108562B 108582J	SHB30121 HLT52315	Certificate III in Beauty Services Diploma of Clinical Aromatherapy	120	\$19,800	\$550	\$250	\$20,600
<input type="checkbox"/>	108563A 108582J	SHB40121 HLT52315	Certificate IV in Beauty Therapy Diploma of Clinical Aromatherapy	140	\$23,200	\$550	\$250	\$24,000
<input type="checkbox"/>	108564M 108582J	SHB50121 HLT52315	Diploma of Beauty Therapy Diploma of Clinical Aromatherapy	160	\$26,550	\$550	\$250	\$27,350
<input type="checkbox"/>	108562B 108563A 108586E	SHB30121 HLT52015 HLT52515	Certificate III in Beauty Services Diploma of Remedial Massage Diploma of Reflexology	200	\$31,600	\$550	\$250	\$32,400
<input type="checkbox"/>	108563A 108563A 108586E	SHB40121 HLT52015 HLT52515	Certificate IV in Beauty Therapy Diploma of Remedial Massage Diploma of Reflexology	220	\$32,000	\$550	\$250	\$32,800

Bundled Beauty & Massage Courses

Select course	CRICOS CourseCode	CourseCode	Qualification Code and Title	Course Duration Weeks (includes holiday breaks)	Tuition Fee (AUD)	Material Fee (AUD)	Enrolment Fee (AUD)	Total course Fee (AUD)
<input type="checkbox"/>	108562B 108563A 108586E 108582J	SHB3012 HLT52015 HLT52515 HLT52315	Certificate III in Beauty Services Diploma of Remedial Massage Diploma of Reflexology Diploma of Clinical Aromatherapy	280	\$42,150	\$550	\$250	\$42,950
<input type="checkbox"/>	108563A 108563A 108586E 108582J	SHB40121 HLT52015 HLT52515 HLT52315	Certificate IV in Beauty Therapy Diploma of Remedial Massage Diploma of Reflexology Diploma of Clinical Aromatherapy	290	\$45,500	\$550	\$250	\$46,300
<input type="checkbox"/>	108564M 108563A 108586E 108582J	SHB50121 HLT52015 HLT52515 HLT52315	Diploma of Beauty Therapy Diploma of Remedial Massage Diploma of Reflexology Diploma of Clinical Aromatherapy	315	\$48,850	\$550	\$250	\$49,650

Please select your enrolment date (Check date date):

Enrolment periods:

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Oversea Student Health Cover (OSHC) – 27 MONTHS, SINGLE OSHC

Details of health fund provider provided Yes No

Copy of health fund cover provided with application Yes No

Course Pre-requisites/ Conditions/ Course modification

Assessed and recorded during your pre-training review and agreed by all parties.

Yes No

To be finalised at orientation. Yes No

Orientation

At your orientation you will receive your personalised training plan, detailing your training schedule. You are required to attend your scheduled orientation session prior to course commencement.

Statement of Fees

Qualification/Course Name	Tuition Fees (GST free)	Material and Equipment Fees (GST included)	Enrolment Fees	Total Course Fees payable by student

Qualification/Course Name	Orientation Date	Course Start Date	Course Finish Date

Payment Plan

Qualification/Course Name	Initial Payment <i>(due on acceptance of this written agreement)</i>	Number of payment plan Instalments	Payment plan amount <i>(due on the 27th day of each month)</i>	Final Payment amount <i>(due prior to issuing of Qualification or statement of attainment)</i>
	1st Tuition fee instalment (course 1) \$00.00	<i>Insert number of payments</i>	<i>Insert monthly payment</i>	<i>Insert final payment</i>
	2nd Tuition fee instalment (course 2) \$00.00	<i>Insert number of payments</i>	<i>Insert monthly payment</i>	<i>Insert final payment</i>
	3rd Tuition fee instalment (course 3) \$00.00	<i>Insert number of payments</i>	<i>Insert monthly payment</i>	<i>Insert final payment</i>

How to pay

The initial payment must be paid before you commence the course. You can pay by any of the following:

Option 1. Direct debit (preferred method of payment)

Please complete the direct debit form at Annex A of this Letter of Offer

Please note: MCOHB does not accept any other electronic payment method.

Option 2. Credit Card

Please contact Melbourne College of Beauty for Credit Card Payment.

Option 3. Bank Draft

Payable to: Melbourne College of Hairdressing Beauty Therapy & Natural Medicine Pty Ltd
Trading as Melbourne College of Hair and Beauty

Option 4. Direct Bank Transfer

Account Name: Melbourne College of Hairdressing Beauty Therapy & Natural Medicine Pty Ltd Trading as Melbourne College of Hair and Beauty

BSB: 032 029

Account Number: 311212

Bank Name: Westpac Bank

Swift Code: WPACAU2S

Bank address: 671 George Street Sydney NSW 2000

Reference number: **Student Name.**

CREDIT CARD PAYMENT AUTHORITY FORM

(Incomplete forms are not accepted credit card payment details are located in the Fees and refund policy and procedure)

If your contact details have changed since you lodged your application, please provide new details and send it to MCOHB in person at reception or via email to reception@mcohb.edu.au otherwise we may not be able to contact you with important information.

Applicant Details

Family Name (as per enrolment registration):

Given Name (as per enrolment registration):

Mobile phone No.:

email:

Course Details

Course Code:

Course Title/Name:

Original Start Date:

I authorize the total amount to be debited from my credit card (details below):

Cardholder's Name:

Card Number:

CVV (*last 3 digits on the back of the card*):

Credit Card Type:

MasterCard

VISA

N.B. MCOHB *does not accept AMEX or Diners Club credit cards*

Card Expiry Date: mm / yy

Cardholder signature:

SECTION 6 – ENGLISH LANGUAGE PROFICIENCY

You must provide documentary evidence of your English language proficiency to meet the English language requirements of your chosen course.

Please tick the appropriate box and attach your results.

English is your first language.

English was the language of instruction in your secondary/tertiary studies. (Documentary evidence must be provided if the institution is located in a non-English speaking country)

I have completed an approved English language test (please specify below).
(Documentary evidence must be provided)

IELTS Cambridge TOEFL Pearson PTE

Other English Test. Type of English Proficiency Test:

Date taken (DD/MM/YY):

I have Completed an English course in Australia. (Attach evidence)

Name of English language course:

Date taken (DD/MM/YY):

Name of English language course provider:

Course Completion Date (DD/MM/YY)

I have not yet completed an approved English Language course; however, I have applied for or I am currently attending an ELICOS Program.

(Attach evidence – Test must be taken within 2 years of course commencement.)

Name of English language course:

Date commenced/commencing

Name of English language course provider:

SECTION 7 – EDUCATIONAL BACKGROUND

Please provide details and documentation for all previous and/or current studies (e.g. Secondary school studies and Foundation studies) including:

1. Official certified copies of all transcripts
2. If the documents are not in English, they must be accompanied by an official certified translation.

Secondary studies (high school studies – Year 12).

Qualification	Education provider	Country	Start Date DD/MMM/YYYY	Completion Date DD/MMM/YYYY

Post-secondary studies (tertiary studies – Diploma, Bachelor’s, Master’s, etc.). Please list your MOST RECENT qualification first.

Qualification	Education provider	Country	Start Date DD/MMM/YYYY	Completion Date DD/MMM/YYYY

RECOGNITION OF PRIOR LEARNING/ CREDIT TRANSFER

Have you enrolled in a similar course elsewhere? YES / NO

(If you have enrolled in a similar course elsewhere, you may be eligible for a Credit Transfer or Recognition of Prior Learning. Contact the Student Support Manager for further information).

Have you been employed in the area covered by the course applied for? YES / NO

(If you have, you may be eligible for Recognition of Prior Learning. Contact the Student Support Manager for further information.)

VICTORIAN STUDENT NUMBER

Are you under 25? YES / NO

If Yes and attended a Victorian School., provide your Victorian Student Number (VSN)

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If No, move to the next section

I don't have/ don't know my VSN

Unique Student Identifier

From 1 January 2015, a Registered Training Organisation cannot issue you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a **Unique Student Identifier (USI)**. In addition, we are required to include your USI in the data we submit to NCVET. If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/get-a-usi> on computer or mobile device.

Enter your Unique Student Identifier (USI) (if you already have one):

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/faws/i-have-forgotten-my-usi/>.

Don't have a USI YES NO

If yes please provide your USI number:

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If NO would you like MCOHB to create one on your behalf?

No—I will do it myself

No I will do it at time of receiving an official Letter of Offer

SECTION 8 – PREVIOUS EMPLOYMENT

If you believe you have relevant employment experience, complete the table below. Please attach separate certified documentation with your application. Note: only list relevant previous employment for the past three years.

Employer	Position	Duties	Country	Start Date DD/MMM/YYYY	End Date DD/MMM/YYYY

EMPLOYMENT WHILST STUDYING IN AUSTRALIA

Of the following categories, which BEST describes your current employment status? (Tick ONE box only)

For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).

- | | |
|---------------------------------------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> Full time Employee | <input type="checkbox"/> Part time employee |
| <input type="checkbox"/> Self-employed not employing others | <input type="checkbox"/> Self-employed employing others |
| <input type="checkbox"/> Employed-unpaid worker in a family business work | <input type="checkbox"/> Unemployed seeking full time work |
| <input type="checkbox"/> Unemployed seeking part time work employment | <input type="checkbox"/> Not employed—not seeking employment |

SECTION 9 – STUDY PLAN IN MELBOURNE

1. Why have you chosen Australia as a study destination?
2. Why have you chosen to live and study in Victoria?
3. The highest level of study (Principal Course) I have applied for is:
 Certificate Diploma
4. Why have you chosen this level of studies?
5. How did you hear about MCOHB?
6. Why have you chosen MCOHB over other education providers in Australia or overseas?
7. Why do you want to study the courses you have applied for at MCOHB?
8. Are similar courses available in your home country? YES / NO
9. If yes, how do you believe you will benefit from studying this course at MCOHB?
10. What do you expect to learn from the course that you have applied for, and what is your understanding of the course content?
11. If you have undertaken previous post-secondary study or work that is **NOT RELATED** to the course you are applying for, please explain your choice of course and change of career path.
12. What are your career plans and how is this course relevant to your chosen career?
13. What type of employment positions will you apply for after graduating from MCOHB?

SECTION 10 – FUNDING

What are the expected tuition fees for the duration of your chosen course? A\$

Who will be funding your study and living expenses while in Australia?

Are you required to provide financial support to others whilst studying in Australia?

YES / NO

Financial Sponsor(s) must be one of the following:

Self funding

Immediate family members e.g. mother, father, brother, sister

Partner (spouse or de-facto partner, including same-sex de-facto partners)

Aunt or uncle (only if they are residing in Australia)

Approved government, institutional or corporate sponsor.

Relationship to the student	Full names (as per passport or birth certificate)

Have you provided evidence of your sponsor's capability to fund your study and living expenses?

YES / NO

How will you organise and access these funds?

How much will your monthly living expenses be while studying in Australia?

Will you be using a bank loan to fund your studies? YES / NO

If yes, have you researched the availability of funding from an approved financial institution in your home country? YES / NO

Who will be repaying any money you may need to borrow?

If you intend to work while studying in Australia, how much do you expect to earn per week?
A\$

Are you aware of the requirement for Overseas Student Health Cover (OSHC) for the duration of your student visa? YES / NO

What type of accommodation will you be seeking in Melbourne? (E.g. shared housing, single accommodation, homestay etc.)

If you plan to live with family/friends have you considered accessibility to the campus you will be attending? YES / NO

What do you expect to pay per week for accommodation? (i.e. rent) A\$

Are you aware of the work limitations and other Australian Student Visa conditions?

YES / NO

SECTION 11 – FINANCIAL DECLARATION

Please consider your answers carefully before you sign this application.

I understand that MCOHB may refuse to issue an offer if it assesses my financial capacity as insufficient.

I understand that MCOHB tuition fees are subject to an annual increase as outlined in my offer letter and that I am able to access funds to pay the increased fees.

I understand MCOHB may seek any additional information and documentation/evidence to confirm my financial capacity to funds.

I am aware of the tuition and living costs of my stay in Australia, including any dependent family members, and have the financial capacity to meet such costs and any annual fee increase for the duration of my course.

I am aware that I am required to make timely payments of all fees and associated costs whilst studying with MCOHB.

Name of applicant:

Signature of applicant:

Date:

SECTION 12 – STUDENT DECLARATION

I declare I am a Genuine Temporary Entrant (GTE) and a genuine student and have read and understood conditions relating to these requirements. (For more information about GTE visit: immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuine-temporary-entrant)

I declare that the information contained in this application is true and complete.

I acknowledge that any false or misleading statement may result in denial of my admission request or subsequent cancellation of my enrolment at MCOHB, which in turn, may affect the validity of my visa.

I understand that MCOHB reserves the right to inform other tertiary institutions if any of the material presented to support my application is found to be false.

I confirm that I have received and read a copy of MCOHB current course guide and information available on www.MCOHB.edu.au and fully understand the requirements of the course.

I have read, understood and consent to the Terms and Conditions of Enrolment and the Fee Payment and Refund Procedures at MCOHB.

I understand, that upon enrolment at MCOHB, I will provide my current contact details including current residential address, mobile number, email address as well as emergency contact information. I will notify any changes to these details within 7 working days of any change.

I consent to the Department of Home Affairs providing MCOHB with any information about my visa status from the time of my application to the time of my departure from Australia.

I understand that this agreement and the availability of MCOHB complaint and appeals processes do not remove my right to take action under Australia's consumer protection laws.

I acknowledge that all documents submitted become the property of MCOHB and will not be returned.

I understand that the personal information that I have provided may be released to Australian Commonwealth and State agencies under the Education Services for Overseas Students (ESOS) Act 2018.

Name of applicant:

Signature of applicant:

Date:

SECTION 13 – EDUCATION AGENT DECLARATION AND RISK ASSESSMENT

FOR APPROVED MCOHB AGENT USE ONLY

- Applicant has the minimum English language requirement to undertake their chosen study pathway.
- Applicant meets the academic requirements for their chosen study pathway.
- Applicant has researched their career goals and prospects in their home country.
- Applicant has done adequate research on Holmesglen's courses, support services, facilities and locations.
- Applicant has demonstrated a clear understanding of the benefits of undertaking their chosen study pathway at MCOHB.
- Applicant has strong family support.
- Applicant has a clear understanding of the Australian Student Visa conditions including Genuine Temporary Entrant criteria.
- Applicant has a confirmed source of funding and contingencies in place should their source of funding suddenly cease.
- Supporting documentation has been sighted and is available upon request.
- Applicant has realistic expectations about their ability to find work and their likely part-time income whilst studying.
- Applicant has a clear understanding of the costs associated with completion of their study plan at MCOHB.

As a result of an interview and counselling session undertaken at:

I hereby confirm that all information and documentation to support this application has been sighted and verified to be true and genuine and it is my recommendation that MCOHB proceeds with the assessment of the application.

I hereby declare that no conflict of interest exists with my duties as an approved education agent for MCOHB.

AUTHORISED SIGNATORY ON BEHALF OF EDUCATION AGENT

Name of officer:

Approved agent Authorised officer signature:

Date



DOCUMENT CHECKLIST FOR APPLICATION (to be completed by applicant)

Note: Incomplete applications will cause delays in processing. Please ensure all relevant documents are translated and certified (where required).

APPLICATION FORM

Have you:

- Checked to see that you meet the minimum entry requirements for your chosen course
- Completed ALL sections of the Application form in BLOCK letters
- Signed the Financial Declaration
- Signed the Student Declaration
- Ensured that the declaration by accredited agent is signed (if applicable)
- Paid \$500 for the application fee **(if not using an agent)**
- Kept a photocopy of this application for your records

PASSPORT

Have you included:

- A certified copy of the identification pages of your passport or a copy of your birth certificate
- A certified copy of your current visa (if you are in Australia)

ACADEMIC DOCUMENTS

Have you included:

- Certified and translated copies of ALL academic transcripts (such as high school or college/university certificates) with an explanation of ALL grading systems

ENGLISH PROFICIENCY DOCUMENTS

- If you are studying English in Australia at an Institute other than Holmesglen Institute, a copy of the English language course Offer Letter and the Confirmation of Enrolment (CoE) from the English language centre
- If you have completed an English course in Australia, a certified copy of your English language certificate and attendance report. If you have completed an approved English language test such as IELTS, TOEFL or PTE, please submit a certified copy of the certificate

OTHER REQUIRED DOCUMENTS

- Certified copy of your marriage certificate (if relevant)
- Certified copy of any relevant medical reports in the case of disability, impairment, allergy or long-term medical condition which may affect your studies
- Copy of any relevant previous employment history, including references, resume, letters of recommendation
- Copy of enrolment in any course (other than an English language course) if you are undertaking the course in Australia, including the CoE from the Institute, plus a letter reporting your attendance level and completion date
- Statement of Purpose

A certified copy is a photocopy of the original document with the signature and official stamp of an appropriate authority (e.g. solicitor, principal, doctor, police officer) indicating that they have sighted the original. A photocopy or fax of a certified copy is not acceptable.

PART B—FEES & REFUND POLICY INFORMATION

Service fees schedule

Enrolment fee: \$250 if an approved agent enrolment	Excursion Fee Subject to activity
\$500 direct non agent enrolment	Credit Transfer \$80
Amend or change Confirmation of Enrolment (CoE) fee \$100	Replace ID card \$20
Re-instatement fee \$150.00	Replace Certificate \$30
RPL fee \$ 350 plus material fee (subject to course selection)	Extension of CoE4 \$250 / week
Material fees vary from course to course, see course information brochure	Logbook replacement \$75
*OSHC Single \$596 / year	Request postage of documents \$20 (within Australia) or overseas postage is subject to location
*OSHC Family \$3,091 / year	Early completion mode unit tuition fee per study period.
*OSHC Couples \$2,120 / year	Printing and copy (B&W) \$0.10/A4 sheet and \$0.20/A3 sheet
Deferral Fee \$250	Printing and copy (colour) \$0.50/A4 sheet and \$1.00/A3 sheet
Re-assessment Fee \$150	Amend academic record (where an error has occurred due to a student providing incorrect information) \$80
Repeat unit Fee Same as at time of enrolment	
Refund processing fee \$300	
Charges for late payment of fees \$350	

REFUND POLICY AND TUITION FEES PAYMENT

Refund applications must be made by completing a Refund Application form and sending it to the Finance Department or reception. The student Refund Application Form is available from Student Support Service or website. The Refund Application Form must be submitted via email to finance@MCOHB.edu.au, or in person marked attention "Finance Department".

Whether you are entitled to a refund or not, you will receive written notification of the outcome within 20 working days of receipt of the refund application which will include an explanation of how the refund was calculated. Within 20 working days of receipt of the refund application (for refunds that relate to provider default referred below), the refund will be paid to you or another person you nominate in writing.

If a credit card is used to make payment(s), MCOHB will refund the amount on to the credit card used for the payment(s). Where an application is withdrawn or cancelled, notification by submitting a Cancellation Form must be provided.

For refund calculations, other than a student visa refusal, the refund is based on the commencement date of the first eCoE for that particular visa application, OR the commencement date of the CoE for which a visa is granted. In the instance that an eCOE

was not issued, the refund will be based on the commencement date of the first Letter of Offer (LOF). Any deferred or subsequent COEs or LOFs will not be considered for the purposes of calculating a refund. The table below summarises the refund amount and reasons for refund.

Student has been refused an Australian Student Visa and has not started the course (refusal letter required)	100% tuition fee refund excludes enrolment, material equipment and administration fees*
Student has been refused an Australian Student Visa and has started the course (refusal letter required to determine default date)	100% tuition fee refund excludes enrolment, material equipment and administration fees **
RTO fails to start course or the course ceases to be provided after it starts (provider default)	100% tuition fee refund excludes enrolment and administration fees **
Withdrawal notified in writing and received by the Institute 20 working days or more prior to course commencement (student default)	70% tuition fee refund excludes enrolment, material equipment and administration fees ^{1 2}
Withdrawal notified in writing and received by the Institute less than 20 working days prior to course commencement (student default)	50% tuition fee refund excludes enrolment, material equipment and administration fees ^{1 2}
Withdrawals notified in writing and received by the Institute on or after the course commencement date or student did not commence study at campus location identified (student default)	No refund of current study period course fees paid and material equipment fee ¹
Student's enrolment is suspended or cancelled by the Institute due to the student being in breach of the student written agreement (student default)	No refund of current study period course fees paid and material equipment fee ¹
Deceased Students: The personal legal representative of the Deceased Estate must apply for any excess payments which are to be refunded. The administrators must supply details about who the refund is payable to. RTO reserves the right to request official documentation to support any such claims.	The proportion of fees paid for the unused delivery of training and assessment services i.e. the fees are calculated on for the days that were paid for that the deceased student did not attend after deceasing.
<i>* indicates amount minus 5% of the course fees received (including non-tuition fee); or \$500; whichever is less.</i>	
<i>** indicates unspent tuition fee of weeks in default period (period from after default day and the end of the period to which the unspent tuition fee relates).</i>	

Refund calculation:

a) $Weekly\ tuition\ fee = 7 \times \left(\frac{total\ tuition\ fee\ for\ the\ course}{number\ of\ calendar\ days\ in\ the\ course} \right)$

b) $Weeks\ in\ default\ period = \frac{\left(number\ of\ calendar\ days\ from\ the\ default\ day\ to\ the\ end\ of\ the\ period \right)}{7}$
to which the payment relates

c) $Refund\ amount = weekly\ tuition\ fee \times number\ of\ weeks\ in\ default\ period$

¹ Student defaults if the course starts at the location on the agreed starting day, but the student does not start the course on that day (and has not previously withdrawn); or the student withdraws from the course at the location (either before or after the agreed starting day); or RTO refuses to provide, or continue providing, the course to the student at the location because of one or more of the following: student fails to pay an amount payable to RTO for the course; the student breached a condition of his/her student visa; misbehavior by the student.

² **A refund processing fee of \$300 will be deducted in cases that relate to student default (except when a student is refused a student visa)**

Unique Student Identifier (USI) Application and Privacy Form (Melbourne College of Hairdressing Beauty Therapy & Natural Medicine Pty Ltd RTO No. 21943)

From 1 January 2015 if you are undertaking nationally recognised training the Commonwealth of Australia Government requires that you have a Unique Student Identifier (USI). This includes all students who are continuing a course they started prior to 2015, and all new students. You will not be issued with a certificate or statement of attainment without applying for a USI number.

Before completing either Pt A or B of this form, students should review the Fact Sheet: *Student Information for the Unique Student Identifier* available at the USI website www.usi.gov.au/students and MCOHB's Unique Student Identifier (USI) Factsheet Information for students.

Part A Creating your own USI It is free and easy for you to create your own USI online!

You can create your own USI at the USI website and MCOHB **strongly recommends** that you do this yourself enrolling or attending orientation. Log on to www.usi.gov.au you will need to provide details of your identity when registering on the USI website. The process is simple and easy to use. Be sure to give permission to MCOHB to access your USI details by searching for **RTO No. 21943 Melbourne College of Hairdressing Beauty Therapy & Natural Medicine Pty Ltd** when obtaining your USI number- then tick all the permission boxes. See Page 4 of this form.

When you create your own USI, you should provide your USI to MCOHB as soon as possible so that your USI can be verified and records updated. After obtaining your USI please enter on the space provided on the MCOHB Enrolment form or bring this form to the orientation session.

Distance learning students must obtain their own USI number as in above as MCOHB is unable to identify students unless meeting face to face.

Obtain then enter your USI Number here:

Please record carefully

Complete the Signature Panel *only* -at end of this form. (Do not fill out the identity panel) Return to MCOHB or bring to orientation session.

Part B MCOHB can create your USI for you (Residential students only)

While you may create your own USI, MCOHB is also able to create a USI for you if you are unable to do so. This applies only to students that MCOHB can identify face to face. (Distance learner students must obtain their own USI number as in Part A above.) This application form should be completed and returned to MCOHB as soon as possible for your USI to be created. Complete and sign both Signature and Identity panels and bring to the orientation session or MCOHB's office.

Part C USI Registrar Privacy Notice- Please read before signing this form (All students)

Notice: If you **DO NOT** already have a Unique Student Identifier (USI) and **YOU WANT** MCOHB to apply for a USI to the Student Identifiers Registrar (Registrar) on your behalf, MCOHB will provide to the Registrar the following items of personal information about you:

- your name, including first or given name(s), middle name(s) and surname or family name as they appear in an identification document;
- your date of birth, as it appears, if shown, in the chosen document of identity;
- your city or town of birth;
- your country of birth;
- your gender; and
- your contact details.

When we apply for a USI on your behalf the Registrar will verify your identity. The Registrar will do so through the Document Verification Service (DVS) managed by the Attorney-General's Department which is built into the USI online application process if you have documents such as a Medicare card, birth certificate, driver licence, Australian passport, citizenship document, certificate of registration by descent, ImmiCard or Australian entry visa.

If you do not have a document suitable for the DVS and we are authorised to do so by the Registrar we may be able to verify your identity by other means. If you do not have any of the identity documents mentioned above, and we are not authorised by the Registrar to verify your identity by other means, we cannot apply for a USI on your behalf and you should contact the Student Identifiers Registrar.

In accordance with section 11 of the Student Identifiers Act 2014 Cth (SI Act), we will securely destroy personal information which we collect from you solely for the purpose of applying for a USI on your behalf as soon as practicable after the USI application has been made or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.

The personal information about you that we provide to the Registrar, including your identity information, is protected by the Privacy Act 1988 Cth (Privacy Act). The collection, use and disclosure of your USI are protected by the SI Act.

If you ask MCOHB to make an application for a student identifier on your behalf, MCOHB will have to declare that MCOHB has complied with certain terms and conditions to be able to access the online student identifier portal and submit this application, including a declaration that MCOHB has given you the following privacy notice:

You are advised and agree that you understand and consent that the personal information you provide to us in connection with your application for a USI:

- a. is collected by the Registrar for the purposes of:
 - applying for, verifying and giving a USI;
 - resolving problems with a USI; and
 - creating authenticated vocational education and training (VET) transcripts;
- b. may be disclosed to:
 - Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
 - the purposes of administering and auditing Vocational Education and Training (VET), VET providers and VET programs;
 - education related policy and research purposes; and
 - to assist in determining eligibility for training subsidies;
 - VET Regulators to enable them to perform their VET regulatory functions;
 - VET Admission Bodies for the purposes of administering VET and VET programs;
 - current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
 - schools for the purposes of delivering VET courses to the individual and reporting on these courses;
 - the National Centre for Vocational Education Research (NCVER) for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;
 - researchers for education and training related research purposes;
 - any other person or agency that may be authorised or required by law to access the information;
 - any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and
 - will not otherwise be disclosed without your consent unless authorised or required by or under law.

Privacy policies and complaints

You can find further information on how the Registrar collects, uses and discloses the personal information about you in the [Registrar's Privacy Policy](#) or by contacting the Registrar on email usi@industry.gov.au or telephone the Skilling Australia Information line on 13 38 73, international enquiries +61 3 5454 5280. The Registrar's Privacy Policy contains information about how you may access and seek correction of the personal information held about you and how you may make a complaint about a breach of privacy by the Registrar in connection with the USI and how such complaints will be dealt with.

You may also make a complaint to the Information Commissioner about an interference with privacy pursuant to the Privacy Act, which includes the following:

- misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs; and
- A failure by MCOHB to destroy personal information collected by you only for the purpose of applying for a USI on your behalf.
- For information about how MCOHB collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to MCOHB privacy policy which can be found at MCOHB's website

Signature Panel (all students)

..... **Date** / /

(Student Signature - acceptance of privacy statements and permission to obtain or verify USI number)

Name of student

Identification Verification Panel

(If you want MCOHB to apply for a USI number on your behalf. ID to be shown to MCOHB admin staff member at start of your orientation session)

Tick	ID Document	Number	Other	
	Driver's License no.		State	
	Medicare Card no.		Colour	Expiry Date
	Australian Passport		Expiry	
	Visa (with non-Australian passport No.)		Country	
	Birth Certificate (Australia) no.			*please note a Birth Certificate extract is not sufficient
	Certificate of Registration by Descent no.		Date	
	Citizenship Certificate no.		Date	
	Immi Card No.			
	Other accepted form of ID	<i>Other ID details</i>		
Above ID verified by MCOHB staff member		Staff members Name		
		Position		
Signature				

Melbourne College of Hair and Beauty

Level 1, 1 Star Crescent, Docklands, VIC, Australia 30086

RTO No: 21943 — CRICOS: 02886G

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From Error! Hyperlink reference not valid.:

How to get a USI

It is free and easy for you to create your own USI online.

Steps to create your USI

The following steps show how you can create a USI:

Step 1 Have at least one and preferably two forms of ID ready from the list below:

- Driver's Licence*
- Medicare Card*
- Australian Passport*
- Visa (with Non-Australian Passport) for international students*
- Birth Certificate (Australian)*
- Certificate Of Registration By Descent*
- Citizenship Certificate*
- Immi Card*

IMPORTANT: To make sure we keep all of your training records together, the USI will be linked to your name as it appears on the form of ID you used to create the USI. The personal details entered when you create a USI must match exactly with those on your form of ID. If you do not have proof of ID from the list above, you can contact your training organisation about the other forms of ID they can accept to help you get a USI.

Step 2 Have your personal contact details ready (email address, mobile number, address).

Step 3 Visit the USI website at: usi.gov.au.

Step 4 Select the 'Create a USI' link and follow the steps.

N.B: Be sure to give your RTO: Melbourne College of Hairdressing Beauty Therapy & Natural Medicine Pty Ltd RTO No. 21943 permission to access your training records

Step 5 Agree to the Terms and Conditions.

Step 6 Follow the instructions to create a USI – it should only take a few minutes.

Upon completion, the USI will be displayed on the screen. It will also be sent to your preferred method of contact. If by email then forward to admissions@mcohb.edu.au you should then write down the USI number and keep it somewhere handy and safe. For more information please visit:

www.usi.gov.au Or contact us at Email: usi@industry.gov.au Phone: Skilling Australia information line 13 38 73 To view this document online please visit: www.usi.gov.au