

# MAKEUP HQ

## ENROLMENT FORM

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### STUDENT DETAILS

Name:

D.O.B.  /  /

Address:

Phone Number (Home):

Mobile:

Email:

Occupation:

What first attracted you to do one of our makeup courses?

Do you suffer from any medical conditions/illnesses that may stop you from attending the course?  
If so please explain?:

Are you on any medication? YES / NO (Please circle)

Medication details:

Other:

MAKEUP HQ will use the information provided by you in this form for the purposes of general student administration, planning and communication. This information will not be provided to any external parties for any purpose without written consent from the applicant. Makeup HQ complies with the Federal Government Privacy Act.



## COURSES

### BASIC/INTERMEDIATE Makeup Courses

- 4 Days (Full Time) \$1,750\* (Excluding Kit)
- 8 Week (Part-time) \$1,750\* (Excluding Kit)

### ADVANCED Makeup Courses

- 4 Days (Full Time) \$1,999\* (Excluding Kit)
- 8 Week (Part-time) \$1,999\* (Excluding Kit)

### Airbrush Courses

- Airbrush 3 day course \$1,999\* (Including Airbrush foundation packs)
- Refresher course 4.5hrs \$750\*

### Makeup Kits

- Mini Starter Kit \$495
- Pro Starter Kit \$995 (Subject to change)
- Element two airbrush kit \$499

## COURSE COMMENCEMENT

Date:   /   /

- Day Classes (10am-1.30pm) or (10am-5pm)
- Night Classes (6pm-9pm)
- Weekend Classes (9.30am-12.30pm)

\*Each student will receive 10% off all products at Makeup HQ whilst studying. Valid for 6 months.

\*Prices may be subject to change without prior written warning



## TERMS AND CONDITIONS (PLEASE READ)

1. A NON-REFUNDABLE UPFRONT PAYMENT OF either \$1,750 (for beginner class), \$1,999 (for advanced course) or Deposit of \$750 is required to confirm your position within the course. Students opting for the deposit payment method, balance of fees to the amount is required 5 days prior to course commencement otherwise your position will be cancelled.
2. Payment of course fees can be made by Cash, EFTPOS (in-studio only), Credit Card or Bank Deposit. MAKEUP HQ PTY LTD does not accept cheques or money orders. Payment plans are available on request over 2 fortnightly payments or 4 weeks, and will attract a 2.2% surcharge.
3. No refund for course fees paid – it is the policy of MAKEUP HQ to NOT issue refunds for any course fees paid. The enrolled student/financier acknowledges that these arrangements are reasonable having regard to the difficulties of enrolling cancelled places at such short notice and the significant costs incurred administering cancelled enrolments.
4. Once a course has commenced the enrolled student/financier is required to fulfill their financial obligations and pay the entire course fees even if they do not or can not complete the course for ANY reason. Pro starter kit remains the sole property of Makeup HQ until all fees have been paid.
5. No enrolments can be deferred to another course
6. If an enrolled student who is unable to commence or continue a course of study for which they have enrolled, wishes to undertake that course in future, the student will be required to re-apply for re-enrolment without receiving a credit for previously paid fees
7. Any fees paid to MAKEUP HQ may be transferable at the discretion of Sara Morrison at a \$150 fee.
8. MAKEUP HQ reserves the right to cancel, postpone or reschedule courses.
9. If the total class number is less than a minimum of 3 students, the class may be cancelled, postponed or rescheduled.
10. In the event a class is cancelled, students would be offered a refund or alternatively a transfer to an alternate course.
11. MAKEUP HQ reserves the right to change (in accordance with Competition and Consumer Act 2010) course delivery structure.
12. Upon enrolment students are required to commit to and attend all scheduled hours of the course. 100% Attendance is required to qualify for a MAKEUP HQ Certificate of Attendance. If a catch up lesson is needed this will incur a fee of \$150 per hour at a minimum of 2 hours.
13. Sara Morrison reserves the right to remove students from the course who fail to meet minimum course requirements, which are further outlined within the Student Information Handbook.
14. Enrolled participants are encouraged to disclose to Sara Morrison any illness, disability and/or learning disability that may involve accommodations or additional support. This will help us ensure that participants have the best possible experience. Makeup HQ welcomes applicants with a disability and are bound by the Privacy Act so information will only be disclosed to relevant personnel for purposes of general participant administration, planning and communication.
15. You must be 16 years of age or over to be eligible for this course.



## DECLARATION

I \_\_\_\_\_ declare that I have read and agree to abide by the fee payment schedule and the Terms and Conditions outlined herein and am aware that I will be issued with my Student Information Handbook on day 1 of course commencement.

Signature: \_\_\_\_\_

Date:   /   /

## FEES AND PAYMENT DETAILS:

Please return completed form to:

### MAKEUP HQ

Shop 2/650A Sydney Road Brunswick,  
VIC 3056

I am providing payment for:

- Deposit of \$750\* for the Basic/Intermediate or Advanced Makeup Course
- Full amount of \$1,750\* Basic/Intermediate Makeup Course
- Full amount of \$1,999\* Advanced Makeup Course
- Mini Starter Kit \$495
- Pro Starter Kit \$995 (Subject to change)
- Element two airbrush kit \$499
- Deposit of \$1000\* for the Airbrush 3 day course
- Full amount of \$1,999\* for the Airbrush 3 day course (Inc. Airbrush foundation packs)
- Full amount of \$750\* for the Airbrush Refresher course

By:

- In studio payment (via website)
- Credit Card (Visa & Master card excepted)
- Direct Deposit. Please note: To ensure there are places available for your chosen class, please contact Sara Morrison on 0414545573 before making any bank transfer.

**Account Name:** Makeup HQ Pty Ltd

**Bank:** NAB

**BSB:** 083-495

**Account Number:** 23-912-2456



**AUTHORISATION:**

- I hereby authorise Makeup HQ Pty Ltd to deduct the Non-refundable payment of \$ \_\_\_\_\_ , from the nominated credit card with this enrolment form OR;
- I hereby authorise Makeup HQ Pty Ltd to deduct \$ \_\_\_\_\_ , Non-refundable deposit from the nominated credit card with this application; and
- I authorise for a further direct debit of the balance of fees, being \$ \_\_\_\_\_ , to be taken from the same nominated credit card 7 days prior to course commencement, to avoid having my position cancelled within the course. OR
- I authorise for Makeup HQ Pty Ltd to direct debit 2 fortnightly payments of \$ \_\_\_\_\_ , from the same nominated credit card and understand that a surcharge of 2.2% will also apply. Declined payments may result in student not attending class.

**CREDIT CARD DETAILS:**

Cardholders name: \_\_\_\_\_

Cardholders Address: \_\_\_\_\_

\_\_\_\_\_

Credit card number: \_\_\_\_\_

Expiry date.   /   /     CCV number:

Signature: \_\_\_\_\_

**OFFICE USE ONLY:**

Received: \_\_\_\_\_

By payment: \_\_\_\_\_

Dep Receipt number: \_\_\_\_\_

Final Receipt number: \_\_\_\_\_

Enrolled by: \_\_\_\_\_

Student ID: \_\_\_\_\_

Confirmation sent by: \_\_\_\_\_

