

Make Up School by

JAY JAY
RAUWENHOFF

Welcome to the Jay Jay Rauwenhoff Make Up School

The accredited training course fee is: \$3000

The amount covers the following:

- A 6 week course (3 hours per week)
- Color mixing
- Tool & Product knowledge
- Two different techniques for looks
- Client consultations & Business advice

You will graduate with a national accredited certificate that will entitle you to design and apply make-up professionally.

Please proceed to the next pages to fill up and send us the enrolment form.

Good Luck and see you soon!

Jay Jay Rauwenhoff Make Up School

Certificate 4 in teaching, via linemanagement Australia. Support manual code WRBFS202B

Make Up School by

JAY JAY
RAUWENHOFF

ENROLMENT FORM 2008

Name..... Date of birth.....

Address

Home telephone..... Work telephone

Mobile Email

Course code (contact a course coordinator)..... Start date

Occupation.....

How did you hear about The Jay Jay Rauwenhoff Make-Up School?.....

Privacy Disclaimer The Jay Jay Rauwenhoff Make-Up School, and entities related to it as defined in the Corporations Act 2001, 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. The Jay Jay Rauwenhoff Make-Up School complies with the Federal Government Privacy Act.

Please answer all the following questions and indicate your answer by placing a cross in the nominated box.

Do you have any existing medical conditions/allergies that may affect your study? Yes No
If so, you will be required to advise the School in writing of your medical condition prior to enrolment.

F E E S & P A Y M E N T S

Full Payment \$3000 (\$250 Non Refundable Deposit is required to secure your placement).
Please apply your signature for approval of the terms and conditions on the terms and conditions page.

Please choose from the following 2 methods of payment.

- **DIRECT DEPOSIT:** Please deposit directly onto Janine Rauwenhoff management account:

Bank: Westpac

BSB 032051

ACCOUNT NUMBER 202557

- **CHEQUE:** Please send a cheque to the Janine Rauwenhoff management at 7/184 Forbes Street, Darlinghurst, 2010, NSW, Australia.

TERMS & CONDITIONS OF APPLICATION

(PLEASE DATE AND SIGN TO APPROVE ALL THE FOLLOWING TERMS & CONDITIONS)

Enrolment and Payment

1. Applications for any Star One School course must be fully completed and returned to The Jay Jay Rauwenhoff Make-Up School 14 days prior to the commencement of any The Jay Jay Rauwenhoff Make-Up School course.
2. Enrolment fees must be paid in full to The Jay Jay Rauwenhoff Make-Up School on or before the first day of any Jay Jay Rauwenhoff Make-Up School course.
3. A deposit of \$250 towards enrolment fees is due no later than 14 days prior to the commencement of any Jay Jay Rauwenhoff Make-Up School course.
4. In addition to 1, 2 and 3 above, enrolment in any Jay Jay Rauwenhoff Make-Up School course is not confirmed until the student has received a written confirmation from The Jay Jay Rauwenhoff Make-Up School that the student has been accepted into the School course.

Cancellation

5. A student may cancel their enrolment in a Jay Jay Rauwenhoff Make-Up School course, where just cause exists (to be determined at the sole discretion of a The Jay Jay Rauwenhoff Make-Up School Director), provided a request to cancel their enrolment is made in writing and received The Jay Jay Rauwenhoff Make-Up School no later than 15 days prior to the commencement of the course for which the student is enrolled.
6. If the cancellation is approved, the student will receive a full refund of any tuition fees and deposit that the student paid towards that course.
7. A student may not cancel their enrolment in a Jay Jay Rauwenhoff Make-Up School course later than 15 days prior to the commencement of the course for which the student is enrolled.

Deferment

8. A student may request a deferment of their enrolment in a Jay Jay Rauwenhoff Make-Up School course no later than 14 days prior to the commencement of The Jay Jay Rauwenhoff Make-Up School course for which the student is enrolled. Approval of any deferment is within the sole discretion of the The Jay Jay Rauwenhoff Make-Up School Directors.
9. If the deferment is approved, the student may transfer their tuition fees and deposit to another Jay Jay Rauwenhoff Make-Up School course that they have been accepted into.
10. If a student does not wish to attend the The Jay Jay Rauwenhoff Make-Up School course that they are enrolled in, and the student fails to request a cancellation prior to 15 days before the commencement of the course and fails to request a deferment prior to 14 days before the commencement of the course, the student forfeits their enrolment fees and deposit.

Refunds

11. It is the policy of the Jay Jay Rauwenhoff Make-Up School not to issue any refunds for any enrolment fees paid (including deposits) to the Jay Jay Rauwenhoff Make-Up School if a student fails to complete the course or is in any way unsatisfied with the content or delivery of the course.
12. If the student fails to complete the course, or is in any way unsatisfied with the content or delivery of the course, the student may request a private meeting with the Directors of the Jay Jay Rauwenhoff Make-Up School to address the student's concerns.

Course Postponement

13. The Jay Jay Rauwenhoff Make-Up School reserves the right to postpone any Jay Jay Rauwenhoff Make-Up School course if student enrolments fall below a satisfactory number or for any other reason. Students will be notified no later than 7 days prior to commencement of the course for which they are enrolled if the course is postponed. Students will then be given an option of enrolling in the same Jay Jay Rauwenhoff Make-Up School at another time, or a different the Jay Jay Rauwenhoff Make-Up School. If a course is postponed by the Jay Jay Rauwenhoff Make-Up School, and the student does not wish to attend the same Jay Jay Rauwenhoff Make-Up School course at another time, or a different Jay Jay Rauwenhoff Make-Up School course, the student will receive a full refund of any enrolment fees paid to The Jay Jay Rauwenhoff Make-Up School.

Course Changes

15. The Jay Jay Rauwenhoff Make-Up School reserves the right to change (within Trade Practice guidelines) the content or delivery of any the Jay Jay Rauwenhoff Make-Up School but will ensure that any such changes do not detrimentally affect the quality or standard of the course provided to students enrolled.

Attendance

16. Once enrolled, students are required to attend ALL scheduled lessons in a Jay Jay Rauwenhoff Make-Up School course. Failure to do so may affect the student's outcome.

Conduct

17. The Jay Jay Rauwenhoff Make-Up School reserves the right to suspend or expel students whose conduct is unacceptable, including:
 - a. Disrespectful or inappropriate behavior;
 - b. Poor attendance or performance; and
 - c. Illegal or irresponsible behavior.

Special Assistance

18. Students must notify The Jay Jay Rauwenhoff Make-Up School in writing at least 7 days prior to the commencement of the course that they are enrolled in if they require special assistance of any kind in order to attend and/or complete the course, including special assistance relating to a disability. Such information will be kept in the strictest confidence.

Employment

19. While The Jay Jay Rauwenhoff Make-Up School may from time to time recommend students for positions or opportunities within the industry, at its sole discretion, The Jay Jay Rauwenhoff Make-Up School is not an employment agency.

Personal Information

20. Any personal information about students obtained by The Jay Jay Rauwenhoff Make-Up School shall be kept strictly confidential.

YOUR NAME

YOUR SIGNATURE

DATE