Student Handbook
Policies and Procedures for Students

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A message from our director

Whether your passion is beauty therapy, makeup artistry or SPFX, the team at Bellevue Beauty and the Australian Academy of Cinemagraphic Makeup are delighted to have you join us as you kick start your exciting new career. We have been offering prestigious training facilities since 1983, where students can learn in an innovative, friendly and supportive environment. Our team includes highly renowned industry professionals who are keen to pass on the skills, knowledge and experience they have acquired during their impressive careers in the cinemagraphic, specialty makeup and beauty industries. This ensures that our students receive the best learning outcomes possible, which makes them highly sought after employees.

We understand that customer expectations and trends in the makeup and beauty industries are constantly changing, and we work alongside these changes to incorporate new teaching materials and technologies into our courses to ensure we are always industry ready. And because we have a dedicated policy of small class sizes, we are able to provide students with a very personal boutique training service.

Embarking on a career in beauty therapy, makeup artistry or SPFX with our academies will open you up to a whole new world of experiences. You will not only get to know a range of high quality products and all the latest treatments and procedures, but you will also have the chance to meet interesting people and get exciting opportunities both locally and internationally. The ever-changing nature of the industry means that you can be sure of a career that will continually excite and stimulate you. Undertaking your training at our academies gives you an excellent educational foundation and the greatest chance for employment on successful completion of your chosen course.

We wish you success in your journey towards an inspiring new career in the beautytherapy, makeup artistry or SPFX industries.

Emma Betros, Director
Policies and Procedures for Students

Introduction

This booklet contains the terms and conditions for enrolling in training programs at AMAB (T/A Bellevue Beauty Training Academy and the Australian Academy of Cinemagraphic Makeup).

It provides essential information about your rights and responsibilities to help you to make an informed decision prior to enrolling.

AMAB is committed to providing training and assessment services that are tailored to the makeup artistry and beauty industry. The pathways for completing training have been identified and include face-to-face classes and recognition of prior learning (RPL).

We encourage you to keep this handbook for future reference.

These conditions of Bellevue Beauty Training Academy and the Australian Academy of Cinemagraphic Makeup apply to every student undergoing a course at our academies.

A condition of acceptance for training is that, upon enrolment, each student must read and agree to the conditions of enrolment. Students are required to sign to acknowledge agreement. In doing so, the student undertakes to obey the conditions while a student of our academies.

The conditions have been designed to ensure that every student fairly receives the utmost benefit from Bellevue Beauty Training Academy and the Australian Academy of Cinemagraphic Makeup. The conditions are to ensure the maintenance of the high professional standards and promote harmonious relations between the staff of the academy and its students.

The director of Bellevue Beauty Training Academy and the Australian Academy of Cinemagraphic Makeup reserves the right to arbitrate on the interpretation of any condition in case of any contention about the meaning or application of a condition.

USI number

The Unique Student Identifier or USI is a reference number made up of 10 numbers and letters that:

- Creates a secure online record of your recognised training and qualifications gained in Australia, even from different training organisations
- Will give you access to your training records and transcripts (available in 2016)
- Can be accessed online, anytime and anywhere
- Is free and easy to create
- Stays with you for life

As part of this initiative all training organisations are required to obtain a USI number for all students upon enrolment. No qualification will issued without this number recorded.

To create or obtain your USI number following the directions at https://www.usi.gov.au/students

LUI number (Queensland high school students only)

For Queensland high school students to have their qualifications recognised towards their QCE point, they must supply the RTO with their Learner Unique Identifier (LUI).

To obtain your LUI number inquire at your school or following the directions at https://studentconnect.qcaa.qld.edu.au/login_lui.html
Accessing policies and procedures

Students can access policies and procedures by contacting head office on 07 3891 5696 or brisbane@aacm.edu.au.

Changes and cancellations

Bellevue Beauty Training Academy and the Australian Academy of Cinemagraphic Makeup reserve the right to cancel courses, change the schedule of courses, alter the fee structure or change the delivery location of courses.

Students will be given as much notice as possible prior to any changes via email, phone or mail.

Timetable

The timetable may vary from time to time, so students should check their timetable prior to class each day and ensure that they assemble in the appropriate classroom. The academies reserve the right to alter or amend any class schedules for an individual student or group of students wherever and whenever required.

Administration hours

Head office Brisbane:

Monday to Saturday 8.30am to 5.00pm

Office hours and class times will vary, however contact can always be made through head office during administration hours.

Neither full time nor part time students have access to the college on days or evenings other than those stipulated on their timetable or unless otherwise advised by the academy. Students wishing to access the academies outside of these hours must seek approval from academy teaching staff.

Disclaimer

Every attempt is made to ensure that information from Bellevue Beauty and the Australian Academy of Cinemagraphic Makeup is accurate, and that the student has attained the competencies taught in the course at the point of their assessment.

Beyond this point, the graduate is responsible to maintain their acquired competencies and apply acquired knowledge and skills in a way that is appropriate to the unique characteristics of each application.

This releases Bellevue Beauty and the Australian Academy of Cinemagraphic Makeup and their staff from any liability, action and claims of whatever nature, whether directions given during the course are followed or not.

Signing in

Students must sign in, indicating the time of their arrival at the beginning of each day and sign out, indicating the time they leave the building at the end of the each day. The sign in sheets are located on the counter in the reception area.

This is a work place health and safety requirement mainly for evacuation purposes. It is not an attendance roll. The attendance roll will be marked separately by a trainer, an assessor or a supervisor.

Student cards

On application to the academies, full time students are requested to supply one (1) recent passport photo (taken within the last six months). This photo is used for the student ID card and student file.
Student kits

Some qualifications at AMAB require students to have a professional kit. These kits are sourced and supplied by AMAB. The kit price is included in the enrolment cost and is not refundable. Students are responsible for their own kit and must bring it with them to all classes. Details of the cost and contents of specific student kits can be obtained from the administration team.

Parking

Metered and non-metered street parking is available during the day. There is no on-campus parking.

Dress code, uniforms and grooming

Beauty therapists, makeup and SPFX artists must always look professional and well groomed. Student presentation not only represents the beauty therapist, makeup and SPFX artist as a professional; but also the academies.

Beauty therapy students

Bellevue Beauty has a professional dress code and uniform that all beauty therapy students must maintain as they perform directly with clinic clientele.

Students must supply the following items:

- Black long trousers (no jeans or shorts)
- Bellevue Beauty uniform (supplied) or a plain black shirt (no singlets, no low scooped tops, no bare midriffs and shoulders must be covered)
- Closed in flat black shoes (no high heels)
- Hair must be tied back using black hair ties and clips only, and long fringes need to be pinned back

Personal hygiene requirements are as follows:

- Daily showering and teeth care is required, especially for practical work
- Makeup is to be natural day-wear only
- Fingernails are required to be short and acceptable nail polishes are natural, clear or French polish only
- No jewellery is allowed except for sleepers or studs in pierced ears (in gold or silver only)

Australian Academy of Cinemagraphic Students

Australian Academy of Cinemagraphic Makeup (AACM) students must maintain professional appearance and comply with Work Health and Safety requirements.

Presentation standards for AACM students:

- Plain black clothing (AACM T-shirt is supplied or a plain black shirt - no singlets, no low scooped tops, no bare midriffs and shoulders must be covered)
- Shorts, skirts or leggings are acceptable but must be to knee length. Leggings must be opaque (not sheer)
- Closed in black shoes (this is an WHS requirement to ensure your safety)

Please note on SPFX scheduled learning and assessment days clothing will be in contact with plaster dust, silicone and other SPFX products and chemicals. You will be advised in advance of these days.
AACM takes no responsibility for any damage to student clothing and assessories.

Personal hygiene requirements are as follows:

- Daily showering and teeth care is required, especially for practical work
- Clean and tidy hair, hands and face
- Modest jewellery is allowed but please be aware large, dangling or sharp jewellery may be a hazard to you and your models
- Consider WHS on your clothing, jewellery and assessorie choices

Students must maintain a professional image at all times when they are on excursions or in any public areas when they are wearing the academy uniform.

Reasonable adjustments

From time to time, the academies will encounter students with particular needs and will make all reasonable adjustments where possible to ensure that the participant is able to equitably participate in the training and assessment while maintaining the integrity of the qualification and industry expectations.

Student and staff kitchen

Students are provided with hot water in the students’ tearoom for making of tea and coffee. However, it is the student’s responsibility to provide his or her own tea, coffee, milk and sugar.

A fridge and microwave are available for student use. Note that anything left in the fridge will be disposed of on Friday afternoons.

Food and drink

Food and drink (except water) are not to be consumed during classes or in any room other than the designated student area.

Smoking and alcohol

Smoking is not permitted within the academies or while students are wearing the Bellevue Beauty or the Australian Academy of Cinemagraphic Makeup uniform.

Students wishing to smoke are advised that there is an area outside the building where smokers’ bins are provided and students must change out of their uniform or wear something over the top of their uniform so as not to display the Bellevue Beauty or the Australian Academy of Cinemagraphic Makeup logos. Please dispose of cigarette butts thoughtfully in the bins provided.

Mobile phones and telephone messages

Mobile phones are to be switched off and remain in students’ bags during all training and assessment activities. Should a student take a phone call during these activities, he or she will be required to hand the phone over to a staff member.

Confiscated phones can then be collected from reception upon leaving the academy.

Only urgent phone calls for students, and will be accepted at campus reception and will be forwarded to the student immediately.
Materials and texts

Course teaching materials are provided to the students in relation to their studies.

Some texts and references as well practical kits may be recommended by teaching staff for students to purchase as additional material. These additional materials will be optional.

AMAB does not accept responsibility for the loss or breakage of a student’s personal equipment. Students are also required to replace (at cost) any materials or equipment they break or loose during class.

Students are not permitted to take or use any materials or equipment belonging to Bellevue Beauty or the Australian Academy of Cinemagraphic Makeup outside of class time.

Emergency evacuation procedure

In case of emergency, students are required to follow the evacuation instructions of their trainer immediately.

- Students are to prepare for a possible evacuation of the academy by collecting (small) personal belongings only and evacuate in a calm manner via the nearest safe fire exit. Fire exits are clearly marked in the walkways and doors.
- Students must then go to the designated assembly point and await direction by the fire warden.
- Once students are at the designated assembly point, they are to listen out for their name to be called out from the class roll by an academy staff member and answer “present”. This is done to ensure all students have safely left the building.
- Students must wait until the fire warden and the fire department have given the all clear before re-entering the building.

Course photography

Some courses may include student assessment and/or portfolio photography. We strongly recommend students provide their own clothing and accessories to create unique photographs as the academies only keep a limited number of clothing items for this purpose.

All photography props required by the student (for example, models, backdrops, smoke machines and specific backgrounds) must be provided and paid for by the student. Portfolio photographs will only be provided to students upon payment of all course fees and on completion of all applicable assessments.

Attendance and absenteeism

The qualifications the academies deliver are developed specifically to meet industry needs. There is a high level of practical application under the direction of our highly skilled trainers. As such, students are expected to attend 100 per cent of their lessons, field trips and industry placement (where applicable), with a minimum of 95 per cent attendance. Failure to attend sessions (and more than 5 per cent absenteeism) is not advisable and may result in a student not achieving competency or failing to successfully complete their qualification.

Students are required to provide a doctor’s certificate to administration staff if they are absent from any session due to illness. In addition, if a student is aware of any illness that will require a protracted absence from the academy, they must notify the academy and indicate the likely duration of the absence.

In the event a student is unable to attend a class or is expected to be late for a lesson, the student should phone the administration number for their campus prior to the commencement of the class. Students who have missed classes are required to meet with the HOD to develop a training plan to catch up on missed lessons in scheduled
timetables only. If the student fails to do so, they will be at risk of not completing and may be withdrawn from further study. In this case, students would receive a result of Not Yet Competent for the unit/s that have been delivered.

See our course fees overview schedule for details on unit costs.

**Punctuality**

Students must be ready to commence classes on time and should arrive at least 15 minutes prior to the scheduled class start time. Be aware that classes will start on time and trainers will not wait for absent students to arrive. Students have access to the academy from 8:30am.

**Refund and cooling off policy**

All fees are to be paid at the specified time as per the course information and can only be paid by credit card or EFT and on the specified payment plan. Tax invoices will be issued as required and as an approved program, there is no GST included in the course cost.

In the event that the course is cancelled, due to circumstances beyond our control, AMAB will refund the tuition fees for the units not yet completed or offer to transfer the student to another course at no additional cost. If a class is cancelled prior to commencement, a full refund of all fees paid will be available.

All students are liable for the financial commitment to AMAB, however a cooling off period of five (5) days applies if training has not commenced within that period.

**Short courses and workshops cooling off period:**

Students who withdraw from a course more than five (5) working days prior to the commencement of a short course or workshop will receive a full refund less the $100 non-refundable administration free. Students who withdraw from a course or workshop less than five (5) working days prior to the course commencement will not be eligible for a refund.

**Accredited courses (full qualifications) cooling off period:**

Students who withdraw more than five (5) working days prior to commencement of the course will receive a full refund less the $100 non-refundable administration free. Students who withdraw less than five (5) working days from commencement will not automatically receive a refund. Students will be liable for the cost of any student kits or uniforms they receive and any units of study they have been delivered.

A refund application is required and will be reviewed on an individual basis.

An application for a refund must be submitted to the academy within four (4) weeks of the withdrawal notification. All applications for refund received after four (4) weeks of the withdrawal will be declined.

**Withdrawals and deferrals**

If you wish to withdraw or defer from your course, you are required to submit the request in writing to the email address for your campus. Deferrals will be reviewed on an individual basis. Please contact the academies’ compliance officer to discuss your circumstances.

If a student withdraws from a course, the academy will refund any course fees paid for units not delivered, less the non-refundable administration fee, student kit cost and the cost of any units that have been delivered.
Students withdrawing for medical reasons (which is verified by a medical certificate), should discuss their options with the HOD to negotiate a training plan to allow them to continue their studies.

Please note that units of competency that have had content delivery or resources issued will not be refunded.

Please note: qualifications, Statement of Attainments and portfolio photographs, will not be issued to students until the full enrolment cost has been paid to the academy.

AMAB:

- Has appropriate safeguards and fair options in place for any monies paid in advance
- Guarantees that once you have commenced your training and assessment you will be provided with every opportunity to complete the course
- Will, in the event that a course is cancelled, while in progress, due to circumstances beyond its control, provide students with a refund of fees on hold or offer to transfer the student to another course
- Will refund a pro rata proportion of any money paid by the student and not yet used for the delivery and assessment of the course, in the event the academies cancel or discontinue a course

Students who have any queries regarding eligibility for refunds should contact the administration staff at their campus in the first instance.

Fees in advance

AMAB has appropriate safeguards and fair options in place for any monies paid in advance, and guarantees that these funds will not be used until courses and/or units have commenced.

Re-enrolment in studies

Students who have been resulted as Not Yet Competent (for any or all units) or have withdrawn from study may re-enrol at a later date, to complete their qualification. Re-enrolment will depend on class availability and will be negotiated with the HOD. A training and assessment plan will be developed on an individual basis.

Students will be charged a non-refundable administration fee of $100.00 plus the cost of the units they have not yet completed. This will be calculated at the unit price at the time of re-enrolment.

If a new student kit is required, it will be charged at full price and be included in the payment calculation.

Academy on and off campus activities (field trips and work experience)

As part of its services, Bellevue Beauty and the Australian Academy of Cinemagraphic Makeup may place students with a local beauty salon, day spa, film or TV production or other facility for work experience and may require students to attend field trips.

Advance notice will be given to students when these trips are necessary and it will be up to individual students to ensure they have transport to and from the venue.

Any student unable to arrange transport should advise the teaching staff prior to the scheduled day of the field trip.

Diploma of Specialist Makeup

Work experience forms part of the required curriculum and must be completed to meet the assessment requirements for this qualification. Students are required to arrange their own work experience. The academy
will assist with contacts and leads where possible. While attending at sites outside the academies, students are responsible for:

- Conducting and presenting themselves in a professional and ethical manner at all times
- Obeying the reasonable instructions of the person or persons supervising their work experience
- Their own personal safety and transport
- Public liability insurance

Client days will run every Tuesday. Client days form part of Bellevue Beauty's curriculum and are mandatory. Students enrolled in the Diploma of Specialist Makeup Services are required to do a minimum of 40 hours of field placement. For more information please contact the AMAB administration team.

Rights and responsibilities

The adult learning environment within AMAB encourages and supports the participation of people from diverse backgrounds. AMAB’s aim is for each student to have an equal opportunity to learn in a supportive environment.

Students' rights

AMAB recognise that students have the right to:

- Expect AMAB to provide training of a high quality that recognises and appreciates their individual learning styles and needs
- Have access to all AMAB's services regardless of educational background, gender, marital status, sexual preference, race, colour, pregnancy, national origin, ethnic or socio-economic background, physical or intellectual impairment, and religious or political affiliation
- Have their prior learning, acquired competencies and experience appropriately recognised in determining their requirements for training and assessment
- Be advised of the learning outcomes and prescribed assessment tasks for the training program of their choice prior to its commencement
- Appeal for a review of the results of an assessment
- Have every opportunity to achieve the published learning outcomes from their training program
- Learn from fully qualified, competent and diligent trainers who observe their responsibility to address students’ learning needs, assist them to achieve the course outcomes, and assess students’ work fairly
- Learn in an appropriately appointed, safe and clean learning environment, free from all forms of harassment and discrimination
- Be treated with dignity and fairness
- Expect AMAB to be ethical and open in their dealings, their communications and their advertising
- Expect AMAB to observe their duty of care to them
- Efficient handling of administrative matters including the processing of fees, concessions, refunds etc.
- Privacy and confidentiality, and secure storage of student records in accordance with AMAB’s policies, to the extent permitted by law

Students' responsibilities

Students are responsible for:

- Understanding and accepting the enrolment conditions for the courses they undertake
- Providing accurate information about themselves at the time of enrolment, and to advise AMAB of any personal information changes, including changes to their address or phone numbers within seven days
- Paying of all fees and charges associated with their course
• Signing in and out when attending training
• Abiding by the dress code stipulated by AMAB
• Submitting original work free of plagiarism that has not been reproduced from other students’ work
• Recognising the rights of staff and other students to be treated with dignity and fairness, and behaving in an appropriate and acceptable manner towards them
• Regular and punctual attendance
• Ensuring they attend classes sober and drug free, and smoke only in designated areas
• The security of their personal possessions while attending a course
• Promptly reporting all incidents of harassment or injury to the AMAB staff
• Respecting AMAB’s property and observing policy guidelines and instructions for the use of equipment
• Seeking clarification of their rights and responsibilities when in doubt
• Asking for assistance and/or support when needed

Disciplinary policy

Students found cheating will receive a formal written warning from the CEO advising that a second breach will result in the student being asked to leave the course with no refund. Please see the fees and charges in Appendix 1 attached to this document.

Students who breach the student rules and codes of conduct at the academies may attract disciplinary action. This may be in the form of a verbal or formal warning or, in serious cases, result in suspension or expulsion from class. No refund will be issued to students removed due to disciplinary action.

All illegal activities carried out in or around the academy will be reported to the appropriate authorities.

Training guarantee

AMAB is committed to ensuring you receive training, assessment and support services that meet your individual needs. To achieve this, we need to know what your needs are.

If at any point throughout your course you require any assistance or support, please discuss these needs with AMAB staff and we will do our best to help. If you have any special needs, including language and literacy, learning, mobility, visual or hearing impairment, please notify staff as soon as possible, preferably at enrolment, to allow us to assess your requirements and make arrangements to address your needs where possible. If you do not tell us about any condition that may affect your learning, we will not be able to assist you if the need arises. Any information you tell us in relation to your needs will remain confidential and will only be used to support you.

Please refer to the support services policy and procedure on our website or contact administration.

Changes to agreed services

Where there are any changes to agreed services, AMAB will advise the learner in writing as soon as practicable, including in relation to any new third party arrangements or a change in ownership or changes to existing third party arrangements.

Complaints and appeals policy

AMAB has a complaint and appeals policy in place. Any complaint or appeal of an assessment judgement can be made to the director or their representative in writing (via the complaints and appeals form). All complaints and appeals will be reviewed and addressed equitably and efficiently, in accordance with the principles of natural justice.

Students will be notified of the outcome of the complaint or appeal within 10 working days of receipt.
Access to students’ records and participation

AMAB is committed to providing you with accurate and current records of your participation and progress. If at any point you wish to view your student file or discuss your progress in the course, please arrange a time with your trainer, HOD or the education quality manager and they will be more than willing to help you.

Credit for prior studies

During the enrolment process, students will advise administration staff of previous qualifications or units of competency that they hold, for the purpose of credit transfers. Students will submit their original or certified copy of their statement of attainment or record of results. If the unit/s complies with the training package requirements, AMAB will authenticate the information in the document (e.g. by contacting the organisation that issued the document and confirming the content is valid).

The unit/s will be credited to the students and no learning or assessment will be required. Students will be issued a training plan to advise them of the classes they must attend.

There is a $25 administration fee per unit for credit transfers.

In cases where units have been customised for a specific industry, students may be advised to participate in the learning process to gain this information or practical application. A resources fee for products and equipment used in practical applications will be negotiated with the student.

AMAB is not obliged to issue a qualification or statement of attainment that is achieved wholly through recognition of units and/or modules completed at another RTO or RTOs.

Recognition of prior learning

AMAB provides a user-friendly, supportive, streamlined framework for the assessment and recognition of various types of prior competencies obtained by an individual through previous or current training, work experience and/or life experience.

The underlying principle of Recognition of Prior Learning (RPL) is that no individual or participant should be required to undertake a unit of study in a training session for which they are able to demonstrate satisfactory achievement of the required competency standard or learning outcome for entry into, and/or partial or total completion of a qualification.

Students who identify as RPL candidates will advise the administration staff during enrolment. They will be issued with information about the RPL process and an appointment will be arranged with the education quality manager to commence the RPL process.

Administrative contacts

Occasionally students may need to consult the trainers and/or administration with comments, questions and suggestions or in relation to other matters. In order that we may better assist our students, we suggest, that students speak with their trainer or contact the administration officer at their campus.

Trainers can often assist with any individual subject problems a student may encounter. The trainer can only comment on his or her subject and not on other subjects. The following suggestions may also be of assistance. Read all the information contained in this book thoroughly. If the required information is not found in our policies and procedures or terms and conditions, refer the question to administration officer at their campus.
Change of contact details

Students are required to notify the RTO when any changes are made to your name, address or telephone number. The form for notifying AMAB of any such changes can be found on our website and emailed to admin. No responsibility will be accepted by AMAB for failure to follow this procedure.

Medical certificates

All medical certificates substantiating reasons for failure to sit an assessment must be presented to student services. Any other medical certificates must be handed to the individual trainer for the recording of attendance.

Assessment results

Students are notified of assessment results by their trainer at the end of each session. Assessment results will not be given to anybody other than the individual student, the trainer or the CEO without the student’s prior written permission. No assessment results are issued or discussed over the telephone.

Workplace health and safety procedures

AMAB is committed to its responsibilities to students, staff and the public, to ensure a safe and healthy working environment. AMAB operates according to appropriate workplace, health and safety standards and procedures. First aid kits are located in the offices of AMAB. These are accessible during training, if required, via your trainer or administration.

All accidents and incidents are to be reported to AMAB staff as soon as possible

Legislation in relation to your study

As a student at AMAB you are required to know about your rights and responsibility in relation to various acts and regulations that may impact on your study.

A legislative summary document is available from the CEO should you wish to read it. This is called the Legislative Summary QLD V1.0.

There are certain pieces of legislation that you need to make yourself aware of during your course. These are (but not limited to):

- National Vocational Education and Training Regulator Act 2011
- Commonwealth Privacy Act 1988 / Privacy Amendment (Private Sector) Act 2000
- Commonwealth Sex Discrimination Act 1984
- Commonwealth Racial Discrimination Act 1975
- Commonwealth Age Discrimination Act 2004
- Commonwealth Disability Discrimination Act 1992

Copies of all legislation may be viewed and downloaded at www.austlii.edu.au. Refer to the local and state legislation for your state or territory.
Appendix 1

Additional fees and charges may be incurred if applicable.

In addition to the application and course fees, students may be required to pay additional fees for the following services:

- **Non-refundable administration fee:** $100
- **Non-refundable re-enrolment administration fee:** $100 plus specific unit costs
- **Credit transfer administration fee:** $25 per unit
- **Late payment for fees not paid on due date of payment plans:** Varies
  
  Please contact Pay Solutions on 1300 131 425 in regards to your specific payment plan.

- **Fees to re-sit an assessment due to an unsuccessful result:** Nil
- **Additional practical assessment fees:** $300 per half day
  
  If a practical assessment is missed through non-attendance the student may schedule a trainer to facilitate the assessment. This will be at the cost of the student. Students may also book additional training time outside of regular class time.

- **Printing and photocopying fees:**
  
  Printing and photocopying is available in A4 sizes. Please talk to reception.
  
  - B&W: $0.50 per page
  - Colour: $1.00 per page

- **Fees for issuing a copy of awards or Statement of Attainment:** $25 per document
  
  Transcripts / Completion Letter / Attendance - Only the first copy of these documents is free of charge when you complete or withdraw from a course.

- **Student ID card fee:** $25

- **Application of Recognition of Prior Learning (RPL) fee:** Normal unit cost
Agreement to comply (students)

I have read the terms and conditions for students as outlined in the AMAB student handbook and agree to comply with all the conditions and requirements therein.

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Student Name (or parent/guardian if under 18)  PLEASE PRINT NAME

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Student Signature (or parent/guardian if under 18)

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Date