



RTO # 2875

# Massage Schools of Queensland

## Australian Student Enrolment Form

(please complete all 3 pages)

Office Use Only

Deposit Paid \_\_\_/\_\_\_/\_\_\_

Paid in Full \_\_\_/\_\_\_/\_\_\_

Staff \_\_\_\_\_

Student No:.....

Unique Student Identifier:.....

Surname: ..... Given Names: .....

Date of Birth..... Sex: Male  / Female

Residential Address:

Street:..... Suburb:..... State/Territory:..... PC.....

Postal Address:

Street:..... Suburb:..... State/Territory:..... PC.....

Contact Details:

Phone Home ..... Business ..... Mobile .....

Email Address: .....

### Please complete - Emergency Contact Details:

Name ..... Relationship .....

Address ..... Post Code .....

Phone Home ..... Business ..... Mobile .....

(Deposit includes non-refundable \$200 Application Fee)

Course Name	TICK	FT / PT	Start date	Tuition Fee	Deposit
HLT 42015 Certificate IV in Massage Therapy		FT / PT	/ /	\$2,880	\$500
Elective Package: OPTION 1		FT / PT	/ /	\$1,500	\$500
Elective Package: OPTION 2		FT / PT	/ /	\$1,080	\$500
HLT 52015 Diploma of Remedial Massage		FT	/ /	\$12,080	\$1,000
HLT 52315 Diploma of Clinical Aromatherapy		FT	/ /	\$13,060	\$1,000
22248 VIC Advanced Diploma of Myotherapy		FT / PT	/ /	\$9,900	\$1,000

### Packaged Course

		FT / PT	/ /		
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### Credit Transfer / RPL (Recognised Prior Learning)

Subjects Credited	Fee Deducted

Payment by: Cash  EFTPOS  Cheque  Visa  MasterCard  AMEX

Cardholder Number :

Card Expiry Date:

MONTH

YEAR

Cardholder Name : ..... Authorized Signature : .....

\*Note: Credit card payments will incur a 1.5% surcharge. (3% for AMEX)

**REFUND POLICY : FEES INCLUDE A NON REFUNDABLE ENROLMENT FEE. DEPOSITS ARE NON - REFUNDABLE**, unless notification in writing is received three weeks prior to the commencement of the course. If for any reason Massage Schools of Queensland cancels a course, deposits and fees will be refunded in full. Please see over page for refund policy details in full.

**APPLICANT DECLARATION:** I declare the above information to be true and correct. If I am accepted into the above mentioned course, I agree to be bound by the school rules, and by the Code of Practice, **which I have read & signed over the page.**

Signed : ..... Date : .....

On behalf of Massage Schools of Queensland : .....

CODE  FILE  LETTER  PAYMENT PLAN  RECEIPT #

**Language and cultural diversity:** (Please tick relevant box)

In which country were you born?

Australia  Other

If other please specify which.....

Do you speak a language other than English?

English only  Other language

If other please specify:.....

If other how well do you speak English?

Very well  Well

Not well  Not at all

Are you of Aboriginal or Torres Strait Islander origin?

No  Yes, Aboriginal

Yes, Torres Strait Islander

**Disability**

Do you consider yourself to have a disability, impairment or long-term condition?

Yes  No

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

Hearing/deaf  Physical

Intellectual  Learning

Mental illness  Acquired brain impairment

Vision  Medical condition

Other

**Schooling**

What is the highest COMPLETED school level?

Year 12 or equivalent  Year 11 or equivalent

Year 10 or equivalent  Year 9 or equivalent

Year 8 or equivalent  Never attended school

In which year did you complete that school level? .....

Are you still attending secondary school?

Yes  No

**Previous qualifications achieved**

Have you SUCCESSFULLY completed any of the following qualifications?

Bachelor degree or higher  Advanced diploma or Associate degree

Diploma (or associate Diploma)  Certificate IV (or advanced certificate/technician)

Certificate III (or trade certificate)  Certificate II

Certificate I  Certificate other than the above

**Employment**

Of the following categories, which BEST describe your current employment status?

Full-time employee  Part-time employee

Self-employed  Employer

Employed – unpaid work in a family business

Unemployed – seeking full-time work

Unemployed – seeking part-time work

Not employed – not seeking employment

**Study reason**

Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship?

To get a job  To develop my existing business

To start my own business  To try for a different career

To get a better job or promotion  It was a requirement of my job

I want extra skills for my job  To get into another course of study

For personal interest or self-development  Other reasons

# Massage Schools of Queensland

## CODE OF PRACTICE

### 1. Information Available

Please read the provided Student Handbook for a full description of our policies and Code of Conduct.

### 2. Training and Assessment Methods

- All subjects are taught in class with theory and practical experience. Each massage / treatment class includes hands on massage.
- Assessments are conducted at the end of each subject. These may be a theory test, a practical test or some assignment work.
- A thesis is part of all Diploma level courses.

### 3. Fees

- The fee quoted here includes a \$200 non refundable enrolment fee
- All fees must be paid prior to, or on the due date. Failure to do so can result in termination of enrolment
- A deposit is required to secure a place on the course and fees may be paid by payment plan with weekly or monthly payments.
- Students with outstanding fees will not be permitted to graduate until all fees are paid in full
- Credit card payments will incur a 1.5% surcharge (3% for AMEX)

### 4. Refund Policy

- Applicants must advise Massage Schools of Queensland in writing of their intention to withdraw from a course.
- For written cancellation received three (3) or more weeks prior to commencement of a **full time** course, a full refund of fees less \$200 Enrolment Fee will be made.
- For written cancellation received three (3) or more weeks prior to commencement of a **short** course, deposit is not refundable.
- For cancellation less than three (3) weeks prior to commencement of a course, fees paid are non-refundable.
- For cancellation after commencement of a course, fees paid are non-refundable.
- For cancellation due to medical/emergency reasons only, students must attend an interview with the Head of School. Any fees or unused portion thereof may be held in credit for students' use within a 12 month period, and an administration fee will apply.
- Where a course is cancelled for any reason by Massage Schools of Queensland, and alternative courses do not suit the applicant, a full refund of fees paid will be made.
- All student fees will be processed through a separate banking account for auditing purposes.
- Once MSQ receives the deposit, MSQ provides the access to LEARNERS GUIDES. The deposit cannot be refunded after that.

### 5. Complaints

- Complaints are welcomed as a means of ensuring that we overcome problems encountered by clients, and provide an opportunity to improve the operation and delivery of our training programs.
- Complaints about fellow students should be referred to the teacher or Class Captain in the same way, and a meeting with the Head of School and student will be arranged to address the problem through a mediation process.
- In the event of a complaint against the organisation, staff or fellow student involving a breach of civil law, the participant should contact the Head of School immediately. If it is not resolved, then it should be referred to the appropriate Government Agency.
- An independent third party for handling student complaints will be made available to students if requested or if Massage Schools of Queensland deems it necessary to do so.
- Students may nominate a person of their choosing to accompany or represent them in any complaint process.
- Our complaint resolution process does not circumscribe the student's right to pursue other legal remedies.
- Massage Schools of Queensland will act upon any complaint found to be substantiated.

### 6. Academic Appeals

- Students can appeal against a result for any subject or course within 21 days of the issue of results. Results will be reviewed and notification given of the outcome within fourteen (14) days of appeal.
- In the event of an appeal, the participant should contact their teacher and request to fill out an Appeal form which is then forwarded to the Head of School. If the appeal is not resolved, it will go before an independent panel so that the student can address his/her issue. A written response to the Appeal will be given to the student within 7 days.

### 7. Student Conduct & Discipline

- Students are required to observe any lawful direction given by a staff member in order to ensure the safety of individuals and the orderly conduct of learning programs delivered by Massage Schools of Queensland.
- Students must maintain a high standard of behaviour within the premises of Massage Schools of Queensland and must not indulge in any acts, which may result in damage to property or unduly interfere with the comfort or convenience of any person lawfully entitled to be within the premises of Massage Schools of Queensland. The necessary action will be taken by the Head of School of Massage Schools of Queensland, and an appeals process will be available to students upon any decision that is made.

### 8. Exit Points

- Qualifications delivered by Massage Schools of Queensland are assessed using a holistic approach to assessment. Students who exit a program prior to completion of the entire qualification will not be issued with a Statement of Attainment. Students undertaking a short course program will be issued with a Certificate of Attendance.

I confirm that I have read and that I understand the Code of Practice. I consent to information on this form and support evidence supplied by me to be:

- released to a third party when required;
- used by the Australian Skills Quality Authority and any other governing bodies for audit, verification, research, statistical analysis, program evaluation, post-completion surveys and internal management purposes.
- I have read and understood the Privacy Notice.

I hereby assign all rights to any video recording(s), audio recording(s), motion picture filming and photograph(s) made of me during the course of my study at Massage Schools of Queensland. And I hereby authorise the editing, re-recording, duplication, reproduction, copyright, exhibition, broadcast and/or distribution of said recording(s), film(s), photograph(s) for the purposes of marketing and education.

RHONA MCKAY

APPLICANT NAME:.....

HEAD OF SCHOOL

APPLICANT SIGNATURE:.....