

# Application for Government Funded Course Smart and Skilled

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## Personal Details

Given Name:	Middle Name:	Last Name:
Address:		Postcode:
Suburb:		
Tel: (Home)		Tel: (Work)
Mobile:		Email:
Date of Birth: / /	Tick if under 18 at commencement ( )	Gender: Female ( ) Male ( )

## Emergency Contact Details

Name:	Relationship to student:
Tel: (business hours)	Mobile:

## If under 18\*

Parent/Guardian Name:	*Parent/Guardian signature:
Address:	
Postcode:	
Tel: (business hours)	Email:
	Mobile:

## NSW Smart and Skilled – Eligibility Criteria

### To be eligible to enrol participants must be:

- 15 years old or over, and
- no longer at school, and
- living or working in NSW (or an Aboriginal or Torres Strait Islander person living in specific NSW border areas), and
- an Australian citizen, Australian permanent resident, Australian humanitarian visa holder or New Zealand citizen or
- a NSW apprentice or trainee

Providing you meet the personal eligibility criteria for Smart and Skilled, you're entitled to enroll in a subsidised course up to Certificate III level with HBA, an approved Smart and Skilled training provider.

You can also enroll in subsidised training in targeted priority areas at Certificate IV, Diploma or Advanced Diploma level, depending on the availability of funding for these courses.

NSW apprentices and most new-entrant trainees are eligible for a government subsidy for the training that supports their apprenticeship or traineeship. Previous qualifications do not affect eligibility, but may affect the student fee.

For more information on Smart and Skilled eligibility, go to the [Are you eligible?](#) Smart and Skilled webpage.

Students are required to provide evidence to support their eligibility for the appropriate Smart and Skilled fees. To determine if you are eligible for a concession HBA requires proof of eligibility.

The following evidence is accepted:

Where applicable, please provide the following information:

- a letter from the Department of Human Services (Centrelink) confirming receipt of the benefit. The letter should clearly show the Centrelink Reference Number (CRN); or
- a current concession card that shows the CRN; or
- a current Centrelink income statement that clearly shows the benefit or allowance category and the CRN; or
- any other evidence that clearly shows the CRN and the benefit or allowance category; or
- for people applying for Austudy or Newstart allowance, an approval letter from Centrelink that shows the CRN and indicates that commencement date of their benefit is within two weeks of their enrolment or two weeks within the date of the first class attendance or participation in training.

Please Note: A student who is seeking a concession as a dependent child, spouse or partner of someone who is receiving a specified Commonwealth benefit or allowance must provide documentary evidence that Centrelink recognises the individual as the dependant. The evidence should clearly show the CRN of the benefit or welfare recipient.

**Fee exemptions:** apply to Aboriginal or Torres Strait Islander students. Students in receipt of a Disability Support Pension and students with a disability are entitled to one full fee exemption.

Note: Details are accurate at the time of printing but are subject to change with or without notice.

**Fee-free scholarships:** individuals must first meet the Smart and Skilled personal and program eligibility rules. In addition, individuals must be:

Aged between 15 and 30 (inclusive) at the start date for training

Eligible for a concession fee (i.e. either a Commonwealth welfare recipient or a student with a disability undertaking a second qualification in a calendar year)

A social housing resident or person on the NSW Housing Register (waiting list) who seeks a fee-free scholarship will need to confirm, their social housing status on enrolment for the purpose of the fee-free scholarship scheme. Applicants will need to confirm one of the following "Social Housing" criteria's:

- public housing (owned and managed by the Government)
- community housing (owned and/or managed by community housing providers)
- Aboriginal housing (owned and/or managed by the Aboriginal Housing Office (AHO) and Aboriginal Community Housing Providers)
- crisis accommodation/supported accommodation (Specialist Homelessness Services)
- private rental assistance managed by Housing NSW (for example: rental bond loans, tenancy guarantees, tenancy facilitation and private rental brokerage)

### Student Fee Protection

The Hair and Beauty Academy will maintain a tuition assurance scheme to safeguard students in the event of it becoming insolvent and are unable to return fees paid in advance. The tuition assurance scheme will source similar training to allow the effected participants to complete their studies without further financial burden. However if the student cannot be placed, the tuition assurance scheme will make refunds.



### Application Process

1. HBA posts or emails student course information.
2. Interview time is made (Eligibility is confirmed, fee structure is determined, LLN (Language, literacy and numeracy) Skills Set exam is given, course outline and outcomes are discussed. What to expect, what is expected of you and what is included in your course.
3. Obtain or create a USI (Unique Student Identifier)

We are required to collect and verify a Unique Student Identifier (USI) for each student enrolled in our courses. This USI will allow you to track your completed units and qualifications in one central location. To create your USI we need your consent as well as sighting your original Photo ID.

Please visit: <http://www.usi.gov.au/Students/Pages/default.aspx>

4. HBA then submit your Smart and Skilled course application
5. Student verification and quote is obtained
6. HBA receives Notification notice and sends enrolment status to student (disapproved/approved)

If your application is approved you will be asked to come in to the Academy at an appropriate time to proceed with your placement.

### Enrolment Fees

Once your eligibility is confirmed, and fee structure is determined the following payment options are available

**Cheque or Money Order:** Made payable to 'The Hair and Beauty Academy'

**Internet Transfer:** Payment made by internet transfer should include a reference of the students name in full.

**Bank:** St George BSB: 112 879 Account: 028 490 970

**Cash or EFTPOS:** Credit card (MasterCard and Visa)

Note: Fee exemptions apply to Aboriginal or Torres Strait Islander students.

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## Course Selection

Diploma of Beauty Therapy	SHB50115	<input type="checkbox"/>
Certificate IV in Beauty Therapy Apprenticeship	SHB40115	<input type="checkbox"/>
Certificate III in Beauty Services	SHB30115	<input type="checkbox"/>
Certificate III Nail Technology	SHB30315	<input type="checkbox"/>
Certificate III in Hairdressing Apprenticeship	SHB30416	<input type="checkbox"/>
Certificate III in Hairdressing	SHB30416	<input type="checkbox"/>
Certificate IV in Hairdressing	SHB40216	<input type="checkbox"/>
Certificate III in Barbering	SHB30516	<input type="checkbox"/>
Certificate II in Salon Assistant	SHB20216	<input type="checkbox"/>
Certificate II in Salon Assistant Apprenticeship	SHB20216	<input type="checkbox"/>

**STATUTORY DECLARATION** – *To be completed by the applicant and signed by a JP, Pharmacist, Police Officer, or similar*

I

[address]

[occupation]

make the following declaration under the *Statutory Declarations Act 1959*

1. I am an Australian citizen, Australian permanent resident, Australian permanent humanitarian visa holder or New Zealand citizen
2. I am not enrolled in secondary or tertiary education
3. I am a NSW resident or work in NSW
4. I am a person aged 15 years and over
5. I believe that the statements made in this application form are true.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

**Signature of person making the declaration:**

Declared at: (place)                                  on (day)                                  of (month)                                  (year)

**Before me (Authorised Person),** i.e. – JP, Pharmacist, Police Officer

**Authorised persons signature:**

**Full Name:**

**Address:**

**Qualification:**

*Note 1 A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the Statutory Declarations Act 1959.*

*Note 2 Chapter 2 of the Criminal Code applies to all offences against the Statutory Declarations Act 1959 — see section 5A of the Statutory Declarations Act 1959.*

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