

Casey College of Beauty Therapy Student Entry Procedure

VET STUDENT LOANS

- Student must submit an online enquiry form or phones/emails reception to arrange a course consultation time.
- Student must read all information on website pertaining to Vet Student Loans
- Student must attend a course consultation prior to enrolment to gain information on course outline, units, requirements etc.
- Students receive information and are offered to meet with the Training Coordinator for an information session and to view facilities.
- Upon enrolment, student completes enrolment forms
- Student attends an Vet Student Loan interview session where the Training Coordinator ascertains the students ability to undertake required studies. If student does not hold a Year 12 Senior Secondary Certificate of Education that has been awarded by the state or have an AQF qualification at level IV or higher, a Language, Literacy and Numeracy test will be taken
- CEO and RTO Manager discuss with the Training Coordinator the enrolment application and interview information to ensure prospective students have all relevant information including:
 - Enrolment Form
 - USI number.
 - Identification (copy of citizenship papers if not born in Australia).
 - Training schedule and Terms and Conditions.
 - Acknowledgement of social media and photography acceptance
 - Any declarations if applicable
- Once students have returned all information and viewed facilities they are informed of their acceptance into the chosen course.
- Student will be given an Orientation Pack where they are invited to attend an Orientation Day to undergo an induction to discuss; Student Code of Conduct, Timetables, Facilities, Excursions/Incursions, Uniform, Text book, VET Student Loan information.
- Enrolment check list is signed by student support staff member.
- Casey College of Beauty Therapy will then send the Department of Education your information and the Department will send you information on how to apply for your VET Student Loan.

- Student then applies on line using password sent by Department of Education.
- If under 18, student prints off application form, has parent sign and provides a copy to Casey College
- Student receives Confirmation of Enrolment letter and email from Casey College once confirmation of online application is confirmed.
- Student confirms acceptance of place in and commitment to course.
- Student attends Orientation and receives; textbook, uniform, student ID number, training programs, student induction folder and bag and learning materials.

If you are considering enrolment and would like more information please contact our staff on the below details: Phone: 03 5995 9837 Email: ccbt@live.com.au