Privacy and Data Collection
The Advanced School of Beauty Therapy (ASBTh) collects and stores your personal details for the purpose of maintaining its student records. We also record your progress and results for the purpose of evaluating both your and our performance. Where Federal, State or Local Government funding supports your studies, we are obliged by law to submit your personal and study details to the appropriate bodies for statistical purposes.

ASBTh DOES NOT share, rent or sell personal information you provide and confidentiality is maintained and protected under the NSW Privacy Act.

Payments and Refunds
All enrolments must be accompanied by an initial payment as outlined on the information sheet for the course. You will not receive any learning materials, textbooks or training kits until you have enrolled and paid the initial payment and made appropriate arrangements for regular progress payments.

On or before the first day of training you must pay the first fortnightly payment. All payments for courses are to be made and remain fortnightly in advance.

Qualifications will not be issued until all fees and charges have been paid in full. If debt recovery procedures are commenced they will be at your expense.

As part of our access and equity policy, The ASBTh is committed to making learning affordable and accessible to everyone. If your circumstances prevent you from paying the full initial payment by the commencement of the course or any of your progress payments contact the Accounts Manager to discuss alternative arrangements for payment.

Conditions of eligible refunds
1. To receive a refund of an initial payment written notice to withdraw must be received by The ASBTh ten (10) or more business days prior to the commencement of the course.
2. If you give notice of withdrawal within ten (10) business days of course commencement you will be given all the equipment purchased for you which is equivalent to the value of the initial payment plus an administration fee. This will total the full deposit paid.
3. No refund of fees paid will be made for withdrawal from the course after course commencement.
4. Failure to pay fees at least two (2) weeks in advance will lead to exclusion from the class until all owing fees are paid.
5. For distance students no study packs will be sent to you until payments are received.
6. If you are expelled from the ASBTh you will forfeit all funds paid in advance.
7. If you are suspended from class fees are still payable.
8. If you do not attend classes fees are still payable unless other arrangements have been made.

Conditions of eligible refunds (distance programs)
1. To receive a refund of an initial payment written notice to withdraw must be received by The ASBTh ten (10) or more business days prior to the commencement of the course.
2. If you give notice of withdrawal within ten (10) business days of course commencement you will be given all the equipment purchased for you which is equivalent to the value of the initial payment plus an administration fee. This will total the full deposit paid.
3. No refund of fees paid will be made once a study pack has been sent to you.

The Refund Policy is negotiable for extenuating circumstances at the discretion of the Managing Director. Extenuating circumstances may include medical conditions supported with a doctor’s certificate, death in the family or inability to pay fees.

Access and Equity
The ASBTh is committed to the principles of access and equity and will endeavour to accommodate the needs of all learners. If you have a disability or special requirement that may prevent you or limit your ability to participate in our programs please make it known when you enrol.

If after the commencement of a program it is identified that you have a Language, Literacy and Numeracy (LLN) issue you will be referred to a LLN support provider. Your position in the program will be held open for as long as practically possible or a refund proportionate to your progress through the program less the cost of any materials unable to be reused will be made.

Recognition
The ASBTh is obligated to recognise any previous study or experience relevant to your qualification. This includes recognising qualifications you have achieved with other training providers.

Further details can be found in the Learner Handbook at www.schoolofbeauty.nsw.edu.au or by phoning the School.