FAIR TREATMENT AND EQUAL BENEFITS AND OPPORTUNITY POLICY

Overview
The French Beauty Academy supports equal opportunity and is committed to providing all staff, students and potential students with a working and learning environment which values diversity, respects differences and provides an environment that is safe, healthy, positive, supportive and free from all forms of harassment, bullying and discrimination.

Definitions
For the purposes of this document the following applies:

The Act refers to the *Higher Education Support Act 2003*

Student/s refers to all persons enrolled in a unit of study who are, or would be entitled to VET FEE-HELP assistance under clause 43 of Schedule 1A of the Act; and

Potential Students refers to all persons seeking to enrol in a VET unit of study that meets the course requirements under subclause 45(1) of Schedule 1A of the Act and who are, or would be, entitled to VET FEE-HELP assistance under clause 43 of Schedule 1A of the Act.

1.0 Fair Treatment
1.1 The French Beauty Academy will treat all Students and Potential Students fairly.

2.0 Student Selection
2.1 The French Beauty Academy has open, fair and transparent procedures, based on merit for making decisions about:
   a) the selection, from among Potential Students; and
   b) the treatment of Students.

2.2 Potential Students seeking to enrol in a VET unit of study with The French Beauty Academy, regardless of their background, circumstances or eligibility for funding will be assessed for entry to study through the same published entry requirements and through the same process.
2.3 The above undertakings do not prevent The French Beauty Academy taking into account, in making decisions about the selection and treatment of Students or Potential Students, educational disadvantages that a particular Student or Potential Student has experienced or the fact that the Student or Potential Student may be enrolled via a VET restricted access arrangement.

2.4 INTERVIEW
   All applicants will attend an interview to gain a comprehensive understanding of the course requirements and to be assessed on their aptitude and suitability to the specific course. At this time Credit Transfer and Recognised Prior Learning is discussed and appropriate forms are issued if either applies to the individual.

2.5 APPLICATION
   Individuals who seek to enrol in a course with The French Beauty Academy must complete and submit the Application Form which is available from our offices or alternatively via the website.

2.6 ASSESSMENT AGAINST PUBLISHED ENTRY CRITERIA
   Admissions assesses the application. Where the application is not complete or if further information is required, the applicant will be contacted and given the opportunity to provide further information.

2.7 CONFIRMATION OF ENROLMENT
   Applicants will be notified in writing confirming their place in their chosen course. The applicant is then enrolled and further details about the course and arrangements for student orientation are sent prior to the course commencement date.

3.0 Publication
3.1 This Fair Treatment and Equal Benefits and Opportunity Policy will be made available to Students and Potential Students through publication on the website: www.thefrenchbeautyacademy.edu.au.