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www.durban.sa.edu.au
CRICOS PROVIDER NO: 02915G, RTO NO: 40268

DURBAN INTERNATIONAL STUDENT APPLICATION FORM

The following form is to be completed by students wishing to study with Durban International College. All potential students must complete the following form to initiate their enrolment process.

Complete the following table of information and submit to the college with all the supporting documents.

STUDENT DETAILS

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Date Of Birth	<input type="text"/>
Country Of Birth	<input type="text"/>	Nationality	<input type="text"/>				
Given Name	<input type="text"/>	Surname	<input type="text"/>				
Home Country Address	<input type="text"/>						
	<input type="text"/>						
State & Postcode	<input type="text"/>						
Home Country Emergency Contact Person's Name & Address	<input type="text"/>						
	<input type="text"/>						
Relationship	<input type="text"/>						
Contact Phone Number	<input type="text"/>						
Country	<input type="text"/>	Citizenship (as per passport)	<input type="text"/>				
Telephone (Country code)	<input type="text"/>	Mobile	<input type="text"/>				
I agree to the DIC communicating with me by email	Yes <input type="checkbox"/> Provide e-mail address <input type="text"/>						
Passport Number	<input type="text"/>	Passport Expiry Date	<input type="text"/>				
Do you currently hold Australian Visa?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Visa Number	<input type="text"/>				
If 'Yes' Provide details		Expiry Date	<input type="text"/>				
MOTHER's NAME	<input type="text"/>	FATHER's NAME	<input type="text"/>				
Are you currently living in Australia?	Yes <input type="checkbox"/>		No <input type="checkbox"/>		If 'Yes' Provide details below		
Australian Address	<input type="text"/>						
	Suburb	<input type="text"/>	State	<input type="text"/>			
	Postcode	<input type="text"/>	Phone	<input type="text"/>			



Australian Emergency Contact Person's Name & Address			
Relationship		Contact Phone Number	
Have You Sat for the TOEFL or IELTS TEST or PTE? Yes <input type="checkbox"/> No <input type="checkbox"/> If 'Yes' Provide details	Speaking	Score	<input type="text"/>
	Writing	Score	<input type="text"/>
	Reading	Score	<input type="text"/>
	Listening	Score	<input type="text"/>
	Date of Test	<input type="text"/>	
	Equivalent Qualification	<input type="text"/>	Date of Completion
		<input type="text"/>	

EDUCATIONAL BACKGROUND

Secondary School Studies		
School Name	Year Level	Completion Date
		<input type="text"/>
		<input type="text"/>

Other Studies (Please Provide details of studies undertaken in your home country)		
Institution Name	Course/Qualification Name	Completion Date
		<input type="text"/>
		<input type="text"/>

Are you currently studying in Australia as an international student? YES <input type="checkbox"/> NO <input type="checkbox"/> (If 'YES' Provide details)			
Institution Name	Course/Qualification Name	Completed	Completion Date
		Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="text"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="text"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="text"/>

Qualifications that you wish to join with Durban International College (Please tick the appropriate column/s)	INTAKE YOU WISH TO JOIN		
BSB50215 Diploma of Business	<input type="checkbox"/>	104 Weeks	<input type="text"/>
BSB51915 Diploma of Leadership and Management	<input type="checkbox"/>	52 Weeks	<input type="text"/>
BSB60215 Advanced Diploma of Business	<input type="checkbox"/>	52 Weeks	<input type="text"/>
BSB61015 Advanced Diploma of Leadership and Management	<input type="checkbox"/>	104 Weeks	<input type="text"/>
SIT30816 Certificate III in Commercial Cookery	<input type="checkbox"/>	56 Weeks	<input type="text"/>
SIT40516 Certificate IV in Commercial Cookery	<input type="checkbox"/>	78 Weeks	<input type="text"/>
SIT50416 Diploma of Hospitality Management	<input type="checkbox"/>	82 Weeks	<input type="text"/>



Do you intend to apply for Course Credit (RPL / Credit transfer)? <i>(If answered yes, please contact admin department for CT/RPL application Form and further details)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you accompanied by any school age dependants? <i>(If you are to be accompanied by any school aged dependant's you are required to ensure that they are enrolled in a school. For detailed information please refer to Student information booklet.)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you previously applied to study with Durban International College?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you require an airport pick up? <i>(Please refer to student information booklet for related costs)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you require Accommodation Assistance? <i>(Please refer to student information booklet for related costs)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you require any language, literacy or numeracy assistance?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have any pre-existing injury or disability or impairment that will require special assistance? If 'Yes' Please provide Details: <input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<small>Please note that students requesting assistance with disability must provide a medical certificate outlining the nature and treatment of the disability and confirming any action required by Durban (e.g. special consideration for examinations)</small>	
Do you have Overseas Health Cover? Yes <input type="checkbox"/> No <input type="checkbox"/> →	IF 'No' Do you want us to organise your Overseas Health Cover? Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'Yes' Provide the Following Details	
Single <input type="checkbox"/> Family <input type="checkbox"/>	Duration <input type="text"/>

USI

Do you have a USI number? please visit: http://usi.gov.au/Pages/default.aspx	No <input type="checkbox"/> Yes <input type="checkbox"/> <i>If yes, please provide your USI number:</i> <input type="text"/>
	If no, I give Durban International College permission to seek a USI number on my behalf: Yes <input type="checkbox"/> No <input type="checkbox"/> (Please note that you need to fill in 'Durban International College Privacy Notice' For USI)

How did you learn about Durban International College? Website <input type="checkbox"/> Agent <input type="checkbox"/> Brochure <input type="checkbox"/> Newspaper <input type="checkbox"/> Friend <input type="checkbox"/> Other <input type="checkbox"/> Provide details <input type="text"/>



REFUND POLICY

Application Fee	Non-refundable
Tuition Fees	
Visa refused prior to course commencement	Full refund
Withdrawal at least 10 weeks prior to agreed start date	Full refund*
Withdrawal at least 4 weeks prior to agreed start date	75% refund*
Withdrawal less than 4 weeks prior to agreed start date	No refund (This may be reviewed by the CEO in extenuating circumstances)
Withdrawal after the agreed start date	No refund (This may be reviewed by the CEO in extenuating circumstances)
Visa cancelled due to actions of the student	No refund
Course withdrawn by College	Full refund
The College is unable to provide the course for which the original offer was made	Full refund
Visa extension is refused	Return of unused tuition fees*
Visa refused provision of false or misleading information	No refund
Withdrawal from study - current students	Refund of unused tuition fees (of the following term/s)* (Notification of Withdrawal from Studies form must be received 2 weeks prior to term commencement by Student Administration*)
Compulsory Health Insurance (Student Visa holders only)	Refer to OSHC provider

*Please note Refunds granted in these circumstances are only dealing with fees paid to Durban International and not education agents or other related expenses to other parties.

DURBAN



STUDENT DECLARATION

This form must be satisfactorily completed for a Confirmation of Enrolment (CoE) to be issued by the College. The College reserves the right to request additional evidence to support any claims made in this form, as required, before and/or following the issuance of a Confirmation of Enrolment (CoE). By signing this form, you declare you understand and agree with the statements listed below:

I declare that I have a genuine intention to study the course for which I have applied, and that I have or intend to apply for access to sufficient funds to cover tuition fees, Overseas Student Health Cover, and living expenses for the duration of my studies.

I declare that the funds stated herein are genuine and are to be used for no other purpose than to support me and my dependents (if any) for the duration of my stay in Australia for study in my course.

I have read the Student Visa Living Costs and Evidence of Funds section at <http://www.border.gov.au> and I believe I have sufficient funds to finance the costs of my tuition fees (including course fees), living expenses, return airfares and any other incidental costs for myself (and any dependents if applicable) for the duration of my course and can provide evidence to support this requirement as mentioned below:

EXPENSES	PER PERSON	AMOUNT REQUIRED IN AUD \$ (http://www.immi.gov.au/students/student-visa-living-costs.htm)
Travel	Myself	Return air fare to Australia
	Family Members	One return air fare to Australia for each additional family member
Tuition	Myself	Annual Course Fees
	Children aged 5-18	\$8,000 per year/ per child
Living	Myself	\$19,830 per year
	Partner	\$6,940 per year
	Each additional child	\$2,790 per year
Health Insurance	Myself and any dependents	Note, if you are bringing your partner or partner and children please check the applicable VISA length premium at https://www.oshcallianzassistance.com.au/

(Source: [DIBP](#), viewed as on 02/03/2017)

I am fully aware that any false or misleading statement may result in automatic denial of my admission request or subsequent cancellation of my enrolment at the College; any may affect the validity of my visa.

I am able and willing to provide within a reasonable time period evidence in connection with the claims made in this form if requested by the College to do so.

I authorise Durban International College to seek any additional information and documentation to confirm my financial capacity and access to funds and genuineness as a student.

I declare that I am a genuine student, have carefully chosen the Durban International College program I have applied for and that the program matches my future career goals.

I declare that I do not intend to transfer programs after receiving my student visa for Australia with my Durban International College issued eCOE. (This declaration does not remove my right to transfer programs). I understand and accept that any fees that I have pre-paid will **not** be refunded if I transfer to another provider after arrival in Australia under a 'Simplified Student Visa Framework' arrangement.

I have never had a visa application refused nor a visa cancelled anywhere in the world, nor have I been non-compliant with any visa conditions.

I understand that if I am granted a student visa I must comply (which I hereby agree to do) fully with the conditions of the visa, which include:

- i. keep the Department of Immigration and Border Protection ("DIBP") informed of my current address in Australia;
- ii. not work more than 40 hours in any fortnight except when my course is not in session;
- iii. maintain enrolment in my course with a full-time study load during term;
- iv. achieve satisfactory attendance (80%) and satisfactory academic progress;
- v. Maintain OSHC insurance cover for the duration of my stay in Australia.



<input type="checkbox"/>	I understand that if granted a student visa, I and my family members have obligations we must meet and breaching these obligations may result in a cancelled enrolment at Durban International College as well as cancellation of my student visa by the Department of Immigration and Border Protection (DIPB).
<input type="checkbox"/>	I declare that I have accessed and read these obligations at the DIPB website: www.immi.gov.au/students/visa-conditions.htm and agree to abide by them.
<input type="checkbox"/>	I declare that I have not been refused a visa to enter Australia or any other country and I have not breached the conditions of any other visa I have held to enter either Australia or any other country.
<input type="checkbox"/>	I understand that if I provide false information or fraudulent documents as part of the process of enrolling at Durban International College and obtaining a student visa, my enrolment may be cancelled at any stage before or during my study program.
<input type="checkbox"/>	I declare that the information provided by me in this application form is true and correct, and it relates specifically and solely to me as an individual. Durban may refuse my application or cancel my enrolment if any information is found to be incorrect or misleading.
<input type="checkbox"/>	I understand that by completing this application, I am giving written consent for Durban International College to independently verify the information supplied by me and any agents in this form and to provide further documents as requested.
<input type="checkbox"/>	I declare that I am a Genuine Temporary Entrant and a Genuine Student. (For more information, visit: https://www.immi.gov.au/students/gte-requirement.htm)
<input type="checkbox"/>	I acknowledge that I have read the 'Terms and Conditions' located online at www.durban.sa.edu.au and the 'Durban Student Information Booklet' and I have a clear understanding that I am bound to adhere to the policies and requirements as set-out.
<input type="checkbox"/>	I understand that information collected in this Application Form is to enable DIC to collect and provide AVETMISS compliant records to meet out National VET Provider Collection Data Requirements.
<input type="checkbox"/>	I acknowledge that I have read and understood DIC refund Policy.
<input type="checkbox"/>	I understand that by completing and sending the required payment with this form I am applying for enrolment into the course indicated above and will receive further information from the College in relation to confirming my enrolment. I also understand that this is an application to study and fees associated with this application only relate to the application to study and there are further tuition fees and associated costs. Confirmation of details and arrangement for the payment of tuition fees and associated costs will be included in the Enrolment Agreement which will be issued once my application has been assessed. I understand the DIC has the right to reject my application prior to issuing an Enrolment Agreement and that the attached application fee is non-refundable.

By signing this form, I declare and agree with the statements listed above. The signature below is my signature and has not been signed on my behalf by another person, including my agent or sponsor.

Student Name

Student Signature

Date

Witness/ Agent Declaration: I confirm that this Student Declaration has been signed in my presence:

Name of the Witness or Agent: _____

Qualification of Witness/Agent: _____

Contact e-mail of Witness/Agent: _____

Witness/Agent Name

Witness/Agent Signature

Date

Document Name:	Durban Application Form	Created Date:	March 2017
Document No:	DIC-035	Version No:	V 1.0
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AGENT DETAILS (If Applicable)

Are you applying through an Education Agent: Yes No If Yes Please provide details:

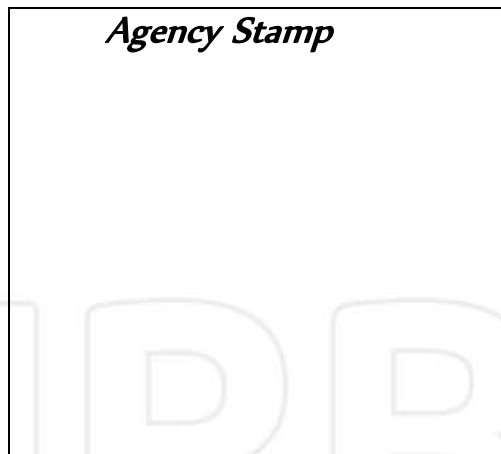
Agency Name	<input type="text"/>		
Contact Person	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
Phone	<input type="text"/>	Mobile	<input type="text"/>
Email address	<input type="text"/>		

Agent Declaration (If Applicable)

As an authorised Durban International College agent, I/we take full responsibility for verifying any of the information provided in this application on behalf of Durban International College and that Durban International College may take action under that agreement, including the cancellation of the agreement for any false or misleading information or breach of the Code of Conduct.

Agent Representative /staff name:	<input type="text"/>
Signature:	<input type="text"/>
Date:	<input type="text"/>

Agency Stamp



DURBAN



WHAT YOU NEED TO DO:

(It is suggested that if any doubts about any of the information seek clarification from the agent if applicable or college directly) (List not limited to mentioned below)

STEP 1: Read & understand the Following:

- Application Form
- Durban Policies and Procedures
- Durban Information Booklet
- English language requirements
- [ESOS Code](#)
- Department of immigration and Border Protection (DIBP) requirements for overseas students and on Genuine Temporary Entrant. <http://www.immi.gov.au/students/gte-requirement.htm>

STEP 2: Attach the following Documents:

- Completed Application Form
- Certified Copy of my passport
- Certified Copy of Year 12 Certificate and academic transcripts
- Certified Copy of IELTS results or equivalent
- Copy of my Visa (if applicable)
- Copies of Previous Studies or employment (if required)
- Copy of Release Letter (if required)
- Copies of translation of the above documents (if required)
- 1 Recent Photograph (Passport Size)
- Copy of Overseas Student Health Cover (OSHC)
- Evidence of Source of Funds may include:
 - Pay slips in student's name from his/her employer
 - Bank statement in the student's name, or the name of the person providing financial support to him/her
 - A signed Statement declaring financial capacity from the person providing financial support to student
 - Bank Statements showing the amount of available credit for a loan
 - Official Statement on Interest earned from investments
 - Business registration papers
 - Business income statements
- Original supporting documents sighted and copies stamped by assessing agent

WHO CAN VERIFY / CERTIFY YOUR DOCUMENTS?

- Durban Registered Education Agents
- Notary Public

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- Academic Registrar of an Institution
- Justice of the Peace
- Commissioner of oaths/declarations
- An official of an Australian Overseas Diplomatic Mission

STEP 3: Submit your application form with all the above attached documents to Durban Agent (if applicable) or Directly to Durban International College:

- By E-mail to info@durban.sa.edu.au
- By mail to Level 4, 38 Currie Street Adelaide SA 5000.

STEP 4: Pay application fees of \$250(non-refundable) and attach the receipt with application form.

STEP 5: If your application is successful, you will receive a conditional Offer letter and along with enrolment agreement and invoice for payment within 5 working days. You must sign the "Enrolment Agreement" form and return to us with proof of payment as soon as possible.

Step 6: After we receive your payment and signed enrolment agreement, we will issue a 'Confirmation of Enrolment' (COE). (If other conditions have been noted on your letter of offer, you will be required to meet the conditions before a COE can be issued)

Step 7: Send us your arrival details if you need us to arrange airport meet and greet and/or homestay. Otherwise, come to the college on the first day of your course. We look forward to welcoming you.

Office Use Only

Date application received:

Decision on Application:

Application Accepted

Yes

No

IF NO Please Provide reasons for rejection of the application:

STAFF SIGNATURE:

DATE:

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