



ADELAIDE CAMPUS

Location 1
LEVEL 4, 38 CURRIE STREET, ADELAIDE, SA 5000,
Location 2
LEVEL 1, EASTERN SIDE, 128 HINDLEY STREET, SA 5000

VICTORIA CAMPUS

391 Tooronga Road,
Hawthorn East, VIC 3123
AUSTRALIA

Phone: +61 08 8410 7900
E-mail: info@durban.sa.edu.au
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"/>	Other <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"/>							
Home Country Emergency Contact Person's Name & Address	<input type="text"/>							
Relationship	<input type="text"/>							
Contact Phone Number	<input type="text"/>							
Are you Married?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes, what was the date of your marriage?	<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"/>				
E-mail Address	<input type="text"/>							
Australian Emergency Contact Person's Name	<input type="text"/>	Relationship	<input type="text"/>					



Address			
Suburb & Postcode		Contact Phone Number	
Do you speak a language other than English at home? Yes <input type="checkbox"/> No <input type="checkbox"/>	If 'Yes' Provide details		
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	
	Reading	Score	
	Date of Test		
	Equivalent Qualification		
	Writing	Score	
	Listening	Score	
	Overall Score		
	Date of Completion		

EDUCATIONAL BACKGROUND

Secondary School Studies			
School Name	Year Level	Completion Date	
Other Studies (Please Provide details of studies undertaken in your home country)			
Institution Name	Course/Qualification Name	Completion Date	
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"/>	
Have you SUCCESSFULLY completed any of the qualifications in Australia?		Yes <input type="checkbox"/> No <input type="checkbox"/>	If 'Yes' tick the Qualification Level below
Bachelor degree or higher degree	<input type="checkbox"/> Certificate IV (or advanced certificate/technician)	<input type="checkbox"/> Certificate I	<input type="checkbox"/>
Advanced diploma or associate degree	<input type="checkbox"/> Certificate III (or trade certificate)	<input type="checkbox"/> Other education (including certificates or overseas qualifications not listed above)	<input type="checkbox"/>
Diploma (or associate diploma)	<input type="checkbox"/> Certificate II	<input type="checkbox"/>	<input type="checkbox"/>



ADELAIDE CAMPUS

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	
BSB51915 Diploma of Leadership and Management	<input type="checkbox"/>	52 Weeks	
BSB60215 Advanced Diploma of Business	<input type="checkbox"/>	52 Weeks	
BSB61015 Advanced Diploma of Leadership and Management	<input type="checkbox"/>	104 Weeks	
SIT30816 Certificate III in Commercial Cookery	<input type="checkbox"/>	56 Weeks	
SIT40516 Certificate IV in Commercial Cookery	<input type="checkbox"/>	78 Weeks	
SIT50416 Diploma of Hospitality Management	<input type="checkbox"/>	82 Weeks	
AUR30616 Certificate III in Light Vehicle Mechanical Technology	<input type="checkbox"/>	57 Weeks	
AUR40216 Certificate IV in Automotive Mechanical Diagnosis	<input type="checkbox"/>	30 Weeks	
AUR50216 Diploma of Automotive Technology	<input type="checkbox"/>	25 Weeks	

VICTORIA CAMPUS

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

Unique Student Identifier (USI)

Do you have a USI number?
please visit:

<http://usi.gov.au/Pages/default.aspx>

No Yes If yes, please provide your USI number:

If no, I give Durban International College permission to seek a USI number on my behalf:

Yes No

(Please note that you need to fill in 'Durban International College Privacy Notice' For USI)

DURBAN



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



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, then please indicate the areas of disability, impairment or long-term condition:	Yes <input type="checkbox"/> No <input type="checkbox"/>																				
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%;">Hearing/deaf</td> <td style="width:25%;"></td> <td style="width:25%;">Mental illness</td> <td style="width:25%;"></td> </tr> <tr> <td>Physical</td> <td></td> <td>Acquired brain impairment</td> <td></td> </tr> <tr> <td>Intellectual</td> <td></td> <td>Vision</td> <td></td> </tr> <tr> <td>Learning</td> <td></td> <td>Medical condition</td> <td></td> </tr> <tr> <td>Other</td> <td></td> <td></td> <td></td> </tr> </table> <p>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)</p>		Hearing/deaf		Mental illness		Physical		Acquired brain impairment		Intellectual		Vision		Learning		Medical condition		Other			
Hearing/deaf		Mental illness																			
Physical		Acquired brain impairment																			
Intellectual		Vision																			
Learning		Medical condition																			
Other																					
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 style="width:100%;" type="text"/>																				
Are you of Aboriginal or Torres Strait Islander Origin?	<input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> No																				
Of the following categories, which BEST describes your current employment status? (Tick ONE box only) For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).	<input type="checkbox"/> Full-time employee <input type="checkbox"/> Part-time employee <input type="checkbox"/> Self-employed – not employing others <input type="checkbox"/> Self-employed – employing others																				
	<input type="checkbox"/> Employed – unpaid worker in a family business <input type="checkbox"/> Unemployed – seeking full-time work																				
	<input type="checkbox"/> Unemployed – seeking part-time work <input type="checkbox"/> Not employed – not seeking employment																				
Of the following categories, select the one which BEST describes the main reason you are undertaking this course	<input type="checkbox"/> To get a job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To start my own business <input type="checkbox"/> To try for a different career																				
	<input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To get into another course of study <input type="checkbox"/> To get a better job or promotion																				
	<input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> Other reasons																				



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 <https://www.homeaffairs.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	\$20,290 per year
	Partner	\$7,100 per year
	Each additional child	\$3,040 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: [Department of Home Affairs](#), viewed as on 15/06/2018)

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 Home Affairs 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.

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 Home Affairs website: https://www.homeaffairs.gov.au/trav/stud/more/visa-conditions 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.homeaffairs.gov.au/trav/visa-1/500-?modal=/trav/stud/more/genuine-temporary-entrant)
<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"/>	Personal information supplied to DIC may be shared between the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager for the purposes of: <ul style="list-style-type: none"> ○ promoting compliance with the ESOS Act and the National Code; ○ assisting with the regulation of providers; ○ promoting compliance with the conditions of a particular Student visa or visas, or of Student visas generally; or ○ facilitating the monitoring and control of Department of Home Affairs.
<input type="checkbox"/>	I understand the role of TPS (Tuition Protection Service) for international Students and I have visited the https://tps.gov.au/Home and understood the TPS process overview for students
<input type="checkbox"/>	I understand and accept that under the <i>Data Provision Requirements 2012</i> , DIC is required to collect personal information about me and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER) for statistical, regulatory and research purposes.
<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 2.2
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AGENT DETAILS (If Applicable)

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

Agency Name			
Contact Person			
Address			
Phone		Mobile	
Email address			

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:	
Signature:	
Date:	

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
- Genuine Temporary Entrant Student Assessment Form (For Offshore Students only)
- Durban Policies and Procedures
- Durban Information Booklet
- English language requirements
- [ESOS Code](#)
- Department of Home Affairs requirements for overseas students and on Genuine Temporary Entrant.
<https://www.homeaffairs.gov.au/trav/visa-1/500-?modal=/trav/stud/more/genuine-temporary-entrant>

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

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WHO CAN VERIFY / CERTIFY YOUR DOCUMENTS?

- Durban Registered Education Agents
- Notary Public
- 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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