



Head Office: Level 4, 38 Currie Street, Adelaide SA 5000, Australia | **Hindley St Campus:** Level 1, Eastern Side, 128 Hindley Street, Adelaide SA 5000 | **Renmark Campus:** 19878 Sturt Hwy, Old Calperum, South Australia 5341 | Phone: +61 (0)8 84107900 | Email: info@durban.sa.edu.au | web: www.durban.sa.edu.au | CRICOS Provider No: 02915G | RTO No: 40268

International Student Application Form

This form must be completed by students wishing to study with Durban International College (DIC), to initiate their enrolment process. Before you complete this form, please read all College and Course Pre-enrolment Information found on our website www.durban.sa.edu.au. If you have any queries, please contact the College or email us from the Contact Us tab on our website www.durban.sa.edu.au/contact-us.html

Personal Details

Given Name/s				Surname						
<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Dr	Date of Birth (dd/mm/yyyy)	/ /	Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other
Mobile				Email						
Unique Student Identifier (USI) No: <small>*must be provided prior to course commencement*</small>					If you don't have a USI, you can create one at https://www.usi.gov.au/your-usi/create-usi					
Have you previously applied to study with Durban International College (DIC)?							<input type="checkbox"/> Yes	<input type="checkbox"/> No		

Address – in home country

Number & Street				Suburb/Town						
State			Postcode			Country				
Telephone (include country code)										

Address – in Australia (if applicable)

Number & Street				Suburb/Town						
State			Postcode			Country				
Telephone (include country code)										

Emergency Contact – in home country

Contact Person Full Name										
Relationship					Telephone (include country code)					
Address										

Emergency Contact – in Australia (if applicable)

Contact Person Full Name										
Relationship					Telephone					
Address										



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Family Details

Are you married?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, please advise date of marriage	
Mother's name		Father's name	
Are you accompanied by any school age dependants?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, you are required to ensure that they are enrolled in a school. For detailed information, please refer to the Student information booklet	

Passport

Country of Birth		Nationality	
Passport Number		Do you hold a current Australian Visa?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes - Type of Visa:		Visa Expiry date:	/ /
Have you ever had an application for entry or further stay in Australia or any other country refused, or had a visa cancelled?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please provide details below or attach		

Language & Health

What is your level of English?	<input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced		
Have you completed an English proficiency test? <small>(Please attach a certified copy of your English Proficiency Reports)</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No If NO, please discuss requirements with the college or Agent If Yes, please specify Test Type, Score and Date of Test: __/__/__	<input type="checkbox"/> IELTS <input type="checkbox"/> PTE <input type="checkbox"/> TOEFL <input type="checkbox"/> Other_____	Speaking Score: ____ Reading Score: ____ Writing Score: ____ Listening Score: ____ Overall Score: ____
Do you have a current OSHC policy? <small>The Australian Government requires all persons entering Australia on a Student Visa to have Overseas Student Health Cover (OSHC).</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No If No, please arrange cover prior to commencement of study and provide a copy of the OSHC policy to the college If Yes, please provide a copy of the OSHC policy: Name of provider: _____ Expiry Date: __/__/__		

Support

Do you require an airport pick up? <small>(Please refer to the Student Information Booklet for related costs and more information)</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, our Student Support Officer will contact you to discuss your requirements
Do you require accommodation assistance? <small>(Please refer to the Student Information Booklet for more information)</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, our Student Support Officer will contact you to discuss your requirements and options available

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Education	
Have you studied in Australia before?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Please attach certificates, academic transcripts and release letters if applicable)
If Yes - Name of Australian College/Institution	
Address	
Course enrolled	
Date commenced	/ / Completion Date: / /
Do you wish to apply for Recognition of Prior Learning (RPL) or Credit Transfer (CT)?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, an RPL/CT Application form must be completed

Proposed Course of Study						
Select (✓)	CRICOS Code	Course Name	Course National Code	Duration	Available locations	Preferred Intake Date
<input type="checkbox"/>	103674A	Certificate III in Light Vehicle Mechanical Technology	AUR30620	57 weeks	Adelaide Campus*	
<input type="checkbox"/>	098420C	Certificate IV in Automotive Mechanical Diagnosis	AUR40216	30 weeks	Adelaide Campus*	
<input type="checkbox"/>	098421B	Diploma of Automotive Technology	AUR50216	25 weeks	Adelaide Campus*	
<input type="checkbox"/>	104188G	Diploma of Leadership and Management	BSB50420	52 weeks	Adelaide Campus*	
<input type="checkbox"/>	106577M	Advanced Diploma of Leadership and Management	BSB60420	78 weeks	Adelaide Campus*	
<input type="checkbox"/>	106575B	Diploma of Business	BSB50120	52 weeks	Adelaide Campus*	
<input type="checkbox"/>	106576A	Advanced Diploma of Business	BSB60120	52 weeks	Adelaide Campus*	
<input type="checkbox"/>	108096A	Graduate Diploma of Management (Learning)	BSB80120	52 Weeks	Adelaide Campus*	
<input type="checkbox"/>	108753F	Certificate III in Carpentry	CPC30220	92 weeks	Adelaide Campus*	
<input type="checkbox"/>	108754E	Certificate III in Painting and Decorating	CPC30620	92 weeks	Adelaide Campus*	
<input type="checkbox"/>	092930G	Certificate III in Commercial Cookery	SIT30816	56 weeks	<input type="checkbox"/> Adelaide Campus* <input type="checkbox"/> Renmark Campus**	
<input type="checkbox"/>	092931F	Certificate IV in Commercial Cookery	SIT40516	78 weeks	<input type="checkbox"/> Adelaide Campus* <input type="checkbox"/> Renmark Campus**	
<input type="checkbox"/>	092932E	Diploma of Hospitality Management	SIT50416	82 weeks	<input type="checkbox"/> Adelaide Campus* <input type="checkbox"/> Renmark Campus**	
<input type="checkbox"/>	106596H	Advanced Diploma of Hospitality Management	SIT60316	104 weeks	<input type="checkbox"/> Adelaide Campus* <input type="checkbox"/> Renmark Campus**	

Location Details:

Adelaide Campus*

Level 4, 38 Currie Street, Adelaide SA 5000 (Head office) | Hindley Street Campus- Level 1, Eastern Side, 128 Hindley Street, Adelaide SA 5000

Renmark Campus**

19878 Sturt Hwy, OLD CALPERUM, SA 5341

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Refund Policy

DIC will provide a refund in Australian Dollars only and within 4 weeks of receiving a completed Application for Refund form from the student.

Refund Circumstances	Refund Amount
Visa application is refused before course commencement, and the DHA official refusal letter is provided to DIC.	refund equal to 100% of the tuition fees less application fee of \$500
Written notice of cancellation of enrolment is received by DIC at least 10 weeks prior to course agreed start date	refund equal to 100% of the tuition fees less application fee of \$500
Written notice of cancellation of enrolment is received by DIC at least 4 weeks prior to course agreed start date	refund equal to 75% of the tuition fees less application fee of \$500
Written notice of cancellation of enrolment is received by DIC less than 4 weeks prior to course agreed start date	no refund of the tuition fees and application fee of \$500
Written notice of cancellation of enrolment is received by DIC after the course agreed start date	no refund of the tuition fees and application fee of \$500
Student withdraws from the course without written notification	no refund of the tuition fees and application fee of \$500
Student enrolment is cancelled due to breaches of their visa conditions	no refund of the tuition fees and application fee of \$500
Student is expelled for bad behaviour	no refund of the tuition fees and application fee of \$500
DIC is unable to deliver a course as offered	unspent prepaid tuition fees will be refunded, or enrolment offered into an alternative course with DIC (or another provider) at no extra cost

Refunds granted in these circumstances are only dealing with fees paid to DIC and not education agents or other related expenses to other parties.

Privacy Notice

Under the Data Provision Requirements 2012, DIC is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this application form, AVETMISS student enrolment questionnaire and your training activity data) may be used or disclosed by DIC for statistical, regulatory and research purposes. DIC may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking Vocational Education and Training (VET), including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing statements of attainment or qualification, and populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including programme administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Students may access the personal information held by DIC and may request corrections to information that is incorrect or out of date. Please apply to the Administration Officer if you wish to view your personal records.

AVETMISS Applicant Enrolment Questionnaire

Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) is a national data standard which ensures the consistency and accuracy of vocational education and training (VET) information and covers the national VET data collections. The following information is collected to meet AVETMISS requirements.

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<p>1. Of the following categories, which BEST describes your current employment status? (Tick ONE box only)</p> <p><input type="checkbox"/> Full-time employee (01)</p> <p><input type="checkbox"/> Part-time employee (02)</p> <p><input type="checkbox"/> Self Employed – Not employing others (03)</p> <p><input type="checkbox"/> Self Employed – employing others (04)</p> <p><input type="checkbox"/> Employed – unpaid worker in a family business (05)</p> <p><input type="checkbox"/> Unemployed – seeking full-time work (06)</p> <p><input type="checkbox"/> Unemployed – seeking part-time work (07)</p> <p><input type="checkbox"/> Not employed – not seeking employment (08)</p>	<p>4. Do you speak a language other than English at home?</p> <p><input type="checkbox"/> No, English only (1201)</p> <p><input type="checkbox"/> Yes IF YES, please specify: _____</p>
<p>2. Are you still enrolled in secondary or senior secondary education? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>5. How well do you speak English?</p> <p><input type="checkbox"/> Very Well</p> <p><input type="checkbox"/> Well</p> <p><input type="checkbox"/> Not Well</p> <p><input type="checkbox"/> Not at All</p>
<p>3. What is your highest COMPLETED school level (Tick ONE box only)</p> <p><i>If you are currently enrolled in secondary education, the Highest school level completed refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the Highest school level completed is Year 9.</i></p> <p><input type="checkbox"/> Year 12 or equivalent (12)</p> <p><input type="checkbox"/> Year 11 or equivalent (11)</p> <p><input type="checkbox"/> Year 10 or equivalent (10)</p> <p><input type="checkbox"/> Year 9 or equivalent (09)</p> <p><input type="checkbox"/> Year 8 or below (08)</p> <p><input type="checkbox"/> Never attended school (02)</p>	<p>6. Do you consider yourself to have a disability, impairment or long-term condition?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If YES, please indicate (<i>you may indicate more than one area</i>)</p> <p><input type="checkbox"/> Hearing/Deaf (11)</p> <p><input type="checkbox"/> Physical (12)</p> <p><input type="checkbox"/> Intellectual (13)</p> <p><input type="checkbox"/> Learning (14)</p> <p><input type="checkbox"/> Mental Illness (15)</p> <p><input type="checkbox"/> Acquired Brain Impairment (16)</p> <p><input type="checkbox"/> Vision (17)</p> <p><input type="checkbox"/> Medical Condition (18)</p> <p><input type="checkbox"/> Other (19)</p>
	<p>7. Do you require assistance/support with literacy for your studies?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

AVETMISS Applicant Enrolment Questionnaire <i>continued</i>	
<p>8. In which country were you born?</p> <p><input type="checkbox"/> Australia (1101)</p> <p><input type="checkbox"/> Other If Other, please specify: _____</p>	<p>10. Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal AND Torres Strait Island origin, mark both 'YES' boxes)</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, Aboriginal</p> <p><input type="checkbox"/> Yes, Torres Strait Islander</p>
<p>9. Have you SUCCESSFULLY completed any of the qualifications listed below?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If Yes, tick ANY applicable boxes.</p> <p><input type="checkbox"/> Bachelor Degree or High Degree (008)</p> <p><input type="checkbox"/> Advanced Diploma or Associate Degree (410)</p> <p><input type="checkbox"/> Diploma (or Associate Diploma) (420)</p> <p><input type="checkbox"/> Certificate IV (Advance Certificate/Technician) (511)</p> <p><input type="checkbox"/> Certificate III (or Trade Certificate) (514)</p> <p><input type="checkbox"/> Certificate II (521)</p> <p><input type="checkbox"/> Certificate I (524)</p> <p><input type="checkbox"/> Other education (list other certificates and overseas qualifications) (990)</p> <p>_____</p>	<p>11. Your major reason for study? (Tick ONE box only)</p> <p><input type="checkbox"/> To get a job (01)</p> <p><input type="checkbox"/> To develop my existing business (02)</p> <p><input type="checkbox"/> To start my own business (03)</p> <p><input type="checkbox"/> To try for a different career (04)</p> <p><input type="checkbox"/> To get a better job or promotion (05)</p> <p><input type="checkbox"/> It was a requirement of my job (06)</p> <p><input type="checkbox"/> I wanted extra skills for my job (07)</p> <p><input type="checkbox"/> For personal interest or self-development (12)</p> <p><input type="checkbox"/> Other Reasons (11)</p>

Applicant Declaration	
<p>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 CoE. By signing this form, you declare you understand and agree with the statements listed below:</p>	
<ul style="list-style-type: none"> ▪ I declare that the information I have provided to the best of my knowledge is true and correct. I am aware of the consequences that may arise from providing false, misleading or incomplete information, including the cancellation of my enrolment or the withdrawal of any offer made by DIC. ▪ I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above and DIC's Privacy Policy, as found at www.durban.sa.edu.au and in the Student Information Booklet. 	

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- Where an application for RPL or Credit Transfer has been submitted, I consent for DIC to contact my previous employers and education providers to validate and confirm the evidence information/documentation provided.
- 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 Evidence of Financial capacity requirement in the Document Checklist Tool at <https://immi.homeaffairs.gov.au/visas/web-evidentiary-tool> and I believe I have sufficient funds to finance the costs of my tuition fees (including course fees), living expenses, travel costs and any other incidental costs for myself (and any dependents if applicable) for the duration of my course and if requested, I can provide evidence to support this requirement.
- 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 DIC 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 DIC 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 DIC 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:
 - keep the Department of Home Affairs informed of my current address in Australia;
 - not work more than 40 hours in any fortnight except when my course is not in session;
 - maintain enrolment in my course with a full-time study load during term;
 - achieve satisfactory attendance (80%) and satisfactory academic progress;
 - 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 DIC as well as cancellation of my student visa by the Department of Home Affairs (DHA)
- 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.
- 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.
- I understand that if I provide false information or fraudulent documents as part of the process of enrolling at DIC and obtaining a student visa, my enrolment may be cancelled at any stage before or during my study program.
- 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. DIC may refuse my application or cancel my enrolment if any information is found to be incorrect or misleading.
- I understand that by completing this application, I am giving written consent for DIC to independently verify the information supplied by me and any agents in this form and to provide further documents as requested.
- 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>)
- I acknowledge that I have read the 'Terms and Conditions' located online at www.durban.sa.edu.au and the DIC Student Information Booklet and I have a clear understanding that I am bound to adhere to the policies and requirements as set-out.
- 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.
- I acknowledge that I have read and understood DIC refund policy.
- 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:
 - 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.
- 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
- I understand and accept that under the Data Provision Requirements 2012, 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.

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- 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.

Applicant Name			
Applicant Signature		Date	
Witness Declaration (if applicable, Agent may be the witness)			
I confirm that the above Applicant Declaration has been signed in my presence by the Applicant, whom I know to be the person listed as the Applicant in this application.			
Witness Name			
Witness Signature		Date	
Witness Qualification/Position			
Witness Email			

Agent Details (if applicable)			
Are you applying through an Education Agent?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, please provide details below	
Name of Agency		Agency Licence Number	
Agency Address			
Phone		Email	
Agent Representative Name		QEAC Number (if applicable)	

Agent Declaration	
As an authorised DIC agent, I take full responsibility for verifying any of the information provided in this application on behalf of DIC and that DIC 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. I declare the original supporting documents have been sighted and copies have been certified by an authority as accepted by DIC.	
Signature of Agency Representative	Date
Agency Stamp	

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What you need to do:

STEP 1: Read and understand the following:

- Application Form
- Genuine Temporary Entrant Student Assessment Form (For Offshore Students only)
- DIC Policies and Procedures
- DIC 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>

If applicants have any doubts about any of the information, they must seek clarification from their Agent or the college directly.

STEP 2: Attach the following documents:

- Completed Application Form
- Certified Copy of your passport
- Certified Copy of Year 12 Certificate and academic transcripts
- Certified Copy of IELTS results or equivalent
- Copy of your 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 applicant'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
- Documents are verified / certified by one of the following:
 - DIC 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

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STEP 3: Pay Application Fee

Pay Application Fee of \$500 (non-refundable) by direct bank deposit to the bank account shown below or by bank cheque directly to DIC.

Account Name: Durban International College Pty Ltd
Swift Code: ANZ BAU3M
BSB Number: 015140
Account Number: 486706619

Bank Name: ANZ
Bank Address: 112 Rundle Mall, Adelaide SA 5000
Reference: Applicant Full Name

Attach your receipt/evidence of payment to your Application Form

STEP 4: Submit Application

Submit your Application Form, along with all the required documentation listed above, by one of the following methods:

- Email to info@durban.sa.edu.au
- Post to Level 4, 38 Currie Street, Adelaide SA 5000

STEP 5: Offer Letter, Agreement & Payment Schedule

If your application is successful, you will receive a conditional *Offer Letter, Agreement & Payment Schedule*, including an invoice for payment within 5 working days.

You must sign the *Offer Letter, Agreement & Payment Schedule* and return to us with proof of payment as soon as possible.

STEP 6: Confirmation of Enrolment (CoE)

After we receive your payment and signed *Offer Letter, Agreement & Payment Schedule*, we will issue a CoE.

Please Note: If other conditions have been noted on your *Offer Letter, Agreement & Payment Schedule*, you will be required to meet these conditions before a CoE can be issued.

STEP 7: Arrival

Send us your arrival details if you need us to arrange airport meet and greet and/or accommodation.

Otherwise, come to the college on the first day of your course. We look forward to welcoming you.

OFFICE USE ONLY

Date Application received: _____ Application decision: Accepted Rejected

If Application is rejected, please provide reasons below:

DIC Staff Member Name

DIC Staff Member Signature

Date

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