

## Application for Enrolment for International Students

### Using this form

Read this application carefully, complete all sections and ensure that supporting documents are attached. Instructions to be followed:

1. Form should be filled by the student in ENGLISH using BLOCK LETTERS. (only in black or blue Ink).

2. Please tick mark wherever applicable.
3. Your name, signature and details must all appear consistent with your passport and other official documents.
4. All fields in the form are mandatory and all dates should be mentioned in (DD/MM/YY) format.
5. Please use 'NA' where information is not relevant, fill all the white spaces.

### USI number (Unique Student Identifier)

<b>Please note that the College cannot issue a CoE without this number</b>	
Existing USI number	
If not provided, I give permission and authorise Danford College to apply for a USI number on my behalf <input type="checkbox"/> Yes <input type="checkbox"/> No	

### Applicant Details

Title <input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other: _____	
Family Name	
Given Name	
Date of Birth	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Email address	
Mobile No	
Emergency Contact Name	
Emergency Contact No	

### Address Details

<b>Current Address in Australia</b>	
Street Address	
Town/City	
State	Post Code
<b>Permanent Address in your home country</b>	
Street Address	
Town/City	
State	Post Code
Country	

### Passport Details (Please provide Certified copy of bio data pages of Passport)

Country of Citizenship
Country of Birth
City of Birth
Passport No
Passport expiry date

### Visa Status

<b>If you hold a current Australian VISA provide the following information</b>	
Current Location <input type="checkbox"/> Onshore <input type="checkbox"/> Offshore	
Type of VISA <input type="checkbox"/> Student <input type="checkbox"/> Visitor <input type="checkbox"/> Working <input type="checkbox"/> Other	
Expiry Date	
Educational Provider's name - If you are on student visa (onshore)	
<i>Please provide copy of release letter if you have not finished six months of your principle course.</i>	
<b>If you do not hold a current visa, but has applied for one or will apply, please provide details below</b>	
DIBP Office where application will be lodged or has been lodged:	
Date of Application or Intended Application	
<b>Have you ever been convicted of any criminal activity?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please provide details:	
<b>Have you ever had a visa refused for any country?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please provide details:	

## Disability

Providing information about a disability or medical condition will not disadvantage your application, however Danford College needs to assess if we can make any reasonable adjustments to accommodate your disability or medical condition and advise you accordingly. In some cases there may be a cost.  
For further information regarding health matters please refer to:  
<https://www.immi.gov.au/allforms/health-requirements/meeting-health-req.htm>

**Do you consider yourself to have a disability, impairment or long term medical condition?**

No  Yes If Yes, Please provide details below:

Hearing/Deaf  Learning  Mental Illness  
 Intellectual  Vision  Acquired Brain Impairment  
 Physical  Medical Condition  Other:

**Do you have a medical or health related issue that may prevent a student visa being issued?**

No  Yes If Yes, Please provide details below:

## Family Details

**Are you married?**  No  Yes **Date of Marriage**

**Is your spouse already in Australia?**  No  Yes  
If Yes, provide the following information:

**Type of VISA**  Student  Working  Visitor  Other **Expiry Date**

**Please provide details of all the dependants that will be included in your student visa application below**

Name	Date of Birth	Relationship to the applicant

## Overseas Student Health Cover

**Do you have current Overseas Student Health Cover (OSHC)?**  No  Yes

**If YES, what is your Membership Number?** **OSHC Expiry Date**

**Do you require Danford College to arrange OSHC for you? What type?**  
 Single  Couple  Family  I do not require OSHC

*All international students must have health insurance through the Overseas Student Health Cover (OSHC) scheme. It is the responsibility of the student to ensure that their OSHC is up to date. All applications for refund must be made directly to the medical insurance provider with which the student is a member.*

## Academic Background

**Please include certified copy of all the educational qualifications declared below**

**Secondary School Studies (Equivalent to Australian Year 12):**

Course name	Month/Year Completed
Name & Country of School	

**Tertiary or post-secondary studies:**

Course name	Month/Year Completed
Name & Country of School	
Name & Country of School	
Name & Country of School	

**Are you applying for Credit Transfer or Recognition of Prior Learning (RPL)?**  No  Yes

If yes, provide certified copies of academic transcripts, certificates and Unit subject) syllabus of the relevant units or courses.

## English Language Ability

**Please include certified copy of all the educational qualifications declared below**

**Please tick one or more and include copy of evidence with your application:**

IELTS  PTE  TOEFL  OET  Advanced CAE

**Test Score** **Exam Date**

**Have you completed any English course in Australia?**  No  Yes  
If yes, please attach relevant evidence.

**Have you completed a Certificate IV level or above course in Australia no longer than 2 years of issuance?**  No  Yes  
If yes, please attach relevant evidence.

**Is English your first Language?**  No  Yes

**If no, please specify your First Language:**

**How well do you speak English?**  
 Very Well  Well  Not Well  Not at all

### Accommodation

**Do you require help organising accommodation?**

If yes, please tick below of your requirement  No  Yes

Homestay  Shared Room  Single Room  Hotel

**Dates for Accommodation**

From \_\_\_\_\_ to \_\_\_\_\_

**Do you require Airport pick –up?**

No  Yes

If yes, please provide flight details as soon as possible (no later than 2 weeks prior to arrival)

*Your letter of offer and written agreement will include details about other fees payable for above services.*

### Employment

**Which BEST describes your current employment status:**

Full-time employee  Part-time employee  Employer

Self-employed not employing others

Employed - unpaid worker in a family business

Unemployed - seeking full-time work

Unemployed - seeking part-time work

Not employed - not seeking employment

**If employed please provide details below:**

**Job position**

Name of Employer \_\_\_\_\_ Period of Employment \_\_\_\_\_  
From \_\_\_\_\_ to \_\_\_\_\_

**Job position**

Name of Employer \_\_\_\_\_ Period of Employment \_\_\_\_\_  
From \_\_\_\_\_ to \_\_\_\_\_

**Which BEST describes your main reason for undertaking this course:**

To get a job  To develop my existing business

To start my own business  To try for a different career

It was a requirement of my job  To get into another course of study

To get a better job or promotion  For personal interest or self-development

Other reasons

### Funds Required

**Do you understand the costs associated with studying in Australia and associated policies of Danford College available on our website [www.danford.edu.au](http://www.danford.edu.au)?**

No  Yes

Including the cost of tuition, living expenses, overseas student health cover and travelling costs etc. For more details on expenses while studying in Australia please visit: <https://www.immi.gov.au/students/student-visa-living-costs.htm>

**What is your planned source of funding while studying?**

You may choose more than one option given below:

Self-Financed  Family in Home country

Family in Australia  Bank Loan

Others. Please specify: \_\_\_\_\_

### Course Selection

Please select the course name & code offered by Danford College for which you are filling the application.

Courses we offer: Please refer to individual course brochure for full details of course and duration.

Course details are also available on our website at: [www.danford.edu.au](http://www.danford.edu.au)



CRICOS CODE	COURSE NAME AND COURSE CODE	DURATION weeks - terms	COURSE FEES
<input type="checkbox"/> 086832D	Certificate III in Business (BSB30115)	26 weeks - 2 terms	\$3,500
<input type="checkbox"/> 093014B	Diploma of International Business (BSB50815)	52 weeks - 4 terms	\$8,000
<input type="checkbox"/> 093015A	Diploma of Project Management (BSB51415)	52 weeks - 4 terms	\$8,000
<input type="checkbox"/> 093016M	Advanced Diploma of Program Management (BSB61215)	52 weeks - 4 terms	\$9,000
<input type="checkbox"/> 089016A	Certificate IV in Leadership and Management (BSB42015)	38 weeks - 3 terms	\$6,000
<input type="checkbox"/> 089017M	Diploma of Leadership and Management (BSB51915)	38 weeks - 3 terms	\$7,500
<input type="checkbox"/> 089018K	Advanced Diploma of Leadership and Management (BSB61015)	52 weeks - 4 terms	\$9,000
<input type="checkbox"/> 087060B	Certificate IV in Human Resources (BSB41015)	38 weeks - 3 terms	\$7,000
<input type="checkbox"/> 087324E	Diploma of Human Resources Management (BSB50615)	38 weeks - 3 terms	\$8,000
<input type="checkbox"/> 089020E	Certificate IV in Accounting (FNS40615)	38 weeks - 3 terms	\$7,000
<input type="checkbox"/> 089021D	Diploma of Accounting (FNS50215)	38 weeks - 3 terms	\$8,000
<input type="checkbox"/> 089022C	Advanced Diploma of Accounting (FNS60215)	52 weeks - 4 terms	\$9,500
<input type="checkbox"/> 089019J	Certificate IV in Banking Services (FNS42015)	38 weeks - 3 terms	\$7,000
<input type="checkbox"/> 086458K	Diploma of Banking Services Management (FNS50915)	38 weeks - 3 terms	\$8,000
<input type="checkbox"/> 086464A	Advanced Diploma of Banking Services Management (FNS60615)	52 weeks - 4 terms	\$9,500
<input type="checkbox"/> 093017K	Certificate IV in Information Technology Networking (ICT40415)	38 weeks - 3 terms	\$7,500
<input type="checkbox"/> 093018J	Diploma of Information Technology Networking (ICT50415)	52 weeks - 4 terms	\$8,000
<input type="checkbox"/> 093019G	Advanced Diploma of Network Security (ICT60215)	52 weeks - 4 terms	\$9,000
<input type="checkbox"/> 097382M	Graduate Certificate in Strategic Procurement (PSP80116)	52 weeks - 4 terms	\$14,500
<input type="checkbox"/> 097383M	Graduate Diploma of Management (Learning) (BSB80615)	52 weeks - 4 terms	\$14,500

Course Start Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Digital Material/Resources through Student Service Portal

Option 1: FREE\* of charge  Option 2: \$500 (only once)

Students must bring their own laptop in order to access the digital material in the class.

The College will provide students with their own brand new laptop for them to keep.

### Documents Checklist

Please make sure the following documents are attached (if applicable): **Documents not in English must be translated.**

- Completed and signed application form
- Certified copy of bio data pages of Passport
- Certified copy of all academic qualifications, including secondary school studies
- Certified copy of English Language proficiency (IELTS Test Result or other English language test)
- Copy of your student Visa (where applicable)
- Certified copy of marriage certificate ( where applicable)
- Relevant work experience letters ( where applicable)
- If applying for an RPL, please provide RPL Application form with supporting documents
- If applying for Credit Transfer, please provide Credit Transfer Form and certified copy of your statement of attainment from the current provider
- Provision of student disability service supporting documentation form (where applicable)

Please note all the above supported documents must be in English. All translated documents must be translated by an authorised person.

### Privacy Notice

Under the Data Provision Requirements 2012, Danford College 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 enrolment form and your training activity data) may be used or disclosed by Danford College for statistical, regulatory and research purposes. Danford College may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking 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 a VET Statement of Attainment or VET 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 program 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](http://www.ncver.edu.au)).

Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2018; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act, 2000, the Education Services for overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018. Information collected about you on this form and during your enrolment can be released, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law. A broad outline of the ESOS framework designed for prospective students is now available at: <https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>

### Student Declaration

I declare that I have read the Danford College brochure for International Students and the instructions on this application form and that the information provided by me is true and correct. I understand and acknowledge that I have received information about:

- Copy of your student Visa (where applicable)
- Certified copy of marriage certificate ( where applicable)
- The minimum level of English language proficiency required for acceptance into my preferred course/s
- The minimum educational qualifications and/or work experience required for acceptance into my preferred course/s;
- The structure, course content, progression rules, duration, subject choices, modes of study and assessment methods for any preferred course/s;
- The qualifications obtained at the end of my preferred courses/s
- The campus locations, facilities, equipment and learning resources available at the College for my preferred course/s
- The course related fees payable for my preferred course/s and the applicable refund policy of the Institute
- How to withdraw, defer, suspend and cancel my enrolment from my preferred course/s
- The ESOS framework; and Living in Australia, including indicative costs of living; accommodation options; the need for school, aged dependents to be enrolled to attend at school and my liability to pay their fees for their education and Out of School Hours Care where necessary.

I understand, acknowledge and agree to:

- I recognise that it is my responsibility to provide all necessary documentation to support my application and I authorise the college to obtain further relevant documentation where

- necessary either directly or through the college's accredited education agent or representative.
- Make timely payments of any fees or associated cost for which I am liable.
- I have the necessary financial capacity to meet all such costs for the duration of my course.

I acknowledge that:

- The provision of incorrect information or withholding of relevant information relating to my application, including academic transcripts, might invalidate my application and that the college may withdraw an offer of a place or cancel my enrolment in consequence.
- I am fully responsible for my educational and living expenses while studying at the college.
- I have read and understand the Privacy Statement.
- I declare that the information I have provided to the best of my knowledge is true and correct.
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.
- I have read and understand the course fees, application procedure, refund policy, complaints, appeals procedure, transfer policy, deferment suspension and cancellation and course progress policy available in the student handbook from the college website: [www.danford.edu.au](http://www.danford.edu.au)

### In the event of early termination or withdrawal by student

- Danford College does not accept cancellation or withdrawal of your course through phone call, SMS, email, fax or by just advising a staff member. Student will need to complete an application to cancel, withdraw or suspend available at the reception.
- In the event of early termination or withdrawal by student and if you have been given a payment plan, all unpaid fees for the full course need to be paid before the termination will be considered. The Finance Officer will check the financial status of the student to determine if there are fees owing.
- As per our refund policy, once the course has commenced, there will be no refund of any monies paid to the college.
- Resource fees are non-refundable once the course has started and is in session.

### Student Declaration

<b>Where did you first hear about Danford?</b>	
<input type="checkbox"/> Previous student/friend: Name: _____	
<input type="checkbox"/> Agent	<input type="checkbox"/> Other: _____
<b>Applicant Full Name:</b>	
_____	
<b>Applicant Signature:</b>	
_____	
Date:     /     /	

### Agent Declaration (where applicable)

I have assessed the applicant as a Genuine Temporary Entrant and a Genuine Student as defined by the Department of Immigration and Border Protection as per <a href="http://www.immi.gov.au">www.immi.gov.au</a> to the best of my knowledge, the applicant is genuine in making this application and has every intention of completing all programs listed on this application. I have made every effort to verify the authenticity and validity of the documents which form part of this application. I am satisfied that the applicant has genuine access to the total funds required while in Australia to cover all travel, OSHC, tuition and living costs for themselves and any dependents. I recommend that Danford College proceed with the assessment for admission of this applicant. I confirm that the applicant has signed this application form. I have verified the student's listed email address and residential address. I declare that I will forward all correspondence related to this application to the student.	
<b>Agent Company Name</b>	
<b>Agent Name</b>	
<b>Agent Signature</b>	<b>Agent Stamp</b>
<b>Date</b>	

### Office use only

<b>Date Form Received</b>	<b>Offer Letter Authorised</b> <input type="checkbox"/> No <input type="checkbox"/> Yes	<b>Signed</b>
<b>Supporting Documents Received</b>	<b>Name</b>	
<input type="checkbox"/> Academic documents <input type="checkbox"/> Evidence of English <input type="checkbox"/> Copy of Passport <input type="checkbox"/> Credit Transfer Form <input type="checkbox"/> Disability Service Form <input type="checkbox"/> RPL Application Form	<b>Date</b>	