

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:

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

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

USI number (Unique Student Identifier)

Please note that the College cannot issue a CoE without this number	
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

Current Address in Australia	
Street Address	
Town/City	
State	Post Code
Permanent Address in your home country	
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

If you hold a current Australian VISA provide the following information	
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)	
Please provide copy of release letter if you have not finished six months of your principle course.	
If you do not hold a current visa, but have applied for one or will apply, please provide details below	
Department of Home Affairs Office where application will be lodged or has been lodged:	
Date of Application or Intended Application	
Have you ever been convicted of any criminal activity?	
<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please provide details:	
Have you ever had a visa refused for any country?	
<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? 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 Bank Loan Family in Home country
 Family in Australia 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



CRICOS CODE	COURSE NAME AND COURSE CODE	DURATION weeks - terms	COURSE FEES
<input type="checkbox"/>	103048E Diploma of Banking Services Management (FNS50920)	52 weeks - 4 terms	\$9,000
<input type="checkbox"/>	103049D Advanced Diploma of Banking Services Management (FNS60620)	52 weeks - 4 terms	\$10,000
<input type="checkbox"/>	104963F Advanced Diploma of Building and Construction (CPC60220)	104 weeks - 8 terms	\$24,000
<input type="checkbox"/>	104959B Certificate III in Business (Customer Engagement) (BSB30120)	26 weeks - 2 terms	\$4,000
<input type="checkbox"/>	104960J Diploma of Business (Compliance) (BSB50120)	52 weeks - 4 terms	\$8,000
<input type="checkbox"/>	105232M Advanced Diploma of Civil Construction Design (RII60520)	104 weeks - 8 terms	\$24,000
<input type="checkbox"/>	104966C Advanced Diploma of Conveyancing (BSB60220)	104 weeks - 8 terms	\$24,000
<input type="checkbox"/>	105204D Diploma of Information Technology (Telecommunications Network Engineering) (ICT50220)	52 weeks - 4 terms	\$14,000
<input type="checkbox"/>	105205C Advanced Diploma of Information Technology (Telecommunications Network Engineering) (ICT60220)	52 weeks - 4 terms	\$14,000
<input type="checkbox"/>	103960F Certificate IV in Leadership and Management (BSB40520)	38 weeks - 3 terms	\$6,000
<input type="checkbox"/>	104197F Diploma of Leadership and Management (BSB50420)	52 weeks - 4 terms	\$8,000
<input type="checkbox"/>	104961H Advanced Diploma of Leadership and Management (BSB60420)	52 weeks - 4 terms	\$9,500
<input type="checkbox"/>	105203E Diploma of Practice Management (HLT57715)	52 weeks - 4 terms	\$12,000
<input type="checkbox"/>	093016M Diploma of Project management (BSB50820)	52 weeks - 4 terms	\$8,000
<input type="checkbox"/>	104442J Advanced Diploma of Program Management (BSB60720)	52 weeks - 4 terms	\$9,000
<input type="checkbox"/>	103053H Advanced Diploma of Travel and Tourism Management (SIT60116)	104 weeks - 8 terms	\$24,000
<input type="checkbox"/>	097382A Graduate Certificate In Strategic procurement (PSP80116)	52 weeks - 4 terms	\$14,500
<input type="checkbox"/>	104962G Graduate Diploma of Management (Learning) (BSB80120)	52 weeks - 4 terms	\$14,500

Course Start Date: _____ / _____ / _____

Digital Material/Resources through Student Service Portal

- Option 1: \$100 as non-tuition fee per single course (up to 1 year)
i.e. Civil Construction Design \$200 (2 year course) Students must bring their own Laptop in order to access the digital material in the class.
- Option 2: Printed Material
Quotation available upon request. The printed material will be provided by the College.

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).

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

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

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

Applicant Signature:	

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 www.immi.gov.au 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.	
Agent Company Name	
Agent Name	
Agent Signature	Agent Stamp
Date	

Office use only

Date Form Received	Offer Letter Authorised <input type="checkbox"/> No <input type="checkbox"/> Yes	Signed
Supporting Documents Received	Name	
<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	Date	