



International Student Enrolment Form

Applicant Details

Family name		Title	
Given name(s)			
Preferred name			
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth	
Nationality			
Country of birth		City of birth	
Home number (Please include your country and area code)		Mobile number	
Address in Home Country			
Address in Australia (If student ONSHORE)			
E-mail address			

Course details and fees

Select ✓	Course Description	CRICOS Code	Modes of Study	Start Date	End Date	Campus	Weeks*	Tuition Fee \$	Material Fee \$
	SIT30816 Cert III in Commercial Cookery	0101068	Classroom & WBT [^]	14/02/2022	12/02/2023	Reservoir / South Mel	52	10,500	900
	SIT40516 Cert IV in Commercial Cookery	0101069	Classroom	13/03/2023	10/09/2023	Reservoir / South Mel	26	3,500**	300
	SIT50416 Diploma of Hospitality Management	0101070	Classroom	09/10/2023	07/04/2024	Reservoir / South Mel	26	3,500***	300

Emergency contact details

Full name			
Business hours number			
After hours number		Relationship	

Guardian's details (if applicable)

Full name			
Relationship to student			
Business hours number		Mobile number	
After hours number		E-mail address	
Home address			
Postal address (if different from home address)			

Passport details

Passport status			
Passport issued by			
Passport number		Passport expiry date	

A certified true copy of your original passport must be provided as part of your application.

Visa details

If you currently DO NOT hold a valid visa to study in Australia

Country of lodgement

City of lodgement

Date of intended application

If you currently hold a valid visa to study in Australia

Visa type

Student Working Bridging

Visa status

Issued Pending

Visa expiry date

Visa number

Are you currently in Australia?

Did the student apply for any visa to any country and been refused?

YES NO

If YES, what is the reason for refusal?

A certified true copy of your original visa document must be provided as part of your application.

Overseas Student Health Cover

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NB. The Australian Government requires all persons entering Australia on a Student Visa to have Overseas Student Health Cover (OSHC) as a condition of their visa. The length of your OSHC must cover the total length of your course.

If you currently DO NOT hold an Overseas Student Health Cover

Cover type required

Single cover Couple cover Family cover

I authorise the person / organisation selected to act on my behalf:

Education Agent Dolph Business School

If you currently hold an Overseas Student Health Cover

Name of insurer

Member number

Date of expiry

Airport Pickup and Accommodation (Only if applicable)

Do you require Airport Pickup and Transfer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you require us to arrange accommodation for you? If you are under 18-years of age, please refer to pg. 8	<input type="checkbox"/> Yes <input type="checkbox"/> No
What type of accommodation arrangements would you like?	<input type="checkbox"/> Shared <input type="checkbox"/> Private

English Language Proficiency

If English IS your first language
(and you are a citizen of, or you have completed at least 5-years of study in: Australia, UK, USA, Canada New Zealand or the Republic of Ireland)

Do you speak a language other than English at home?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify:
Do you consider that you have adequate literacy and numeracy skills to undertake the course?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure If no, please let us know what additional support you may require:

If English IS NOT your first language

Assessment Type (Please Select)	Score	Date achieved
IELTS / PTE		
TOEFL		
Other	If other, please specify type of assessment:	
If you are yet to sit an English language proficiency test, please specify your test date:		

Please attach evidence of your English language proficiency test results

Education details

Are you currently enrolled with any other education provider?		<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please include a copy of your current Australian Student Visa and your Confirmation of Enrolment.	
Academic History			
Qualification 1			
Qualification Title			
Institute / College			
Country		Date of Completion	
Qualification 2			
Qualification Title			
Institute / College			
Country		Date of Completion	
Please attach certified true copies of your academic qualifications (and English translations, if applicable)			

Course credit application

Would you like to make an application for course credit? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure If yes, please specify the units you are seeking course credit for below:
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Disability status

Do you identify yourself as having a disability? (Please tick)	
<input type="checkbox"/> No	<input type="checkbox"/> Yes, Hearing / deaf
<input type="checkbox"/> Yes, Intellectual	<input type="checkbox"/> Yes, Vision
<input type="checkbox"/> Yes, Learning	<input type="checkbox"/> Yes, Physical
<input type="checkbox"/> Yes, Medical	<input type="checkbox"/> Other
Please specify:	

Your Personal Statement

How did you hear about us?	<input type="checkbox"/> Google <input type="checkbox"/> Agent <input type="checkbox"/> Social media <input type="checkbox"/> Friend / colleague <input type="checkbox"/> Other, please specify:
Why are you choosing 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"/> To get a better job or promotion	<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"/> For personal interest or self-development <input type="checkbox"/> Other reasons
Do you have a specific career aim or job in mind for the future?	
Are there any individual needs you have that we should be aware of so we take these into account when planning your training	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure If yes, please provide us with more information:

Education agent's details (if applicable)

Business name			
Agent code		Contact number	
Business address			
E-mail address			

Payment Details

Once Offer Letters are generated after the Application is submitted to Dolph Business School, the student must remit the initial deposit stated in the Offer Letter along with balance of all other documents that may need to be submitted before the issue of eCOEs (Certificate of Enrolments).

Option 1: Credit Card Payment (circle one)

VISA	MasterCard	AMEX	Diners	Other													
Credit Card Number:																	
Cardholder Name:																	
Cardholder Signature																	
Expiry Date:																	

Option 2: Bank Transfer

Account Name:	Dolph Learning Pty Ltd		
BSB Number:	063 250		
Account Number:	1108 0099	SWIFT Code:	CTBAAU2S
Bank Name:	Commonwealth Bank Ltd	Bank Address:	Melbourne, Australia


Students Under 18 at the commencement of course

Any student under the age of 18-years of age are required to provide Dolph Business School with notice of your intended accommodation whilst studying.

Will you be living with:	<input type="checkbox"/> A parent or legal guardian <input type="checkbox"/> A relative at least 21-years of age <input type="checkbox"/> Accommodation arranged by Dolph Business School If you would like for Dolph Business School is to organise your accommodation for you, please have your parent or guardian sign in the box below.		
Parent / Legal Guardian Signature		Date	

Application checklist

Dolph Business School warmly welcomes you. In order for us to process your application without delay, please ensure that you have:

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- Completed all sections of the application form
 - Read and understood the Terms and Conditions on pages 10-12
 - Read and understood the [ESOS framework](#) available for International Students on the AEI website
 - Read and understood the International Student Prospectus and International Student Handbook
 - Attached a copy of your passport
 - Attached a copy of your original visa document (if available)
 - Attached copies of your academic qualifications (and English translations, if applicable) Attached
 - Attached evidence of English language proficiency test results (if available)

Declaration

By signing this form, I declare that the information provided is to the best of my knowledge and is true and correct. I further declare that:

- I have read and reviewed the Terms and Conditions of my enrolment, Dolph Business School’s current International Student Prospectus and Student Handbook supplied to me;
- I have read and reviewed the Fees & Charges section of the International Student Prospectus and have been informed of the fees, cancellation and refund policy;
- I have reviewed the relevant Course Brochure and fully understand the requirements of the course I am applying for;
- I consent for the Department of Home Affairs to provide Dolph Business School with any information about my visa status from the time of my application to the time of my departure from Australia;
- I understand that this agreement and the availability of Dolph Business School’s complaint and appeals process does not remove my right to take action under Australia’s consumer protection laws;
- I authorise for Dolph Business School to apply for a Unique Student Identifier (USI) on my behalf (if applicable);
- I agree that Dolph Business School may disclose information in relation to my enrolment status, visa status, including any possible breach of visa conditions along with copies of my course progress and results to my parent(s), legal guardian and / or Education Agent concerned;
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice in the Student Handbook;
- I understand that my photo may be used in Dolph Business School’s promotional material and consent for my photo to be used; and
- I confirm that I have read the [ESOS framework](#) available for International Students on the AEI website.

Student signature			
Student name		Date	
Parent / Legal Guardian signature (if applicable)			
Parent / Legal Guardian name		Date	

Terms and Conditions

Visa Requirements

- The Australian Government's Department of Home Affairs has specific guidelines for the issue and management of Student Visas. The failure to comply with these conditions may result in your Student Visa being revoked and you deported from Australia.
- As an education provider, Dolph Business School has the responsibility to ensure you maintain a satisfactory rate of course completion and attendance.
- Dolph Business School will monitor this and advise you if you are failing to meet to the minimum requirements.
- Dolph Business School is required to report any issues relating to your attendance and course completion to the Department of Home Affairs.

Fees and Charges

- The initial deposit must be paid once student receives the Offer Letter before issue of eCOEs (Certificate of Enrolments).
- Payment of fees must be made by the due date, otherwise Dolph Business School may cancel your enrolment or discontinue training.
- Payment for each Term must be paid 14 days prior to the start of the Term – an invoice may be sent with payment plans if any along with instructions.

Refunds

- Refunds upto 70% of tuition fees are only paid if a student withdraws more than 28 days prior to start of the Intake date.
- To apply for a refund, you must submit a Refund Request Form and any other supporting documentation for consideration.
- Course fees are not transferrable to another provider.
- All processed refunds will be paid to a nominated bank account in your name only.
- A full detail of refunds can be found in our Refunds Policy.
- You have the right to appeal any decision made regarding the refund process.
- Your student agreement, and the availability of complaints and appeals processes, does not remove your right to take action under Australia's consumer protection laws.

Table of Refunds			
Event	Timeframe	Amount Refunded	Documents
Application/Enrolment Fee	At any time	NONE	Non-Refundable
Visa Refusal (Visa application must have been submitted at least 6-weeks prior to the course commencement date to qualify)	At any time	Full fees paid of tuition/materials after deducting administration fees of 5% but not exceeding \$500*	Refund Request Proof of VISA Refusal
Visa Renewal Refusal	After course has commenced	Nil	Not applicable
Visa Breach or Misconduct	At any time	Nil	Not applicable
Withdrawal, Transfer or Enrolment Cancellation (if approved by Dolph Business School)	Greater than 28 days before the commencement of the course	70% of Tuition Fees Paid	Refund Request Deferral, Suspension or Withdrawal form
	Less than 28 days before the commencement of the course	No fees paid	Refund Request Deferral, Suspension or Withdrawal form
	After the course has commenced	Nil	Not applicable
Default by Dolph Business School	Before the commencement of the course	Full fees paid	Not applicable
	After the course has commenced	Proportion of fees paid for services not yet delivered**	Not applicable
<p>NB. Any refunds for monies paid for your Overseas Student Health Cover, accommodation will need to be discussed directly with the respective providers. Dolph Business School does not have any jurisdiction over the refund policies of the respective providers for these services as they are not provided by Dolph Business School.</p>			

Complaints and Appeals

- Whilst studying at Dolph Business School you have the right to access the Complaints and Appeals process.
- You have 20 working days to file an appeal of you being informed of a decision. You may the Student Handbook for further information about our Complaints and Appeals policy.

Deferral, Suspension or Cancellation of Course

- Dolph Business School has specific guidelines that meet the requirements of the National Code and ESOS Act of the Deferral, Suspension and Cancellation of student enrolments.
- If a student's enrolment is Deferred, Suspended or Cancelled for any reason, then Dolph Business School is required to inform Department of Home Affairs of this at the earliest available opportunity.
- The student is also required to contact Department of Home Affairs to ascertain any changes in their Student Visa conditions.

Credit Transfer / Recognition of Prior Learning

- Students are encouraged to apply for Credit Transfer or RPL prior to enrolment and to request an application kit where necessary.
 - Where Credit Transfer or RPL is granted before the issue of a Student Visa, the course duration will be indicated on the Confirmation of Enrolment (COE),
 - Where Credit Transfer or RPL is granted after the issue of a Student Visa, the amended course duration will be reported via PRISMS within 14 working days and a new COE will be issued.
- Students are required to submit the Credit Transfer form or the RPL Application kit in order to have the Credit Transfer or RPL formally assessed.

Privacy

- We will not disclose any information that we gather about our students to any third party. We use the information collected only for the services we provide. No student information is shared with another organisation. If student information is required by a third party, the Information Release form or the Student Records Request form will need to be completed and signed by the relevant student prior to release of any information.
- In some cases, we are required by law to make student information available to Government agencies such as the National Centre for Vocational Education and Research, the Australian Government Department of Home Affairs, or the Australian Skills Quality Authority. This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition.
- Should students seek access to their information, a Student Records Request form will need to be completed and submitted to our Student Support & Administration team.

Change of details

- You must notify Dolph Business School of any change of address and contact details while enrolled in a course with Dolph Business School within 7-days. Dolph Business School has a responsibility to ensure any change of address is reported to the relevant agencies in a timely manner.



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