IMPORTANT INFORMATION TO READ BEFORE COMPLETING YOUR APPLICATION

1. APPLICATION FORM:
• Before completing this application form you must read the information contained in this Application form thoroughly. In particular, you should ensure that you fully understand the Duke College’s Terms and Conditions of Enrolment along with the fee Payment and Refund Procedures.
• You must attach with your application the certified copies of your academic results including your English Language assessment results.
• You are required to indicate your acceptance to important items at the end of the Application form under the heading “Declaration”. Please ensure that you understand them before you sign the Application Form.

• Your application must be forwarded to:
Admission Team: admissions@duke.edu.au
Duke College
• Address: Level 1, 20 Macquarie St Parramatta NSW 2150
• Postal Address: PO Box 3323 Parramatta NSW 2124
Tel (+61 2) 9687 3200

2. ENROLMENT FEE: $ 200 AUD
3. PROVISIONAL ACCEPTANCE / REJECTION: Upon receipt of your application, Duke College will advise you about the outcome as soon as practicable or within two weeks. If your application is accepted, you will be provided an offer of enrolment (conditional or unconditional). This document will also accompany another document called “Enrolment Acceptance Agreement”. In order to indicate your acceptance, you will be required to fill the acceptance form and forward it along with the initial deposit as outlined in the offer letter.

4. CONFIRMATION OF ENROLMENT FORMS / VISAS: Once the initial deposit is received, Duke College will then forward you an electronic Confirmation of Enrolment (eCoE) which is required for the finalisation of your student visa application by Department of Immigration and Border Protection (DIBP). Please ensure to check the student visa application requirements at www.immi.gov.au. Students from different nationalities may be required to apply for Pre – Visa Assessment before forwarding their initial deposit and securing their eCoE.

5. OVERSEAS STUDENT HEALTH COVER: 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 the OSHC is up to date. Students may apply for OSHC by themselves or can request Duke College to arrange it on their behalf. Please note that the cost of OSHC is separate to tuition fee and enrolment fee.

TERMS AND CONDITIONS OF ENROLMENT

1. CONDITIONS OF ENROLMENT
1.1 Duke College reserves the right to cancel a course not later than one month prior to the commencement date, in which case a full refund of all fees paid will be made within two weeks.
1.2 A student is enrolled for the period for which tuition fees have been paid. If tuition fees have not been paid, the student’s enrolment may be cancelled at the end of internal appeals process.
1.3 The Institution is required to report to DIBP in instances where a student fails to make academic progress in two consecutive study periods. All students are notified beforehand, of the Duke College’s intention of reporting the student to DIBP and are provided with 20 working days to access the Duke College’s complaints and appeals process. Academic Progress is reviewed in each study period. International students are required to ensure that they repeat any subjects/units failed in that period so as to ensure completion of their course with in the duration specified on their eCOE where possible. Detailed information on the Duke College’s Academic Progress Policy and the Complaints and Appeals Procedures is available at www.duke.edu.au and will be covered in the International Students Orientation Program.
1.4 All students are bound by the Duke College’s Student Code of Conduct. Detailed information on the Duke College’s rules and regulations are available in Student Handbook and in the International Student Orientation Program. Failure to adhere to these regulations may lead to the suspension or cancellation of the student’s enrolment. Students will be provided with 20 working days to access the Duke College’s complaints and appeals process. Detailed information on the Duke College’s policy on cancellation/suspension/deferral of an International student enrolment is contained in the Student Handbook and will be covered in the Orientation Program.
1.5 The National Code 2007 restricts the capacity of students to transfer to other providers prior to completing six months of their principal course. Duke College will not allow students to transfer to another provider within six months of the commencement of their principal course of study in circumstances where the transfer would be detrimental to the study plan as detailed in this application. Circumstances that are considered detrimental to a student’s study plan could be but are not limited to:
• Change in study plan
• Transfer to a lower level of studies
• Increased tuition costs, particularly in case where deposits paid in advance to Duke College are non refundable
• Increased duration of studies in Australia
• Insufficient preparation for further studies
• Qualifications not recognised by Higher Education Providers as satisfying their entry requirements
• Level of support services at new provider is not equivalent
• Transfer would jeopardise student’s progression through a package of courses

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International Student Enrolment/Application Form
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1.1 Students need written permission from Duke College to defer or suspend their courses. In cases where permission is granted, DIBP will be advised via PRISMS. Information pertaining to the circumstances in which a student may defer, suspend or cancel their enrolment is contained in the Student Handbook and Duke College website www.duke.edu.au.

1.2 Duke College is required to advise DIBP when a student fails to commence a course without approval on the expected date, withdraws before the course ends, or changes the course he / she initially enrolled in.

1.3 Students who are unable to commence their course on the expected date may be given up to two weeks to commence. After two weeks the student may not be guaranteed a place in the course. If the students arrive after the agreed date, they may be required to return home or placed in an English Language program until the next available commencement date for the course.

1.4 Students need written permission from Duke College to defer or suspend their courses. In cases where permission is granted, DIBP will be advised via PRISMS. Information pertaining to the circumstances in which a student may defer, suspend or cancel their enrolment is contained in the Student Handbook and Duke College website www.duke.edu.au.

1.5 Fee and charges are subject to change with prior notice. A semester is a study period comprising of 18-20 weeks of teaching. Course fees are charged in full for each semester and must be paid 2 weeks prior to the agreed start date.

1.6 After arrival in Australia, Duke College’s policy doesn’t restrict a student from transferring to another course of study at the Duke College other than from which the student visa has been granted. Student will need to formally apply for the change of course.

1.7 Students wishing to apply for a “letter of release” will need to complete a Request Form, available from Duke College reception. This form will provide information on Duke College’s procedures for the assessment of such applications and the mechanism for the student to appeal. There is no cost attached to applying for a letter of release; however student will need to contact DIBP to seek advice on whether a new visa is required. In instances where a release letter is granted, Duke College’s Fee Payment and Refund Procedures will be applied to any Fee and Charges refund request received.

Detailed information on Duke College’s transfer policy between registered providers is contained in Student Handbook and will be covered in the Orientation Program.

1.8 The National Code 2007 requires international students to complete their course within the duration specified on their eCOE except in limited circumstances. In these circumstances, Duke College will issue a new eCOE to extend the duration of study for the course. Student may be required to pay tuition fee for the extended duration based on the reasons for extension.

Detailed information is available in the Student Information Booklet and will also be covered during the Orientation Program.

1.9 The National Code 2007 requires international students to keep Duke College informed of their current address at all times. It is students’ responsibility to notify Duke College administration of any change in the recorded address during the period of enrolment. This can be done by filing the “Change of Personal Details Form”.

1.10 International Students may apply for Credit Transfer/Recognition of Prior Learning within TWO weeks of the course commencement date if they have not applied for the same at the time of enrolment. Where possible students will be encouraged to enrol in additional subjects/modules that may enable them to reduce the duration of their course - in which case a new eCOE will be issued. A detailed Course Credit policy and procedure is available in the Student Handbook, on the Duke College website www.duke.edu.au and will be covered in the Orientation Program.

1.11 International Students must maintain adequate health cover for themselves and any member of their family unit who are with them during their stay in Australia.

1.12 Students need written permission from Duke College to defer or suspend their courses. In cases where permission is granted, DIBP will be advised via PRISMS. Information pertaining to the circumstances in which a student may defer, suspend or cancel their enrolment is contained in the Student Handbook and Duke College website www.duke.edu.au.

1.13 Duke College is required to advise DIBP when a student fails to commence a course without approval on the expected date, withdraws before the course ends, or changes the course he / she initially enrolled in.

1.14 Students who are unable to commence their course on the expected date may be given up to two weeks to commence. After two weeks the student may not be guaranteed a place in the course. If the students arrive after the agreed date, they may be required to return home or placed in an English Language program until the next available commencement date for the course.

1.15 Fee and charges are subject to change with prior notice. A semester is a study period comprising of 18-20 weeks of teaching. Course fees are charged in full for each semester and must be paid 2 weeks prior to the agreed start date.

2. PERSONAL INFORMATION

2.1 Information is collected in the Application Form and during your enrolment in order to meet our obligation under the ESOS Act and the National Code 2007; to ensure student compliance with the conditions of their visas and their obligations under Australian Immigration Laws generally. The authority to collect the information is contained in the Education Services for Overseas Students Regulations and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection 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.

2.2 Information held on student files including Request Forms, academic progress reports etc. belongs to Duke College. This information may be given to authorised government departments but will not be made available to students, the general public or third parties.

2.3 By enrolling at Duke College, the student agrees that information relating to academic performance may be made available to their parents or welfare carer where applicable.

3. INFORMATION ABOUT INSTITUTE

3.1 Duke College only accepts responsibility for information given to overseas students from the following sources:
• The Student Handbook.
• Duke College’s website www.duke.edu.au
• Duke College personnel
• Duke College Accredited overseas agents

3.2 Duke College does not accept liability for information provided by sources other than these.

4. ON ARRIVAL SERVICE

4.1 To assist you with adjusting to life in Australia, Duke College can arrange for a FREE pickup from the airport to your pre-arranged accommodation.

4.2 Students are required to notify Duke College of their flight number, date and time of arrival at least 7 days in advance.

4.3 Duke College does not accept liability for any changes to arrival times unless notification is received 3 working days in advance.

5. COMPLAINTS AND APPEALS

5.1 Duke College has a well-established independent Complaints and Appeals procedure which provides a prompt resolution of any student complaints. Detailed information on the Complaints and Appeals Procedure is available in the Student Handbook and at the Duke College website www.duke.edu.au and will be covered in the orientation Program.

5.2 Beyond the procedure, all students have a right to pursue further action through the Australian legal system at any time.
International Student Enrolment Application Form

Part A. Personal Details

Surname/Family Name: ____________________________________________
Given Name: ____________________________________________________
Title: Mr. Mrs. Ms. Miss Other
Date of Birth: ___________________ (DD/MM/YYYY)
Gender: Male Female
Passport No: ____________________________________________________
Country of Birth: _______________________________________________
Nationality: ____________________________________________________
Email Address: __________________________________________________
Are you currently studying in Australia? Yes No
If Yes, Name of Institution ________________________________
Have you previously applied to or enrolled at Duke College? If yes, please provide your Student ID Number ________________________________
What visa subclass do you have? (e.g. 572) ___________________ Expiry Date: ___________________ (DD/MM/YYYY)
Do you have a Unique Student Identifier (USI)? If so please write your 10-digit USI here: ____________________________________________________
Are you transferring from another education provider in Australia? Yes No
If yes, Please provide name of your current education provider ____________________________________________________

Part B. Contact Address Local/Overseas Address

Permanent Address in Home Country: __________________________________________________________
Address in Australia (if known): _____________________________________________________________
Suburb _________________________ Postcode __________________
Tel ___________________ Mobile ________________________
Tel ___________________ Mobile ________________________

Part C. Course Preferences (You may choose more than one course e.g. Diploma & Advanced Diploma)

☐ Diploma of Business BSB50215
☐ Diploma of Marketing BSB51215
☐ Advanced Diploma of Business BSB60215
☐ Advanced Diploma of Marketing BSB60515
☐ Certificate IV in Applied Fashion Design and Technology LMT41007
☐ Diploma of Applied Fashion Design and Technology LMT50307
☐ Advanced Diploma of Applied Fashion Design and Technology LMT60307

Commencing: Month/Year (e.g. March 2016): ____________________________

Part D. University Pathways

Course Title ______________________________________________________ Proposed Start date ___________________ (DD/MM/YYYY)
Preferred University _____________________________________________

INSTRUCTIONS
Please fill this form in capital letters using black or blue ink pen only.
Only completely filled form with attached supporting documents will be accepted for the assessment.

FOR OFFICE USE ONLY
Students Details Confirmed Comments ________________
Processed by ______ Date ________________

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Part I. Airport Pickup and Accommodation Services (Please refer to Section 4 on Page 2)

Do you want Duke College to arrange airport pick up and/or accommodation for you? □ Airport pick up □ Accommodation

Declaration

1. I declare that the information contained in this application is true.
2. I have read, understood and consent to the Terms and Conditions of Enrolment, Fee Payment, Refunds Procedures at Duke College.
3. I understood that this agreement and the availability of complaints and appeals process do not remove the rights of the student to take action under Australia’s consumer protection laws.
4. I confirm that the information supplied in this form in relation to my study plan is true and accurate. I understand that any changes to my study plan may be considered detrimental.
5. I confirm that I have received and read a copy of Duke College’s Student Handbook and information available on www.duke.edu.au and fully understand the requirements of the course and relevant policies and procedures.
6. I consent to DIBP providing Duke College with any information about my visa status from the time of my application to the time of my departure from Australia.
7. I consent Duke College to apply for the USI on my behalf and may use the USI to access my electronic VET record to assist in assessing pre-requisites and credit transfers.

I HAVE READ AND UNDERSTOOD “IMPORTANT INFORMATION TO READ BEFORE COMPLETING YOUR APPLICATION” ON PAGE 1 AND 2 OF THIS FORM.

Applicant’s Signature_____________________________________        Date:  _ _/_ _/_ _ _ _

Should this document be returned by email in typed format, with all information given it will be deemed as being signed by the applicant.

Part F. How did you hear about us?

How did you hear about us? (Eg. Agent, Exhibition, website, Duke College Staff) ________________________________________________________
______________________________________________________________________________________________________________________________________
______________________________________________________________________________________________________________________________________

Part G. English Language Efficiency (Please attach evidence)

☐ English is my first language.
☐ English was the language of instruction during my secondary school and I passed English subject in my final year.
☐ I have satisfactorily completed an approved ELICOS course at (Name of the Institution) ________________________________
☐ IELTS/TOEFL/TWE Score: I have undertaken IELTS/TOEFL test

Overall band ________________________________ TOEFL band ________________________________ TWE (TOEFL Written) ________________________________

☐ I have applied for an ESL/ELICOS course at (Name of the Institution ) __________________________________________________________________________

Part H. Previous Studies (Documentary evidence of qualifications claimed must be attached. Documents not in English must be accompanied by certified translations.)

Australian Year 11 or 12 qualification equivalent *
Name of the Qualification Completed ________________________________ School/Institution ________________________________ Country ________________________________ Year Completed ________________________________

Tertiary Studies
Name of the Qualification Completed ________________________________ School/Institution ________________________________ Country ________________________________ Year Completed ________________________________
______________________________________________________________________________________________________________________________________
______________________________________________________________________________________________________________________________________

(* Subject to country Assessment Level and the Course)

Part I. Airport Pickup and Accommodation Services (Please refer to Section 4 on Page 2)

Do you want Duke College to arrange airport pick up and/or accommodation for you? □ Airport pick up □ Accommodation

Checklist (Must be completed - Documents must be certified by authorised agents)

☐ Enrolment fee
☐ Certified copies of Academic Transcripts
☐ Certified copies of Graduation Certificates
☐ Evidence of English Language Proficiency
☐ Certified translated documents if not in English

☐ Completed all relevant sections of the application form
☐ Relevant documents for RPL/Credit Transfer
☐ Read and understood the terms and conditions of enrolment
☐ Certified copy of the personal details page of your Passport
☐ Certified copy of Australian Visa (if any)

Declaration

1. I declare that the information contained in this application is true.
2. I have read, understood and consent to the Terms and Conditions of Enrolment, Fee Payment, Refunds Procedures at Duke College.
3. I understood that this agreement and the availability of complaints and appeals process do not remove the rights of the student to take action under Australia’s consumer protection laws.
4. I confirm that the information supplied in this form in relation to my study plan is true and accurate. I understand that any changes to my study plan may be considered detrimental.
5. I confirm that I have received and read a copy of Duke College’s Student Handbook and information available on www.duke.edu.au and fully understand the requirements of the course and relevant policies and procedures.
6. I consent to DIBP providing Duke College with any information about my visa status from the time of my application to the time of my departure from Australia.
7. I consent Duke College to apply for the USI on my behalf and may use the USI to access my electronic VET record to assist in assessing pre-requisites and credit transfers.

I HAVE READ AND UNDERSTOOD “IMPORTANT INFORMATION TO READ BEFORE COMPLETING YOUR APPLICATION” ON PAGE 1 AND 2 OF THIS FORM.

Applicant’s Signature_____________________________________        Date:  _ _/_ _/_ _ _ _

Should this document be returned by email in typed format, with all information given it will be deemed as being signed by the applicant.

PLEASE FORWARD THE COMPLETED APPLICATION AND RELEVANT DOCUMENTS TO: Agent Name/Details

Admission Team: admissions@duke.edu.au

Duke College
• Address: Level 1, 20 Macquarie St Parramatta NSW 2150
• Postal Address: PO Box 3323 Parramatta NSW 2124
Tel (+61 2) 02 9687 3200  Website: www.duke.edu.au
• CRICOS Provider Code: 02564C | RTO Code: 90681

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