

# DNA Kingston Training

KINGSTON TRAINING & EMPLOYMENT



National Provider No. 6811  
CRICOS Provider No. 02899B  
CRICOS No: 066493F

.....  
Agent's name

## Application Form Diploma in Management (Business) BSB51107

Please indicate intake:

- |                                |                             |                                 |                                |
|--------------------------------|-----------------------------|---------------------------------|--------------------------------|
| <input type="radio"/> January  | <input type="radio"/> April | <input type="radio"/> July      | <input type="radio"/> October  |
| <input type="radio"/> February | <input type="radio"/> May   | <input type="radio"/> August    | <input type="radio"/> November |
| <input type="radio"/> March    | <input type="radio"/> June  | <input type="radio"/> September | <input type="radio"/> December |

**Full Time**                      **\$9,000**                      **1 Year**

\*) Please see additional fees indicated on offer letter.

### 1. Personal Details

Title ..... Sex..... Surname .....

First Given Name .....

Second Given Name ..... Languages Spoken .....

Former Surname ..... Date of Birth .....

Nationality ..... Passport No .....

Guardian if under 18 ..... Guardian Phone .....

Notification Address .....

..... Postcode .....

Phone Home ..... Business ..... Mobile .....

Email .....

Permanent Home Address .....

Overseas Address .....

## 2. Conditions of Application and Enrolment

*Please read carefully - applicant should keep a copy of this form and a signed copy should be lodged with DNA Kingston Training.*

*I understand the following conditions apply to my application and enrolment as outlined on the Letter of Offer. Please note that additional information on any of these matters can be obtained from the International Student Handbook, Website and Staff at DNA Kingston Training.*

### **Orientation Day**

Students are advised to attend this day to attain their full potential from their training programmes.

### **Payment of Fees**

Course fee and OSHC (Overseas Health Cover) charge are to be paid in sufficient time to get a student visa prior to the commencement date of the course. All payments are to be made in Australian dollars and payable to DNA Kingston Training. An electronic Confirmation of Enrolment (CoE) will be issued on receipt of the monies.

### **Accommodation**

DNA Kingston Training will endeavour to assist Students with accommodation for their time of enrolment at the colleges.

### **Excursion Permission**

The students may attend excursions organized and approved by the College staff as part of the teaching/learning or recreation programmes. For students under 18 year of age a permission form must be signed by the parent(s), guardian or carer.

### **Termination of Study**

Failure to abide by DNA Kingston Training college policies and procedures and Government regulations may result in termination of enrolment.

### **Under 18 Aged Students**

For the care and well being of students under the age of 18 they are required to adhere to the college's policy and procedures for student under 18 years of age.

### **Grievances**

Policy and procedure documents are issued during the Orientation Programme. In the case of grievance students have the right to take further action under the Western Australian Government Consumer Protection laws. Students can also access the Internal and External Complaints and Appeals process and the International student Conciliator, who is appointed by the Western Australian Government. Some disputes may require a negotiated settlement.

**School-Aged Dependents**

Students with school aged dependants (children) are required to pay full fees for their education. These fees range from \$6,000 to \$15,000 if they are enrolled in non government or Government schools in Western Australia.

**Personal Information**

As a registered provider of international education DNA Kingston Training is required to provide certain information about students to various government departments in accordance with the requirements of the ESOS Act. The college must provide DIAC with information regarding enrolment changes and breaches of attendance/academic performance requirements.

**Application Information**

Information presented with an application must be true and correct. An enrolment may be terminated if incorrect information is provided.

**Change of Address**

It is the student's responsibility to inform DNA Kingston Training of any changes to their personal details.

**Health Insurance**

As a condition of obtaining a student visa, international students are required to obtain Overseas Student Health Cover (OSHC) for the duration of their course. We can assist you to obtain the necessary cover, or you are free to make your own arrangements. Please note that OSHC does not cover dental and optical services.

**Declaration**

I..... have read and understood the information provided by the college and will abide by conditions of application/enrolment policy, DNA Kingston Training policy and procedures and refund policy; and declare that the information provided with the application is true and correct.

Signature ..... Date .....

Student/Parent/Guardian

Full Name .....

I ..... declare that the information provided is current and correct.

Applicant's signature ..... Date .....

### 3. Completion of Application Form

- Please remember to complete all sections of the form if possible
- Additional sheets of information can be included
- Please use black or blue pen
- Do not submit more than one application
- Faxed or emailed applications will be accepted

### 4. Submission of this application

Post applications to: **Applications**  
**DNA Kingston Training**  
**PO Box 69**  
**Belmont**  
**Western Australia 6984**

Email applications to: **admin@dnakingston.com.au**

Telephone: **1300 855 503**  
International: **+61 8 9479 4865**  
Fax: **+61 8 9479 4880**

You will be notified by letter or telephone of the result of your application.  
Please note: This is not an Enrolment Form.

**WISHING YOU EVERY SUCCESS WITH YOUR ENDEAVOURS.**

*Empower Your Dreams - Make Them Happen*

Privacy Policy (following the Privacy Act 2001):

Information in this document will be kept secure all times, attainable only by appropriate staff and will not be utilised for any other purpose than to provide entrance into the training programme concerned.