



## 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.**

*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.*

### **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 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 Kingston Training and Employment Pty Ltd. An electronic Confirmation of Enrolment (CoE) will be issued on receipt of the monies.

### **Accommodation**

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

### **Excursion Permission**

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

### **Termination of study**

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

### **Students Aged Under 18**

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 students 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 is required to provide certain information about students to various Government departments in accordance with the requirements of the DEEWR Act. The college must provide DEEWR 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.

### **Declaration**

I..... have read and understood the information provided by the college and will abide by conditions of application/enrolment policy, DNA 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.....

DNA Ref: No 1 0308