

LOCAL STUDENT ENROLMENT PROCESS



DOLPH
BUSINESS SCHOOL

1

DECIDE ON YOUR COURSE

The first thing you will need to do is make sure the course you have chosen is going to help you achieve your career goals. If you are uncertain about what you want to do, give us a call and we can go through a discussion with you and help direct you to the most appropriate course that suits your goals!



ENSURE YOU ARE INFORMED

Please make sure you read through our Course information or flyers to understand what you will learn from the course, our Local Student Handbook to find out about our policies and what your rights are, as well as our Local Student Schedule of Fees and Charges to be informed of your fees and what it covers.

2



3

SUBMIT YOUR ENROLMENT FORM + COMPLETE YOUR CSI

When you are certain of your decision, complete our online enrolment form here: www.dolph.edu.au/enrol. Attach any relevant documentation and complete your Core Skills Indicator (CSI) assessment - this gives us an idea of your learning abilities and if you require any additional support.



FINALISATION OF YOUR ENROLMENT

One of our team members will give you a call to undertake an Enrolment Interview with you - just to make sure we go through some important information and to find out more about you. We will then inform you whether you have been accepted into your course. If you are successful, we will then issue you with an invoice for your fees.

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ONCE YOUR PAYMENT HAS BEEN RECEIVED, WE WILL SEND OUT YOUR CONFIRMATION OF ENROLMENT, TOGETHER WITH A DOCUMENT INFORMING YOU OF WHAT HAPPENS NEXT. IF YOU ARE AN ONLINE STUDENT, YOU WILL ALSO RECEIVE YOUR LOG-IN DETAILS TO YOUR ONLINE STUDENT PORTAL SO THAT YOU CAN START YOUR COURSE IMMEDIATELY.