

## Terms and Conditions

The Australian Refugee Association (ARA) requests that the Terms and Conditions below be read, understood and agreed to with the submission of the Expression of Interest (EOI) form. The EOI for the Community Support Program (CSP) informs ARA, as an Approved Proposing Organisation (APO), of a person's interest to partake in the program while providing ARA with the relevant information to determine whether the main applicant and the Australian supporter meet the required eligibility criteria.

**Prior to lodgement of your EOI, ARA recommends that you attend one of our CSP Information Sessions or seek Migration Advice from a lawyer or Registered Migration Agent. This will assist you with understanding all formal requirements for Humanitarian Visa Applicants and Australian Supporters through the CSP.**

**An EOI must NOT be lodged on behalf of someone who is a temporary resident of Australia, who only holds a bridging visa, or who is an unlawful non-citizen. Furthermore, an Australian Supporter or other party such as an employer or Assurer of Support must NOT offer support to a CSP application if they are doing so on behalf of someone who is not a Permanent Resident or Citizen of Australia.**

The EOI may only be lodged by an Australian Supporter or by an authorised agent of the Australian Supporter, who must acknowledge and agree to the following Terms and Conditions.

1. All questions in the EOI must be answered. Failure to answer questions will prolong ARA's assessment of the EOI and may result in ARA's decision to find the EOI ineligible for the CSP.
2. All questions in the EOI must be answered truthfully. Where ARA find that the details provided in the EOI are inaccurate, ARA will stop processing the EOI and may deem the EOI ineligible or withdraw its proposal in the case of an application that is being prepared for lodgement or has been lodged with the Department of Home Affairs.
3. Submission of the EOI must be accompanied by a payment of \$275. Any EOI submitted without a payment or providing card details for making payment following lodgement, will not be further assessed by ARA.
4. The fee of \$275 due upon submission of an EOI is non-refundable, regardless of the outcome of the EOI assessment.
5. The lodgement of an EOI to ARA does not guarantee its inclusion in ARA's CSP intake. ARA maintains absolute discretion about which applications it can process further, and which are lodged with the Department of Home Affairs.
6. ARA requires approximately eight to twelve weeks (8 to 12 weeks) for the processing and assessment of a complete EOI. Australian Supporters or other parties involved in the application may be requested to provide further documents or information during this time. Failure to respond to ARA's requests to promptly provide documents or specified information will delay the processing of an EOI. ARA has no obligation to approve any lodged EOI where there is outstanding information or documentation.
7. ARA will notify the Australian Supporter of a successful EOI to arrange an appointment with a member of the Migration Team so that the next steps regarding the CSP application can be discussed in detail and assistance offered for the preparation process. Successful applicants may be asked to sign a contract during this appointment or on a date agreed to by the parties.
8. ARA is unable to support CSP applicants who do not genuinely intend to settle in South Australia without prior agreement.
9. ARA cannot support any application that is proposed by an individual who is acting directly or indirectly on behalf of a person or persons in Australia who only hold(s) temporary visa or lacks legal status in Australia.

## Expression of Interest – DOCUMENT CHECKLIST

- Completed Expression of Interest Form – complete ALL questions on the following pages
- Evidence of Payment of the EOI fee - \$275 (e.g. Screenshot of bank transfer)

### Documents of Visa Applicants

- All identity documents of applicants included in the Expression of Interest (with English translations) – these may include (depending on availability):
  - a. National identity cards;
  - b. Birth certificates;
  - c. Passports;
  - d. Education certificates or Student IDs;
  - e. Marriage certificates;
  - f. Evidence of English studies (especially for primary visa applicant);
  - g. Evidence of UNHCR registration;
- Copies of any visa applications that have included any of the visa applicants and been previously lodged with the Department of Home Affairs (e.g. All application forms, ID documents, letters or decision records)

### Documents of Australian Supporter(s)

- Evidence of Australian citizenship or Permanent residency (e.g. Australian passport or visa grant notice);
- Evidence of current residential address or ownership of alternate property where applicants intend to settle in Australia (e.g. drivers licence or utility notice);
- Notice of Assessment for last financial year;
- Evidence of current employment (e.g. letter of employment, contract of employment, payslips).

### Documents of EACH Assurer of Support

- Evidence of Australian citizenship or Permanent residency (e.g. Australian passport or visa grant notice);
- Notice of Assessment for last financial year;
- Evidence of current income/estimated income for current financial year (e.g. letter from accountant if self-employed, 2x recent payslips).

### Documents of the Proposed Employer

- Evidence of current residency status in Australia (e.g. citizenship certificate or visa grant notice);
- Photo ID of the employer (e.g. driver's licence, passport);
- Evidence that the employer has ownership over the business or company (e.g. certificate of incorporation, ASIC registration extract).

Number of Applicants

## MAIN APPLICANT DETAILS

Full name of main applicant:

DOB:  Gender:  Country of birth:

Ethnic group / clan:  Current address:

Date of arrival in country of residence:  Other:

Current status in country of residence:

Phone No:

Relationship status:  Email address:

If married, engaged, de-facto, separated, divorced or widowed – date this happened:

Place this happened:

What religion is the applicant?:

Level of English of main applicant:

What identity documents does the applicant hold?:

## APPLICANT 2 DETAILS

Full name of applicant:

DOB:  Gender:  Relation to main applicant:

Country of birth:

Ethnic group / clan:  Current address:

Date of arrival in country of residence:

Current status in country of residence:

Relationship status:  Other:

If married, engaged, de-facto, separated, divorced or widowed – date this happened:

Place this happened:

What religion is the applicant?:

Level of English of applicant:

What identity documents does the applicant hold?:

### APPLICANT 3 DETAILS

Full name of applicant:

DOB:  Gender:  Relation to main applicant:

Country of birth:

Ethnic group / clan:  Current address:

Date of arrival in country of residence:

Current status in country of residence:  Other:

Relationship status:

If married, engaged, de-facto, separated, divorced or widowed – date this happened:

Place this happened:

What religion is the applicant?:

Level of English of applicant:

What identity documents does the applicant hold?:

### APPLICANT 4 DETAILS

Full name of applicant:

DOB:  Gender:  Relation to main applicant:

Country of birth:

Ethnic group / clan:  Current address:

Date of arrival in country of residence:

Current status in country of residence:

Relationship status:  Other:

If married, engaged, de-facto, separated, divorced or widowed – date this happened:

Place this happened:

What religion is the applicant?:

Level of English of applicant:

What identity documents does the applicant hold?:

## APPLICANT 5 DETAILS

Full name of applicant:

DOB:  Gender:  Relation to main applicant:

Country of birth:

Ethnic group / clan:  Current address:

Date of arrival in country of residence:

Current status in country of residence:

Relationship status:  Other:

If married, engaged, de-facto, separated, divorced or widowed – date this happened:

Place this happened:

What religion is the applicant?:

Level of English of applicant:

What identity documents does the applicant hold?:

## APPLICANT 6 DETAILS

Full name of applicant:

DOB:  Gender:  Relation to main applicant:

Country of birth:

Ethnic group / clan:  Current address:

Date of arrival in country of residence:

Current status in country of residence:

Relationship status:  Other:

If married, engaged, de-facto, separated, divorced or widowed – date this happened:

Place this happened:

What religion is the applicant?:

Level of English of applicant:

What identity documents does the applicant hold?:

## APPLICANT 7 DETAILS

Full name of applicant:

DOB:  Gender:  Relation to main applicant:

Country of birth:

Ethnic group / clan:  Current address:

Date of arrival in country of residence:

Current status in country of residence:  Other:

Relationship status:

If married, engaged, de-facto, separated, divorced or widowed – date this happened:

Place this happened:

What religion is the applicant?:

Level of English of applicant:

What identity documents does the applicant hold?:

## APPLICANT 8 DETAILS

Full name of applicant:

DOB:  Gender:  Relation to main applicant:

Country of birth:

Ethnic group / clan:  Current address:

Date of arrival in country of residence:

Current status in country of residence:

Relationship status:  Other:

If married, engaged, de-facto, separated, divorced or widowed – date this happened:

Place this happened:

What religion is the applicant?:

Level of English of applicant:

What identity documents does the applicant hold?:

**If there are any additional applicants – please provide an attachment with their details.**

Does any applicant have links to Australia who arrived as an Unauthorized Maritime Arrival (UMA), or Illegal Maritime

Arrival (IMA) (arrived after 13 August 2012)? Yes or No. **If answered yes, explain relationship of applicant to UMA/IMA.**

Where will the applicants live upon arrival in Australia?

If alone, provide details of any arrangements made and how these arrangements will be paid for? If with someone, please provide their address where the applicants will live upon arrival in Australia.

Have any of the applicant(s) lived in Australia previously?

Has the applicant(s) applied for an Australian visa previously?

If yes, please provide details and file no.

**TIP:** Refer to the Document Checklist (pg. 2) for more information and remember to attach a copy of the previous Australian Visa application (if applicable).

Do any applicants have any physical and/or mental health conditions? If yes, how will they be supported in Australia?

Are any applicants included in the application currently pregnant?

Are all of the dependent children, included in the application, the biological children of the main applicant? If no, please provide details of relationship to main applicant.

Do all children included in the application have the approval of both biological parents to travel out of the country?

If no, please provide thorough details about the child's circumstances, whether consent can be obtained or whether documentation can be provided regarding the biological parents' inability to provide consent.

Do any applicants have spouses or de-facto partners not included in the application? If yes, why have they not been included?

Are any, or all of the applicants mandated or registered with the UNHCR or other/similar refugee organisations?

	Name of applicant	Refugee Mandate/ Registration Number	Country of Mandate/ Registration
1			
2			
3			
4			
5			
6			
7			
8			

## HUMANITARIAN CLAIMS

**Please ensure that answers provided in the following section relate to the circumstances surrounding the main applicant as an individual and not the general situation in that country or region. This section addresses the applicant’s individual experiences while living in that country and not of a larger group or population. Please keep all details specific to the main applicant and secondary applicants.**

Does the applicant fear returning to their home country?

Is the applicant at risk of persecution or harm if they return to their home country? Please provide specific details.

What do you believe will happen to the applicant and any secondary applicants if they return to their home country? Please provide specific details.



## ASSURANCE OF SUPPORT (AoS)

An assurance of support will be required to provide financial support should the applicant/s encounter any issues upon arrival in Australia. If the applicant/s access social support payment from Centrelink within the first 12 months, the Assurer of Support (AoS) will incur a debt for this.

It is compulsory to have an AoS, acting either alone or jointly with another assurer, for each applicant 18 years and above. The Assurer of Support (AoS) must be an Australian citizen or permanent resident and must meet all eligibility and income requirements. Each assurer can only support a maximum of 2 adult visa applicants regardless of their income.

If you are unsure if you or someone is eligible to act as an AoS, please contact our migration team on **08 8354 2951** or use the links below to assess:

[https://www.centrelink.gov.au/custsite\\_aoscalc/aoscalc/eligibilityPage.jsf?wec-appid=aoscalc&wec-locale=en\\_US#stay](https://www.centrelink.gov.au/custsite_aoscalc/aoscalc/eligibilityPage.jsf?wec-appid=aoscalc&wec-locale=en_US#stay)

[https://www.centrelink.gov.au/custsite\\_aoscalc/aoscalc/financialCalPage.jsf?prg\\_id=8231fb1af940465085731f0c6e353584&wec-appid=aoscalc&page=D6A8C3632D6A43798B75AB1A8F69682B&wec-locale=en\\_US#stay](https://www.centrelink.gov.au/custsite_aoscalc/aoscalc/financialCalPage.jsf?prg_id=8231fb1af940465085731f0c6e353584&wec-appid=aoscalc&page=D6A8C3632D6A43798B75AB1A8F69682B&wec-locale=en_US#stay)

### Assurer of Support 1

Full name:

Contact number:  Email:

Residential address:

Residency status:  Proof of residency status:

Have you assessed their eligibility against the Department of Human Services Assurer of Support calculator?:

Are you an Assurer of Support for any other applicant? If yes, how many?

Your taxable income for the past 2 years:

How many dependents (children under 18) do they have?:

**TIP:** Refer to the Document Checklist (pg. 2) and remember to attach the requested documents for each Assurer of Support. If you need more than two assurers, please provide an attachment with their details and provide their supporting documents.

### Assurer of Support 2 (if required)

Full name:

Contact number:  Email:

Residential address:

Residency status:

How many Dependents (children under 18) do they have?:

Have you assessed their eligibility against the Department of Human Services Assurer of Support calculator?

Are you an Assurer of Support for anyone else? If yes how many?:

Your taxable income for the past 2 years:

**TIP:** Refer to the Document Checklist (pg. 2) for more information and remember to attach the requested documents upon submission. **For each Assurer please provide:**

- Evidence of Australian Citizenship or Permanent residency.
- Notice of Assessment for last financial year
- Evidence of current income/estimated income for the current financial year.

## EMPLOYMENT AND EDUCATION

**Under the Community Support Program, the main applicant MUST have an employment pathway in Australia. As an APO, it is our responsibility to ensure that the applicant meets these requirements.**

Level of education of main applicant

Please provide additional details, including date of completion, official qualification title, etc.

Does the applicant have any practical work experience in their related field or otherwise?

Additional vocational or tertiary education qualifications of main applicant

Does the main applicant have an offer of employment in Australia?

Name of business:

ABN Number:

Contact person:

Contact number:

Email:

Address of business:

Are you providing an employment offer for any other CSP applicants? If yes, how many?:

Please provide any additional detail relating to employment of applicant/s including information about the role and responsibilities:

**TIP:** Refer to the Document Checklist (pg. 2) for more information and remember to attach the requested documents upon submission.

**These include:**

- Evidence of Australian Citizenship or Permanent residency.
- Photo ID.
- ASIC Registration Extract.

## AUSTRALIAN SUPPORTER

The following questions relate to the person intending to propose and provide support to main applicants during the application process and upon arrival in Australia.

Are you an individual, employer, community group?

Full name of Proposer/Proposing Organisation:

Date of birth:  Email:

Primary Contact number:  Secondary Contact number:

Residential Address:

Will you require an interpreter?  If yes, what language?

Relationship (if any) to the main applicant:

Visa classification upon arrival: (if applicable)

Date of arrival in Australia? (if applicable)

Did you, or any of your family members arrive in Australia as Unauthorised Maritime Arrivals?

If yes, are these people now Australian Citizens?

Status in Australia:

Are you currently employed?  Name of employer:

ABN Number:

Are you sponsoring any other CSP applicants? If yes, how many

Do you have a criminal history? Yes or No. If yes, please explain.

**TIP:** Refer to the Document Checklist (pg. 2) for more information and remember to attach the requested documents upon submission.

**Please provide:**

- Evidence of Australian Citizenship or Permanent residency.
- Evidence of current residential address or ownership of alternate property where applicants intend to settle in Australia.
- Notice of Assessment for last financial year.
- Evidence of current employment.

**Progression of your EOI application:**

1. From date of submission of the EOI with the required documents, allow for 8-12 weeks for initial assessment. All communications will predominantly be via email or phone and will be with the Australian Supporter or by an authorized agent of the Australian Supporter. This includes notification of the outcome of the EOI application.
2. Only EOI's with complete documents can be assessed, any missing documentation will delay the assessment process.

3. Upon completion of the initial assessment our team will then proceed with final assessment.
4. If we decide to proceed with the application, we will contact the Australian supporter to book an appointment to sign the contract and to be advised of obligations.
5. Refer to paragraph's 5 to 7 on pg. 1 for further explanation of the steps.  
Beware that these time frames are subject to change.

## TERMS & CONDITIONS

– Please read the terms and conditions on page 1 of this document.

- I agree to the Terms and Conditions for the submission of the Expression of Interest as set by the Australian Refugee Association Inc.

**NOTE: The fee of \$275 due upon submission of the EOI is non-refundable, regardless of the outcome of the EOI assessment.**

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## PAYMENT

I would like to pay the **\$275** fees by:

- EFT    Card    Cash

Card Number:

Cardholder name:

Expiry date:

### Direct Debit Details:

BSB: 105-074

Account Number: 04274 – 9340

Name: Australian Refugee Association

Reference: Applicant name + Supporter name

Australian Refugee Association  
Near Parabanks Shopping Centre  
Ann Street (Corner of Commercial Road)  
Salisbury SA 5108

*Please send a screenshot of the payment or bank transfer and include this in your EOI email*

## LODGEMENT OF THE EXPRESSION OF INTEREST

Thank you for completing this Form and providing payment using the account details provided above. You may use any of the below options to successfully lodge your Expression of Interest with ARA:

1. Email us at [csp@ausref.net](mailto:csp@ausref.net) (if you have been assisted by one of our Migration Team you may also email it directly to their email address)  
**Don't forget to attach all the requested documents as listed on Page 2 with this form!**
2. Return this form and copies of all requested documents in person to the Migration Team at our Salisbury Office.
3. Call us to arrange an alternative method of lodgement;


Contact Details: (08) 8354 2951

Opening Hours: Monday – Friday 9am – 5pm

**THANK YOU!!**

**SAVE**

**ADDITIONAL INFORMATION**



If you do not have enough space to give all the necessary information, attach a separate statement to this form with further details.