

Enrolment Application Form

Please complete in clear English using black ink and BLOCK letters.

Personal Information	Visa Details
First Name:	Nationality:
Middle Name:	Passport Number:
Family Name:	Do you have an Australian Visa? Yes No
Date of Birth: / / (DD/MM/YYYY)	(If Yes) Country of Issue:
Gender: Male Female	(If Yes) Visa Type: Student Visitor Others
Country of Birth:	(If Yes) Visa Expiry Date: / / (DD/MM/YYYY)
Parents'/ Guardian's Names:	Do you have Overseas Student Health Cover? Yes No
Parents'/ Guardian's Contact Details:	(If Yes) Provider: Number:
Student Contact Details	Expiry Date (if Yes): / / (DD/MM/YYYY)
Address (Home country if applicable):	Which Visa office will you apply to for your Visa?
	Academic Qualifications Please attach certified copies of all academic transcripts and copies of certificates (translated into English)
Current Address (in Australia)	TERTIARY QUALIFICATION
	Institute:
	Course:
Postal Address (If different from above):	Year of Completion:
	SECONDARY QUALIFICATION
	Institute:
Telephone (Home):	Course:
Telephone (Business):	Year of Completion:
Mobile:	If you are currently enrolled in another institute, please indicate
E-mail:	Institute:
Emergency Contact Details	Course:
Name:	Expected time to complete (month/year):
Relationship:	If you are currently enrolled in a similar course, you may be eligible for a credit transfer or Recognition of Prior Learning.
Address:	Please contact KII staff or visit KII website for more details.
Telephone/Mobile:	Kindly attach verified copies of documents to support a credit transfer or RPL application.
Email:	English Proficiency
Agent / Information (if applicable)	Please attach certified copy of valid Test score
Agent Name:	IELTS Score: TOEFL Score:
Representative Name:	Other English Score:
[AGENT STAMP HERE]	Name of Language School (if applicable):
	Current English Level (if applicable):
	Work Experience
	Have you been employed in the area covered by the course applied for? Yes No If YES, you may be eligible for Recognition of Prior Learning (RPL). Please contact KII staff or visit KII website for more details. Kindly attach verified copies of documents to support a credit transfer or RPL application.



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Co	urse Selection		Fee Refund Policy
* F	lease note fees are effective from 13.08.2018	Duration	Any cancellation/withdrawal, must give notice in writing. This may be send via email or letter.
	BSB40215 Certificate IV in Business - \$8000	52 weeks	If your application for a student visa is refused by the Department of Home Affairs, you will receive a full refund of the paid tuition fee, excluding non- refundable enrolment application fee.
	BSB42415 Certificate IV in Marketing and Communication - \$9800	52 weeks	If enrolment is cancelled/ withdrawn 28 days or more BEFORE commencement, 70% of the tuition fees will be refunded. If enrolment is cancelled/ withdrawn within less than 28 days BEFORE
	BSB50215 Diploma of Business - \$8000	52 weeks	commencement, 50% of the tuition fees will be refunded. 4. No refund will be given if enrolment is cancelled/withdrawn after commencement of course
	BSB51915 Diploma of Leadership and Management - \$9800	52 weeks	5. No refund will be granted to a student whose enrolment is terminated for failure to comply with KII's policies and procedures and the requirements of their visa by Dept. of Home Affairs (DHA).
	BSB51415 Diploma of Project Management - \$9800	52 weeks	6. Any behavioural misconduct after being formally warned will result in cancellation of enrolment and will not be entitled to receive a refund. 7. Suspensions and Deferral doesn't entitle a student to receive any refunds of
	BSB52415 Diploma of Marketing and Communication - \$9800	52 weeks	fees and costs already paid. 8. Where refunds are approved, eligible refunds will be made within 28 calendar days after receipt of the claim. Monies refunded will be made in Australia
	ICT50115 Diploma of Information Technology - \$9800	52 weeks	Dollars (AUD). Refunds are to be paid via electronic funds transfer using the authorised bank account nominated by the student on the Refund Request Form. 9. If KII defaults, a full refund will be paid where fees have been paid in advance
	ICT60415 Advanced Diploma of Information Technology Project Management - \$14700	78 weeks	(before commencement of course) including enrolment application fee or partial refund if it is after commencement date to the student within 28 calendar days from the default day. In the case of provider default there is no
	BSB61015 Advanced Diploma of Leadership and Management - \$14700	78 weeks	requirement for a student to lodge a Refund Request Form. 10. Where a student cancellation of enrolment occurs due to compassionate or compelling circumstances, KII may refund the balance of unused fees less a non-refundable amount at the discretion of the KII CEO.
	This section is left intentionally blank.		11. This agreement and the availability of complaints and appeals procedure does not remove the rights of the student to take further action under Australia's consumer protection laws.

Use of Personal Information

Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2018; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018. 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 Service 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.

now did you learn about Kil?
☐ Agent ☐ Internet ☐ Friend/Relative ☐ Press & Print Media ☐ Other
IMPORTANT – Application Checklist
Please check that you have:
Read and understood the Student Handbook, Course Brochure including the Fee Refund Policy
Attached a copy of your certified passport and visa (if applicable)
Attached certified copies of your academic qualifications and work experience (if applicable)
Attached certified copies of your IELTS score or equivalent
Attached a comprehensive Statement of Purpose
Attached a completed Financial Information Declaration
Attached a completed Course Entry Requirement Test (CERT)
Copy of Overseas Student Health Cover (if applicable)

Declaration
All applicants must complete this section
I have read, understood and agree to be bound by the Terms and Conditions as outlined by KII.
I hereby declare that the information supplied by me is true and correct.
I have also attached the evidence of payment details of enrolment application fee.
4. I have read the refund policy and agree to abide by these terms.
Date: / / (DD/MM/YYYY)
Date: / / (DD/MM/YYYY) Please complete this form and send to:
Please complete this form and send to:
Please complete this form and send to: Admissions Officer