

Enrolment Application Form

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

Personal Information
First Name:
Middle Name:
Family Name:
Date of Birth: / / (DD/MM/YYYY)
Gender: Male Female
Country of Birth:
Parents'/ Guardian's Names:
Parents'/ Guardian's Contact Details:
Student Contact Details
Address (Home country if applicable):
Current Address (in Australia)
Postal Address (If different from above):
,
Telephone (Home):
Telephone (Business):
Mobile:
E-mail:
Emergency Contact Details
Name:
Relationship:
Address:
Telephone/Mobile:
Email:
Agent / Information (if applicable)
Agent Name: Representative Name:
nepresentative Name.
[AGENT STAMP HERE]

Visa Details			
Nationality:			
Passport Number:			
Do you have an Australian Visa? Yes No			
(If Yes) Country of Issue:			
(If Yes) Visa Type: Student	Visitor Others		
(If Yes) Visa Expiry Date: / / (DD/MM/YYYY)	,		
Do you have Overseas Student Hea	alth Cover? Yes		
(If Yes) Provider:	Number:		
Expiry Date (if Yes): / /	(DD/MM/YYYY)		
Which Visa office will you apply to	for your Visa?		
Academic Qualifications Please attach certified copies of all academi certificates (translated into English)	ic transcripts and copies of		
TERTIARY QUALIFICATION			
Institute:			
Course:			
Year of Completion:			
SECONDARY QUALIFICATION			
Institute:			
Course:			
Year of Completion:			
If you are currently enrolled in another institute, please indicate			
Institute:			
Course:			
Expected time to complete (month	ı/year):		
If you are currently enrolled in a similar councredit transfer or Recognition of Prior Learning			
Please contact KII staff or visit KII website for			
Kindly attach verified copies of documents to RPL application.	o support a credit transfer o		
English Proficiency Please attach certified copy of valid Test sco	ore		
IELTS Score: TOEF	L Score:		
Other English Score:			
Name of Language School (if applicable):			
Current English Level (if applicable):			
Work Experience			
Have you been employed in the are course applied for? Yes N If YES, you may be eligible for Recognition of contact KII staff or visit KII website for more copies of documents to support a credit trans	NO of Prior Learning (RPL). Pleas details. Kindly attach verifie		



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Со	Course Selection		Fee Refund Policy	
	Sydney Campus	Duration	Any cancellation/withdrawal, must give notice in writing. This may be send via email or letter.	
	BSB40120 Certificate IV in Business - \$9800	52 weeks	1. If your application for a student visa is refused by the Department	
	BSB50120 Diploma of Business - \$9800	52 weeks	of Home Affairs, you will receive a full refund of the paid tuition fee, excluding non- refundable enrolment application fee.	
	BSB50420 Diploma of Leadership and Management - \$9800	52 weeks	If enrolment is cancelled/ withdrawn 28 days or more BEFORE commencement, 70% of the tuition fees will be refunded.	
	BSB60420 Advanced Diploma of Leadership and Management - \$14700	78 weeks	If enrolment is cancelled/ withdrawn within less than 28 days BEFORE commencement, 50% of the tuition fees will be refunded. No refund will be given if enrolment is cancelled/withdrawn after commencement of course	
	BSB50820 Diploma of Project Management - \$9800	52 weeks		
	ICT50220 Diploma of Information Technology - \$15900	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	
	ICT60220 Advanced Diploma of Information Technology - \$10600	78 weeks	 and the requirements of their visa by Dept. of Home Affairs (DHA). 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 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 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 (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 requirement for a student to lodge a Refund Request Form. 10. Where a student cancellation of enrolment occurs due to 	
	SIT40521 Certificate IV in Kitchen Management - \$18000 SIT50422 Diploma of Hospitality Management - \$6000 SIT60322 Advanced Diploma of Hospitality Management - \$9000	78 weeks 26 weeks 52 weeks		
	CHC43315 Certificate IV in Mental Health - \$9800 CHC52015 Diploma of Community Services Management - \$14700	52 weeks 78 weeks		
	FNS40222 Certificate IV in Accounting and Bookkeeping- \$9800	52 weeks		
	FNS50222 Diploma of Accounting - \$7350	39 weeks		
	FNS60222 Advanced Diploma of Accounting - \$7350	39 weeks	compassionate or compelling circumstances, KII may refund the balance of unused fees less a non-refundable amount at the	
	BSB80120 - Graduate Diploma of Management (Learning) - \$20000	102 weeks	discretion of the KII CEO. 11. This agreement and the availability of complaints and appeals procedure does not remove the rights of the student to take further	
* F	lease note fees are effective from 20.07.2022		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.

Declaration

How 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 (<i>if applicable</i>)
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)

All applicants must complete this section 1. I have read, understood and agree to be bound by the Terms and Conditions as outlined by KII. 2. I hereby declare that the information supplied by me is true and correct. 3. 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. Signature of applicant: Date: / (DD/MM/YYYY) Please complete this form and send to: Admissions Officer - Kingsford International Institute (KII) Level 6, 136 Chalmers St, Surry Hills, NSW 2010 Email: admissions@kii.edu.au



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