



KING'S INTERNATIONAL COLLEGE

Domestic Student

APPLICATION FOR ENROLMENT FORM

The Information contained in this form is used for enrolment purposes and to assist in the research and evaluation of activities undertaken by King's International College Ltd. This information may be made available to State and Government agencies and research organisations.

Office Use Only:
HOS approval: _____
Date: _____
SR Entered Date: _____

COURSE/PROGRAM DETAILS

What Course/Program are you enrolling in?

(Course Name).....

Delivery mode (Please tick)

- Full Time Part Time Flexible
- External Elicos..... (No. of weeks)

1. PERSONAL DETAILS

Surname.....

Given Names.....

Date of Birth.....

Title (Please tick)

- Mr Mrs Miss Ms Dr
- Other (Please specify).....

Gender Female Male

2. CONTACT DETAILS

No. & Street.....

Town/Suburb.....

State.....Postcode.....

Telephone (H)

Telephone (W)

Mobile.....

Facsimile.....

Email.....

3. EMPLOYMENT STATUS (Domestic Students Only)

- Employer Part-time Employed
- Full-time Employed
- Self Employed – not employing others
- Employed unpaid family worker
- Unemployed seeking Part-time work
- Unemployed seeking Full-time work
- Unemployed not seeking work
- Name of Employer.....

4. NEXT OF KIN/PARENT GUARDIAN DETAILS

Name.....

Address.....

State.....Postcode.....

Telephone

5. DISABILITY IMPAIRMENT or LONG TERM MEDICAL CONDITION

Do you Consider yourself to have a disability, impairment or long term medical condition?

- Yes No

If 'yes' please indicate the area(s) of impairment

- Acquired Brain Impairment Hearing/Deaf
- Intellectual Learning Mental Illness
- Vision Physical Medical Condition
- Other

Would you like to receive advice on support services, equipment and facilities which may assist you?

- Yes No

Do you have a medical condition which may require first aid of which your trainer/educator should be made aware?

- Yes No

6. LANGUAGE/CULTURAL DIVERSITY

Do you speak a language other than English at home?

- No, English only
- Yes, Other (please specify).....

If 'other', how well do you speak English?

- Very Well Well
- Not Well Not at all

Country of Birth

In which country were you born?

- Australia
- Other (please specify).....

Are you a permanent resident of Australia?

- Yes No

7. INDIGENOUS STATUS

Are you of Aboriginal and/or Torres Strait Islander origin? For a person of both Aboriginal and Torres Strait Islander origin mark both YES boxes.

- No Yes - Aboriginal
- Yes – Torres Strait Islander

Would you like to receive advice on support services which may assist you? Yes No

8. PREVIOUS QUALIFICATIONS ACHIEVED

Have you successfully completed any of the following qualifications? (Please tick applicable boxes)

- Bachelor or Higher Degree
- Advanced Diploma or Associate Degree
- Diploma (or Associate Diploma)
- Certificate IV (or Advanced Certificate)
- Certificate III (or Trade Certificate)
- Certificate II
- Certificate I

9. SCHOOLING

Are you still attending school? Yes No

What is your highest COMPLETED school level?

- Did not go to school
- Year 8 or lower
- Year 9 or equivalent
- Year 10
- Year 11
- Year 12

In which year did you complete that school level?

10. MARKETING SOURCE

Where did you obtain information regarding the College?

- Course Guide
- Internet
- Education Agent
- Newspaper
- Employment Agency
- Yellow Pages
- Television
- Radio
- Friend
- Other

11. REFUNDS

3.1 - Domestic Student Application/Enrolment Fee

The enrolment/application fee is non-refundable except in the event that the College is unable to run a course for which a student has enrolled or the student withdraws within the 14 day cooling off period. In such a case, it is fully refundable.

3.2 - Domestic Student tuition fees will be refunded in full where:

- The offer of enrolment is withdrawn for reasons other than incorrect or incomplete information supplied by the student at the time of enrolment.
- If an offer of a place is withdrawn, or King's International College is unable to provide the program.

3.3 - Partial domestic Student tuition fee refunds are payable in the following manner:

- Where King's International College withdraws an offer based on incorrect or incomplete information supplied by the student, a refund of **90%** of the tuition fees paid are payable to the student.

If a student cancels their enrolment for **any reason**:

In the event that the student cancels their enrolment and requests a refund more than **28 days prior to course commencement**, a refund of **90%** of the tuition fees paid are payable to the student.

Note: The policy of partial refunds applies to commencing domestic students.

3.4 - No Domestic Student refund is payable if:

- The student cancels their enrolment and requests a refund less than **28 days prior to course commencement**
- The College receives cancellation after the commencement date of the student's course.
- A student withdraws, defers, abandons from a course for whatever reason after the commencement of the course.
- In the event the **student defaults**, no refund will be issued to the student either before or after commencement of their course.

Domestic Student Defaults include:

The student does not commence on the agreed start date

- The student cancels their enrolment in the course
- The student fails to pay fees owed to the College
- Breaching student disciplinary policies

3.5 - User Choice Students Refund Policy

- Tuition fees and Student Support Services fees under the User Choice Contract will be refunded to withdrawn students and calculated from the date of withdrawal for all outstanding units of competency not delivered. A proportionate refund will also be available to User Choice students who withdraw from a competency/module. User Choice students are not required to apply for a refund. The College will calculate the applicable refund when the student withdraws. The College will then process the refund and supply written advice to the student.

For further information refer to the Student Information Handbook

13. DECLARATION

I agree that I will not hold King's and/or its employees and/or agents liable for and will not make any claim against them for loss, damage, death or injury which I may suffer or cause as a result of or in connection with or during the period of: my attendance at any premises owned, operated or controlled by King's; and/or my attendance at any activity of which King's has any knowledge (whether sporting, cultural, recreational or otherwise) organised by or on behalf of or with assistance of King's or any activity of King's; and/or in any way whatsoever my association with King's.

On behalf of myself, executives, administrators and assignees I hereby release King's and/or its employees and/or its agents from loss, damage, death or injury and from any actions, claims and demands which, if I have not entered into this Agreement, I might otherwise have been entitled to take or make in respect of any such loss, damage, death or injury and I hereby indemnify King's and/or its employees and/or its agents against any such liability. I agree that this Agreement shall be governed in all respects by and interpreted with the laws of the State of Queensland in the Commonwealth of Australia.

I certify that I have read this form thoroughly and agree to the conditions stated herein. I certify that I have read the Conditions of Enrolment and the Student Information Handbook, which incorporates the Code of Practice, Client Services Policies and the Code of Behaviour thoroughly and agree to the conditions stated.

I declare that the information supplied by me on this form is true and correct in every detail. I authorise King's International College to obtain from other education institutions and relevant authorities details of my enrolment, academic record and examination results.

If accepted by the College, I agree to abide by the rules and regulations of King's International College and the conditions of my Australian visa (if applicable).

I understand that enrolment is accepted under the condition that my tuition and other fees are paid on or before the due date.

All information provided by me is correct and complete at date of enrolment.

The student agrees that King's International College is able to provide information to their representative agent or parent/guardian in relation to attendance, academic performance, fees payment, welfare, and other associated student issues.

Applicant's Signature.....	Date.....
Print Name:.....	
Parent/Guardian's Signature (If applicable)	Date