



International 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 Kings International College Ltd. This information may be made available to State and Government agencies and the fund manager of the ESOS assurance fund, pursuant to obligations under the ESOS Act 2000 and the National Code.

Office Use Only:
HOS approval: \_\_\_\_\_
Date: \_\_\_\_\_
SR Entered Date: \_\_\_\_\_

Course/Program Details

(Course Name).....
Pre-requisite course completed? .....
[ ] Yes [ ] No (If yes please attach copy of certificate)
What is your expected start date? .....
Are you transferring from another College?
[ ] Yes [ ] No (If yes please attach letter of release)

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.....
Email.....

3. PARENT GUARDIAN DETAILS

Name.....
Address.....
.....
Telephone .....

4. EDUCATION BACKGROUND

What is the highest qualification or course you have completed?
Qualification .....
Institution .....
Year Completed .....

Please attach certified copies of your secondary and tertiary qualification certificates

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 of?
[ ] 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. EDUCATION AGENT

What are the details of your education agent?
Name.....
Email.....

8. PASSPORT AND VISA

What are your Passport Details?
Country.....
Number.....
Which office will you be applying for your visa?
.....

Attach a certified copy of the pages of your passport bearing your photo and personal details as well as your visa if you already have one

## 9. ENGLISH LEVEL

What is your IELTS or TOEFL score?

IELTS .....

TOEFL .....

*Please attach a certified copy of English proficiency test score*

## 10. OVERSEAS STUDENT HEALTH COVER

Do you have overseas health cover (OSHC)?

- Yes *(If yes please attach a copy)*
- No

If No, Do you want the college to arrange OSHC

- Yes  No *(If Yes Specify Type)*  Single  Family

## 11. MARKETING SOURCE

Where did you obtain information regarding the college?

- Internet  Education Agent
- Friend  Other .....

## 12. FEE SCHEDULE

Enrolment Fee – AU\$.....

Course Duration - .....

Course Fee – AU\$.....

Resource Materials – AU\$ .....

Other Course Related Costs – AU\$.....

**\*\* All fees are represented in Australian Dollars\*\***

## 13. REFUND POLICY

### 2.1 - International Student Application/Enrolment Fee & Deposit

The enrolment/application fee & deposit 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 acceptance of offer 14 day cooling off period. In such cases, it is fully refundable.

### 2.2 - International Student fees including deposit 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.
- An Australian visa application or request to transfer from another college is refused prior to course commencement. Students must supply evidence of their refusal to the College.
- If an offer of a place is withdrawn, or King's International College is unable to provide the program. Such situations are covered by the provisions of the ESOS Act 2000 (Reference: *ESOS Act 2000 ss 27-29*).

### 2.3 - Partial International Student 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 the fees paid less Application/Enrolment Fee and deposit are payable to the student.

If a student cancels their enrolment **for any reason**, excluding visa rejection:

- In the event that the student cancels their enrolment and requests a refund more than **28 days prior to commencement in a course or a package of courses**, a refund of fees paid less Application/Enrolment Fee and deposit are payable to the student.

**Note:** Students that are enrolled in a package of courses seeking a refund after commencing their prerequisite course(s) prior to completing 6 months of their principal course will be considered to have defaulted after the commencement date of their package of courses and clause 2.4 will apply.

### 2.4 - No International Student refund is payable if:

- The student cancels their enrolment and requests a refund less than **28 days prior to course or package of courses commencement**
- The College receives cancellation after the commencement date of the student's course or package of courses.

- A student withdraws, defers, abandons from a course for whatever reason after the commencement of the course or package of courses.
- In the event the **student defaults**, no refund will be issued to the student either before or after commencement of their course.

### International Student Defaults include:

- A student whose visa is cancelled
- The student breaches a condition of their student visa
- The student does not commence on the agreed start date
- The student cancels their enrolment in a course or package of courses (this includes abandonment before completion)
- The student fails to pay fees owed to the College
- Breaching student disciplinary policies

## DECLARATION

King's International College's courses are offered to international students in accordance with the Australian Government's Education for Overseas Students (ESOS) Act 2000 – students must study full-time on campus in CRICOS registered courses only.

I agree that I will not hold King's International College 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 International College; and/or my attendance at any activity of which King's International College has any knowledge (whether sporting, cultural, recreational or otherwise) organised by or on behalf of or with assistance of King's International College or any activity of King's International College; and/or in any way whatsoever my association with King's International College.

On behalf of myself, executives, administrators and assigns I hereby release King's International College 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.

The College is also required to inform the relevant agency of any breaches of the student visa conditions relating to attendance or satisfactory academic performance.

Applicants Signature	Date.....
.....	Date.....
Print Name:.....	Date.....
Parent/Guardian Signature (If applicable)	Date .....
.....	Date .....
Print Name: .....	Date .....