

Enrolment Form for International Students

Enrolment details	
Which course would you like to enroll into?	<input type="checkbox"/> BSB40215 Certificate IV in Business <input type="checkbox"/> BSB41415 Certificate IV in Work Health and Safety <input type="checkbox"/> BSB50618 Diploma of Human Resources Management <input type="checkbox"/> BSB51315 Diploma of Work Health and Safety Intake Dates (MM/YYYY): _____
Have you ever studied with Kingggdom Institute of Management before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you wish to apply for Credit ? <i>If YES, certified copies of transcripts from previous qualifications must be provided with this form, along with a Credit Application Form.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe I'd like more information
Do you wish to apply for Recognition of Prior Learning ? <i>If you indicate YES, you will be contacted to discuss this further.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe I'd like more information

Personal Details	
1. Enter your full name*	
Surname:	
Given names:	
<p><i>*Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want Kingggdom Institute of Management to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation.</i></p>	
2. Enter your birth date	Day/month/year:
3. Gender (Tick ONE box)	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
4. Enter your contact details	
Home phone:	Work phone:
Mobile:	
Email address:	
5. What is the address of your usual residence? (International Address)	
<p><i>Please provide the physical address (street number and name not post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home. If you are from a rural area use the address from your state's or territory's 'rural property addressing' or 'numbering' system as your residential street address. Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.</i></p>	
Building/ property name	(International Address)
Flat/unit details:	(International Address) Street or Lot Number (e.g. 205 or Lot 118):
Street name:	(International Address)
Suburb or town:	(International Address)
State/territory:	(International Address) Postcode: OSPC
6. What is your postal address (if different from above)? (Australian Address)	
Building/ property name:	
Flat/unit details:	Street or Lot Number
Street name:	
Suburb, locality or town:	

Enrolment Form for International Students

Personal Details			
State/Territory:		Postcode:	

Language and cultural diversity	
7. In which country were you born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other, please specify: _____
8. Do you speak a language other than English at home? <i>If more than one language, indicate the one that is spoken most often.</i> How well do you speak English?	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other, please specify: _____ <input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> No at all
9. Are you of Aboriginal or Torres Strait Islander origin? <i>For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander

Disability	
10. Do you consider yourself to have a disability, impairment or long-term condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No – <u>go to question 12</u>
11. If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list: <i>You may indicate more than one area) Please refer to the <u>Disability supplement</u> (at the back of this form) for an explanation of the following disabilities.</i>	
<input type="checkbox"/> Hearing/deaf [11]	<input type="checkbox"/> Physical [12]
<input type="checkbox"/> Learning [14]	<input type="checkbox"/> Mental Illness [15]
<input type="checkbox"/> Vision [17]	<input type="checkbox"/> Medical Condition [18]
<input type="checkbox"/> Intellectual [13]	<input type="checkbox"/> Acquired brain impairment [16]
<input type="checkbox"/> Other [19]	

Schooling	
12. What is your highest COMPLETED school level (<i>tick one box only</i>) <i>If you are currently enrolled in secondary education, the Highest school level completed refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the Highest school level completed is Year 9.</i>	
<input type="checkbox"/> Year 12 or equivalent [12]	<input type="checkbox"/> Year 11 or equivalent [11]
<input type="checkbox"/> Year 9 or equivalent [09]	<input type="checkbox"/> Year 8 or below [08]
<input type="checkbox"/> Year 10 or equivalent [10]	<input type="checkbox"/> Never attended school [02]
<u>Go to question 14</u>	
13. Are you still enrolled in secondary or senior secondary education?	<input type="checkbox"/> Yes <input type="checkbox"/> No
14. What year did you graduate?	Year: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Previous qualification achieved	
15. Have you SUCCESSFULLY completed any of the following qualifications?	<input type="checkbox"/> Yes – <u>indicate below Question 16</u> <input type="checkbox"/> No – <u>Go to Question 17</u>
16. If yes, please enter ONE of these Prior Education Achievement Recognition Identifiers for ANY applicable qualification level. <i>If you have multiple Prior Education Achievement Recognition Identifiers for any one qualification, use the following priority order to determine which identifier to use: 1. A – Australian 2. E– Australian equivalent 3. I – International</i>	
Bachelor Degree or Higher Degree <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I	Certificate III (or Trade Certificate) <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I
Advanced Diploma or Associate Degree <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I	Certificate II <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I
Diploma (or Associate Diploma) <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I	Certificate I <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I
Certificate IV (or Advanced <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I	Certificates other than the <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> I

Enrolment Form for International Students

Certificate/Technician)	above
-------------------------	-------

Employment		
17. Of the following categories, which BEST describes your current employment status? (Tick one box only) For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).		
<input type="checkbox"/> Full-time employee [01]	<input type="checkbox"/> Part-time employee [02]	<input type="checkbox"/> Self-employed – not employing others [03]
<input type="checkbox"/> Self-employed – employing others [04]	<input type="checkbox"/> Employed – unpaid worker in a family business [05]	<input type="checkbox"/> Unemployed – seeking full-time work [06]
<input type="checkbox"/> Unemployed – seeking part-time work [07]	<input type="checkbox"/> Not employed – not seeking employment [08]	

Study reason	
18. Of the following categories, select the one which BEST describes your main reason for undertaking this course? (Tick one box only)	
<input type="checkbox"/> To get a job [01]	<input type="checkbox"/> It was a requirement of my job [06]
<input type="checkbox"/> To develop my existing business [02]	<input type="checkbox"/> I wanted extra skills for my job [07]
<input type="checkbox"/> To start my own business [03]	<input type="checkbox"/> To get into another course of study [08]
<input type="checkbox"/> To try for a different career [04]	<input type="checkbox"/> For personal interest or self-development [12]
<input type="checkbox"/> To get a better job or promotion [05]	<input type="checkbox"/> Other reasons [11]

Next of kin/emergency contact	
Name:	Relationship to you:
Address:	
Home phone:	Work phone:
Mobile:	
Email address:	

PRIVACY NOTICE

Kingddom Institute of Management has a Privacy Policy that guides the collection, storage, use and disclosure of information. Our Privacy Policy is provided on our website at www.kingddom.edu.au and in our Student Handbook which all applicants receive prior to enrolment.

This confidential Enrolment Form asks for personal information about you. The main purpose for collecting this information is for administrative, regulatory and/or research purposes and to allocate appropriate resources for your learning and assessment needs.

All staff at Kingddom Institute of Management are required by law to protect the information provided on this Enrolment Form.

EMERGENCY CONTACTS

These are people that Kingddom Institute of Management may need to contact in an emergency during your participation in training. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to Kingddom Institute of Management.

PERSONAL INFORMATION

Under the Data Provision Requirements 2012, Kingddom Institute of Management is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

INTERNATIONAL STUDENT INFORMATION

Kingddom Institute of Management is required to collect personal information and information about course enrolment and course progress for all international students which may be shared with the Australian Government including the Department of Immigration and Border Protection and the Tuition Protection Service as relevant for the purposes of:

- promoting compliance with the ESOS Act and the National Code
- assisting with the regulation of providers
- promoting compliance with the conditions of a particular student visa or visas, or of student visas generally
- or facilitating the monitoring and control of immigration.

USE AND DISCLOSURE OF YOUR DATA

A student's USI may be used for specific VET purposes including the verification of student data provided by Kingddom Institute of Management; the administration and audit of VET providers and programs; education-related policy and research purposes; and to assist in determining eligibility for training subsidies.

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Kingddom Institute of Management for statistical, regulatory and research purposes. Kingddom Institute of Management may disclose your personal information for these purposes to third parties, including: Commonwealth and State or Territory government departments and authorised agencies;

- NCVER;

- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing statements of attainment or qualification, and populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including programme administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted. NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

SURVEY PARTICIPATION

You may be contacted to participate in a survey conducted by NCVER, Kingddom Institute of Management's registering body, Australian Skills Quality Authority (ASQA) or a Department-endorsed project, audit or review relating to your training. If you participate you may choose to keep your responses confidential. Please note you may opt out of the NCVER survey at the time of being contacted.

CONSEQUENCES OF NOT PROVIDING YOUR INFORMATION

Failure to provide your personal information may mean that it is not possible for you to enroll.

ACCESS, CORRECTION AND COMPLAINTS

You have the right to seek access to or correction of your own personal information. You may also complain if you believe your privacy has been breached.

For further information, please contact Kingddom Institute of Management's Student Support Officer in the first instance by 2/1 Station Street Subiaco WA, 6008 or enquiry@kingddom.com

FURTHER INFORMATION

For further information about Unique Student Identifiers, including access, correction and complaints, go to <http://www.usi.gov.au/Students/Pages/student-privacy.aspx>.

UPDATING YOUR RECORDS

Please let us know if any of your details change by providing updated information to our office.

Enrolment Form for International Students

Unique Student Identifier (USI)

From 1 January 2015, Kingggdom Institute of Management can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on computer or mobile device.

19. Enter your unique student identifier <i>If you already have one</i>									
20. If you do not have a USI, would you like us to apply for a USI on your behalf?	<input type="checkbox"/> Yes – <i>please complete 'Applying on your behalf', questions and declaration.</i> <input type="checkbox"/> No – <i>skip to next section</i>								

APPLYING ON YOUR BEHALF
 If you would like Kingggdom Institute of Management to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>
 You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf. Please provide your town/city of birth and ensure that the name written in 'Personal Details' section is exactly the same as written in the document you provide below.
 In accordance with section 11 of the *Student Identifiers Act 2014*, Kingggdom Institute of Management will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.

21. Town/City of Birth <i>(please write the name of the Australian or overseas town or city where you were born)</i>	
---	--

22. We will also need to verify your identity to create your USI. *Please provide details for one of the forms of identity below (numbered 1 to 8).*

<p>1. Australian Driver's License State: _____ License Number: _____</p> <p>2. Medicare Card Medicare card number: _____ Individual reference number (next to your name on Medicare card): _____ Card colour (circle one): Green / Yellow / Blue Expiry date ___/___/___ (format DD/MM/YYYY)</p> <p>3. Australian Passport Passport number: _____</p>	<p>4. Non-Australian Passport (with Australian Visa) Passport number: _____ Country of issue: _____</p> <p>5. Immicard Immicard Number: _____</p> <p>6. Citizenship Certificate Stock number: _____ Acquisition date (day/month/year) ___/___/___</p> <p>7. Certificate of Registration by Descent Acquisition date (day/month/year) ___/___/___</p>
---	--

USI APPLICATION DECLARATION

I authorise Kingggdom Institute of Management to apply pursuant to sub-section 9 (2) of the Student Identifiers Act 2014, for a USI on my behalf.

I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at <http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx>

Student Signature:		Date:	D	D	M	M	Y	Y
Student Name:	SIGN HERE							

Enrolment Form for International Students

Application Checklist

Provide a copy of the following documents with your application (you will need to bring the originals to your orientation day for verification): Please tick those that you are providing.

- | | |
|---|---|
| <input type="checkbox"/> Valid passport | <input type="checkbox"/> Proof of English Language Proficiency |
| <input type="checkbox"/> Valid visa (if you have one) | <input type="checkbox"/> Any other relevant documents e.g. resume |
| <input type="checkbox"/> High School certificate or other relevant certificates | <input type="checkbox"/> Overseas Student Health Cover Card |

DISABILITY SUPPLEMENT

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

'11 — Hearing/deaf'

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

'12 — Physical'

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

'13 — Intellectual'

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

'14 — Learning'

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

'15 — Mental illness'

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

'16 — Acquired brain impairment'

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

'17 — Vision'

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

'18 — Medical condition'

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

'19 — Other'

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.

Enrolment Form for International Students

Conditions of enrolment

The following information and conditions of enrolment at Kingggdom Institute of Management are provided to applicants for information only. This information does not form a binding agreement between the students and Kingggdom Institute of Management. Applicants who meet the entry requirements and for who Kingggdom Institute of Management accepts enrolment will receive a Letter of Offer and Course Acceptance and Agreement form. A binding agreement is made between the applicant and Kingggdom Institute of Management when they return the signed Offer and Course Acceptance and Agreement Form and pay the initial fee as stated in the Offer.

EXPLANATORY NOTES

1. ENTRY REQUIREMENTS

To be considered for direct entry to training programs offered by Kingggdom Institute of Management, applicants must:

- Have to be at least 18 years of age;
- Demonstrate that they have the Language, Literacy & Numeracy Skills to be able to satisfactorily complete the training program applied for; and
- Achieved the equivalent of the minimum entry grade for the program for which they have applied and/or attended a selection interview to assess overall suitability.

2. ENGLISH LANGUAGE PROFICIENCY

Students who list English as not being their first language will be required to provide evidence of English language proficiency. Accepted standards include:

- IELTS 5.5 Overall (minimum 5.0 in each band);
- General English Upper Intermediate or higher; and
- Satisfactory completion of the Kingggdom Institute of Management LLN Test.

3. PRIVACY & PERSONAL INFORMATION

- The information requested in this form is being collected for the purposes of assessing your eligibility for enrolment to Kingggdom Institute of Management;
- If you are successful in gaining enrolment, this information, together with any statistical or other data collected on, or subsequent to enrolment, will form part of your personal record for administrative and academic purposes;
- Supply of information is voluntary however, failure to provide all of the information requested may jeopardize your application;
- Information provided may be used by Kingggdom Institute of Management to advise and inform applicants of updates or changes in courses, application requirements and related events and information; and
- You have a right to access any personal information relating to you held by Kingggdom Institute of Management and request correction of any inaccuracies.

4. SUPPORTING DOCUMENTATION

Please read this section carefully. You will have to provide documentation with your application. If you fail to supply documentation that meets the requirements outlined below, you could jeopardize your application which may result in your application being unsuccessful.

4.1 Why do you have to provide documentation?

Documentation is evidence of the qualifications and experience you enter on your application. You have to provide supporting documentation/evidence so we can assess your application to see if we can make you an offer of a place in the course you have selected. The types of documentation you have to provide depends on the types of qualifications and experience you have and your level of English.

4.2 Certified copies of documentation

Kingggdom Institute of Management will not return the documents you submit with your application. It is therefore important that you ONLY submit certified copies of original documents. A certified document has been witnessed and declared to be a true and correct copy of the original. The following people can certify documents; Justice of the Peace, a Postal Manager, a Bank Manager, a School Principal, a Solicitor, or an Accountant. Where the documents are not in English, they must be official translations and certified as copied correctly.

4.3 Documents not certified or not certified correctly

Kingggdom Institute of Management WILL NOT process documents that are photocopies or documents that have not been correctly certified.

4.4 What type of documentation is required?

- Secondary School Results;
- Tertiary and other Post-Secondary Studies Academic Statements;
- International English Language Testing results (if applicable);
- Employment Experience; and
- Curriculum Vitae.

5. SUBMITTING YOUR APPLICATION

Complete all sections on the application and ensure you have attached all of the requested and any additional supporting documentation.

6. DECLARATION

You must read the declaration and sign this form for your application to be processed. Unsigned applications will not be considered. Where you are under the age of 18 years at the time of application, your parent or legal guardian must also sign the form.

TERMS AND CONDITIONS

1. AGREEMENT BETWEEN THE APPLICANT AND Kingggdom Institute of Management

1.1 Upon the acceptance of an offer of a place at Kingggdom Institute of Management, a binding contract is formed between the Applicant and Kingggdom Institute of Management Pty Ltd, ABN 27 615 993 568 trading as Kingggdom Institute of Management, referred to as Kingggdom Institute of Management.

1.2 This contract is subject to the laws of the Commonwealth of Australia and the State of Western Australia.

1.3 The applicant undertakes to observe and abide by the Terms and Conditions contained herein and to pay all fees and charges as is applicable during the period of the applicant's enrolment at Kingggdom Institute of Management.

2. PAYMENT OF FEES AND CHARGES

2.1 The Application Fee referred to in the Student Fees Schedule included with the application form is not refundable if the application is accepted and the applicant wishes to cancel their enrolment. The Application Fee covers the cost of registration and the review of the initial application.

2.2 All fees and charges are payable in Australian Dollars prior to or on the due date as specified by Kingggdom Institute of Management.

2.3 All Fees and Charges payable are specified on the Letter of Offer and fees payable in accordance with the approved payment plan and upon acceptance of the Letter of Offer and Course Acceptance Agreement.

2.4 Fees and charges for all subsequent semesters are specified by Kingggdom Institute of Management on each subsequent invoice issued for each semester.

2.5 All late payment of fees will incur a late payment charge of \$50.00 for each late payment.

2.6 The refund of fees Section at Clause 3 is in accordance with the Kingggdom Institute of Management refund policy.

2.7 The date the written advice of cancellation is received by Kingggdom Institute of Management is considered the Cancellation Date. The Cancellation Date is the date used for the calculation of any refund of monies paid in advance (please refer to Refund of Fees, clause 3).

2.8 In instances where the student is under 18, the parent or guardian must sign the written notice of cancellation.

2.9 A verbal cancellation is not accepted as written notice of cancellation under this clause.

2.10 A semester is considered to be 20 academic weeks in duration.

2.11 The Complaints and Appeals Policy & Procedures of Kingggdom Institute of Management does not circumscribe the students right to pursue other legal remedies

2.12 The grand total for all program is payable on acceptance. A payment arrangement option is available.

3. REFUND OF FEES

3.1 In the event that the student provides written notice of cancellation from a course where the course duration is more than 10 weeks, the refund for the amount of fees paid in advance will be calculated using the Cancellation Date as specified in Clause 2.7 above as follows:

a) Notification more than 10 weeks before the commencement date:

- Full refund of all course fees paid less maximum of 10% or \$1000, whichever is the lesser, for administrative expenses will be retained by Kingggdom Institute of Management.

b) Notification more than 4 weeks and up to 10 weeks before the commencement date:

- 70% of fees paid in advance will be refunded less maximum of 10% or \$1000, whichever is the lesser, for administrative expenses will be retained by Kingggdom Institute of Management.

c) Notification 4 weeks or less before the commencement date:

- 40% of fees paid less maximum of 10% or \$1000, whichever is the lesser for administrative expenses will be refunded.

d) Notification after the commencement date and during the first four weeks:

- 30% of fees paid less maximum of 10% or \$1000, whichever is the lesser for administrative expenses will be refunded.

e) Notification after the 4th week of the commencement of the course:

- No refund will be paid.

3.2 In the event that the student provides written notice of cancellation from a course where the course duration is less than 10 weeks, the refund for the amount of fees paid in advance will be calculated using the Cancellation Date as specified in clause 2.7 above as follows:

a) Notification more than 10 weeks before the commencement date:

- Full refund of all course fees paid less maximum of 10% or \$1000, whichever is the lesser, for administrative expenses will be retained by Kingggdom Institute of Management.

b) Notification more than 4 weeks and up to 10 weeks before the commencement date:

- 70% of fees paid in advance will be refunded.

c) Notification 4 weeks or less before the commencement date:

- No refund will be paid.

3.3 If Kingggdom Institute of Management cancels the enrolment of the student from a course because the applicant has seriously breached the Terms and Conditions of Kingggdom Institute of Management, no refund of the semester's fees and not less than 40% of fees applicable to a subsequent course.

3.4 In the unlikely event that Kingggdom Institute of Management is unable to deliver the course in full, the applicant will be offered a refund of all unspent pre-paid course fees to date. The refund will be paid within 10 working days of the day on which the course ceased to be provided by Kingggdom Institute of Management. Alternatively, enrolment in



Enrolment Form for International Students

another suitable course by Kingggdom Institute of Management may be offered at no extra cost. The applicant has the right to choose between refund of unspent pre-paid course fees or to accept a place in another course. If the applicant chooses a placement in another course the applicant will be required to sign a statement that indicates their acceptance of the placement.

- 3.5 In the event that a student's visa is refused the total amount of pre-paid fees received for the course will be refunded less the following amount:
- a) The lesser of:
 - 5% of the total amount of pre-paid fees that the Kingggdom Institute of Management received in respect of the student for the course before the default day;
 - or
 - The sum of \$500.
- A letter from the High Commission confirming the Visa refusal must be supplied.
- 3.6 Any refund due will be processed within 4 weeks by cheque or electronic funds transfer.
- 3.7 KIM reserves the right to retain the amount of any agent fee incurred by KIM in recruiting a student, in addition to any other amount KIM is entitled to.
- 4. SAFEGUARDING TUITION FEES PAID IN ADVANCE**
Kingggdom Institute of Management meets its obligations under the Tuition Protection Service (TPS). The TPS is a refund a student placement service for international students that provides assistance in the event that Kingggdom Institute of Management is no longer able to provide the course of study in which the student is enrolled. For more information related to Kingggdom Institute of Management's TPS statement, please see the Kingggdom Institute of Management website.
- 5. STUDENT OBLIGATIONS**
- 5.1 The applicant agrees with and will abide by the Code of Conduct as published on the Kingggdom Institute of Management website or in the Student Handbook.
- 5.2 The applicant will attend all classes, assessments and examinations during the course and will abide by the policies & procedures of Kingggdom Institute of Management at all times.
- 5.3 Each course subject will be formally assessed and the nature and criteria of the assessment are specified in the Student Handbook. The Course Coordinator may grant students who do not meet the minimum assessment criteria & who require reassessment upon application. An additional fee may apply for practical reassessment in some cases & is dependent on the cost of materials provision. This will be advised at the time of application for reassessment.
- 5.4 The applicant is required to meet all selection criteria for all work-based training prior to any placement taking place.
- 5.5 It is a condition of the student's enrolment that he/she achieves satisfactory progress throughout their course to ensure they are able to complete their course in the nominated duration.
- 5.6 Kingggdom Institute of Management reserves the right to require the applicant to leave a course or unit of competency at any stage if the applicant fails, without good reason, to meet the requirements of Clause 5.1 or if the conduct of the applicant is such that the continued enrolment would, in the opinion of Kingggdom Institute of Management, be detrimental to the satisfactory conducting of the course or employees and students of Kingggdom Institute of Management. In such circumstances any refund of fees is entirely at the discretion of Kingggdom Institute of Management.
- 5.7 The applicant is required to inform Kingggdom Institute of Management in writing about a change of contact details within 7 days of the change occurring.
- 5.8 If the applicant wishes to request Recognition of Prior Learning (RPL) or National Recognition, the applicant must notify Kingggdom Institute of Management at the point of application so the necessary paperwork can be completed prior to the scheduled intake date.
- 5.9 In circumstances where the applicant requires urgent medical treatment and it is not possible to communicate with the parent or legal guardian of an applicant less than 18 years of age, Kingggdom Institute of Management is authorized to arrange appropriate medical treatment in accordance with the advice of qualified medical practitioners.
- 6. COMPLAINTS AND APPEALS PROCEDURES**
- 6.1 If the applicant has a grievance relating to Kingggdom Institute of Management, he/she must in the first instance consult with his/ her trainer to resolve his/ her grievance. (Note: The applicant may at any time nominate a representative to attend with the applicant or take his/her place at any stage of the grievance process.
- 6.2 If the applicant's trainer cannot resolve the applicant's grievance, he/she will then consult with the Course Coordinator, who will then also try to resolve his/her grievance with the applicant.
- 6.3 If the Course Coordinator cannot resolve the applicant's grievance, he/she will then refer the applicant to the Chief Executive Officer who will also try to resolve the applicant's grievance together with the Course Coordinator.
- 6.4 If the applicant is not satisfied with the decision after having exhausted the Kingggdom Institute of Management Appeals procedure, the applicant may access the External Appeals Procedure by submitting a written appeal in accordance with the Complaints & Appeals Policy & Procedure (CRICOS) and include a copy of the Kingggdom Institute of Management written decision.
- 7. DEFERRAL, SUSPENSION OR CANCELLATION**
- 7.1 The Refund Policy (CRICOS) applies to all requests for Deferment, Suspension or Cancellation, please refer to Clause 3.
- 7.2 Kingggdom Institute of Management reserves the right to cancel the enrolment of any student whose performance or conduct are not of the high standards required by Kingggdom Institute of Management, or whose tuition fees are not paid.
- 7.3 A student can apply to defer commencement, temporarily suspend enrolment or cancel their course by submitting the required form. If the application is approved, the student will be notified in writing. If the application is not approved the student can access the Complaints & Appeals Policy and Procedure within 20 working days of the written notification from Kingggdom Institute of Management. Please refer to our website for further details: <insert website>.
- 8. CONDITIONS OF ENROLMENT – DECLARATION**
- 8.1 I am the applicant and I understand and accept the terms of the refund policy.
- 8.2 I understand that I must meet the English language proficiency requirements for entry
- 8.3 I understand that Kingggdom Institute of Management may make reasonable variations to these Terms and Conditions upon giving the student 10 days prior notice in writing. If the student is not satisfied with the variations to the Terms and Conditions, he/she:
- May access the Kingggdom Institute of Management Complaints and Appeals process.
 - If the student fails to access the Kingggdom Institute of Management Complaints and Appeals process within 20 days from the date of the written notification, the student will be deemed to have accepted the variations to the Terms and Conditions.
- 8.4 I understand that Kingggdom Institute of Management may vary these Terms and Conditions as may be necessary to comply with any law or regulation or amendment thereof of the Commonwealth of Australia or the State of New South Wales.
- 8.5 I understand that I must complete all class work, assessments, activities and examinations as scheduled in order to maintain satisfactory course progress.
- 8.6 I understand that the Kingggdom Institute of Management's *Complaints Resolution Policy* can be found in the Student Handbook, which is available on the Kingggdom Institute of Management's website, provided with the Letter of Offer and is presented to applicants at Orientation. It is also available throughout my course online at Kingggdom.com.au.
- 8.7 I understand that I must inform Kingggdom Institute of Management in writing within 7 days of the change occurring if I change my address.
- 8.8 I understand that Kingggdom Institute of Management reserves the right to make reasonable variations to the course curriculum and/ or timetable and where a course variation is made Kingggdom Institute of Management will also make reasonable attempts to notify me prior to implementing such changes.
- 8.9 I understand that my personal information may be shared with the Australian Government and designated authorities. This information may include personal and contact details, course enrolment details and changes.
- 8.10 The applicant and guarantor agree that Kingggdom Institute of Management may exchange information about the applicant and guarantor with a consumer credit reporting agency. A credit reporting agency in possession or control of a credit information file, or a credit provider or credit reporting agency in possession or control of a credit report, will take reasonable steps, by way of making appropriate corrections, deletions and additions, to ensure that the personal information contained in the file or report is accurate, up to date, complete and not misleading.
- 8.11 I understand that this agreement and the availability of the complaints and appeals processes, does not remove the right for me to take action under Australia's consumer protection laws.
- 8.12 I understand that upon acceptance of my Application for Admission I will receive a written Letter of Offer and a Course Acceptance and Agreement from Kingggdom Institute of Management containing the details of my enrolment, a copy of any approved exemptions (where applicable) and an invoice for semester one fees and charges.
- 8.13 I understand that upon payment of the semester one invoice, I accept the Terms and Conditions of Enrolment as outlined on Course Acceptance and Agreement.
- 9. DECLARATION**
- 9.1 I declare that the information I have provided is true and accurate in every detail.
- 9.2 I have read the course brochure to which this enrolment is attached and fully understand the requirements of the course for which I am seeking enrolment.
- 9.3 I agree to Kingggdom Institute of Management identifying and publishing my name and any of my images captured in any Kingggdom Institute of Management promotional materials.
- 9.4 I understand that this agreement does not remove the right to take further action under Australia's consumer protection laws.
- 9.5 I confirm that I have read, understood and agree to the payment of Fees and Charges as specified in these Terms and Conditions.
- 9.6 I confirm that I have read, understood and agree to the Refund of Fees as specified in these Terms and Conditions.
- 9.7 I understand that failure to pay my tuition fees may result in my enrolment being cancelled and this may affect my student visa.
- 9.8 I confirm that I have read and understand these documents. I confirm that the terms and conditions of this offer have been explained to me in my own language, and/or that copies of the documents were available to me in my own language.
- 9.9 I understand and agree that I may be contacted by the Department of Education and Training and asked to participate in one or more surveys about this training program.

Signed:		Date:	D	D	M	M	Y	Y
Signed by parent:	If Applicant is under 18 years	Date:	D	D	M	M	Y	Y