



KING'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY PTY LTD, trading as
KING'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY
 ABN 54130306295
 Address 74 ANNERLEY ROAD
 WOOLLOONGABBA, QUEENSLAND, 4102
 Telephone – 07 3392 2920
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 Website: www.kimt.edu.au
 RTO Provider Code – 31766 CRICOS Provider Code –03105M

**Please attach
 Two (2) passport
 size
 photographs**

International Student Application Form

Please complete **all** details on this enrolment form. This will be used to enrol you in the qualification you are seeking. Some of the information contained herein will be keyed into a database and used for statistical and other reporting. Please ask your agent for assistance to fill out this form; or contact King's Institute of Management and Technology for any help that you may require.

Application Details

Are you currently studying in Australia?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES, Name of Institution:		
Are you transferring from another education provider in Australia?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES, have you completed the first 6 months of your principal course?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES, do you have a Release Letter?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will you be seeking Recognition of Current Competencies / Recognition of Prior Learning (RPL)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Personal Details

Title	<input type="checkbox"/> MR <input type="checkbox"/> MRS <input type="checkbox"/> MISS <input type="checkbox"/> MS		
Family Name			
Given Name			
Date Of Birth			
Gender Details	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
Nationality		Country Of Birth	
Passport Number		Passport Expiry Date	
Visa Type		Visa Expiry Date	
First language			
Do you have any type of disability?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	

Australian Contact Details

Address				
Suburb		Postcode		State
Mobile		Email		

Overseas Contact Details

Overseas Address			
Telephone Number			
Email			

Emergency Contact Details

Name	
Relationship to you	
Contact Number	
Email	

English Language

English Test Score	<input type="checkbox"/> IELTS Score _____ <input type="checkbox"/> PTE Score _____ <input type="checkbox"/> TOEFL Score _____ <input type="checkbox"/> CAE Score _____ <input type="checkbox"/> OTHER (Please specify) _____
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The Course/s that you wish to enrol in

Course Code	Course Name	Intake Month	Intake Year
091567G	General English (Starter to Advanced) <input type="checkbox"/>		
SIT30816	Certificate III in Commercial Cookery <input type="checkbox"/>		
SIT40516	Certificate IV in Commercial Cookery <input type="checkbox"/>		
SIT50416	Diploma of Hospitality Management <input type="checkbox"/>		
BSB30115	Certificate III in Business <input type="checkbox"/>		
BSB40215	Certificate IV in Business <input type="checkbox"/>		
BSB50215	Diploma of Business <input type="checkbox"/>		
BSB60215	Advanced Diploma of Business <input type="checkbox"/>		
BSB51215	Diploma of Marketing <input type="checkbox"/>		
BSB60515	Advanced Diploma of Marketing <input type="checkbox"/>		
BSB51915	Diploma of Leadership and Management <input type="checkbox"/>		
BSB61015	Advanced Diploma of Leadership and Management <input type="checkbox"/>		
CHC33015	Certificate III in Individual Support <input type="checkbox"/>		
CHC43015	Certificate IV in Ageing Support <input type="checkbox"/>		

Education History

Name of Qualification	School/Institution	Country	Year Completed

Overseas Student Health Cover (OSHC)

Do you have OSHC? Yes (Please attach a copy of your membership details) No

If Yes, who is your provider? _____, Membership No: _____ Expiry: ____/____/____

If No, do you want King's Institute of Management and Technology to arrange OSHC on your behalf?

- Yes OSHC – SINGLE OSHC – COUPLE OSHC - FAMILY
 No

Important note: It is a requirement of your student visa approval that you show evidence of current OSHC for the duration of student visa.

Unique Student Identifier (USI)

* From 1 January 2015, all students enrolling in nationally recognised training need to have a Unique Student Identifier (USI).

Do you have USI ? Yes No If Yes, provide your USI : _____

If No, do you want King's Institute of Management and Technology to apply USI on your behalf? Yes No

Important note: King's Institute of Management and Technology can only issue a qualification or statement of attainment to a student with USI. For more information, visit www.usi.gov.au

Genuine Temporary Entrant (GTE)

Are you aware of the Genuine Temporary Entrant (GTE) requirements provided by the Department of Immigration and Border Protection (DIBP) Yes No

<https://www.border.gov.au/Trav/Stud/More/Genuine-Temporary-Entrant>

Tuition Fee Payment

For courses greater than 25 weeks in duration, King's Institute of Management and Technology offers the following upfront tuition fee options:

- Pay less than 50% (specify amount: AUD \$ _____)
 Pay only 50%
 Pay more than 50% (specify amount: AUD \$ _____)

Important note: You are not required to pay more than 50% of your tuition fees before you commence your studies, but you may do so if you wish. The remainder of the tuition fee is payable in instalments as per the payment plan.

Terms and Conditions

Code of Practice

King's Institute of Management and Technology agrees to abide by its Code of Practice as detailed in the Student handbook;

1. Delivering high quality services to its clients.
2. Meeting client needs through best practice and innovative delivery of service.
3. Providing services that are consistent, of value and quality.
4. Identifying problems and inadequacies of service delivery and to amend these issues quickly.

Access & Equity

All applicants to King's Institute of Management and Technology will be treated with consideration to access and equity by:

1. the endorsement of cultural diversity by incorporating the principles of equity into all programs;
2. using staff that are instructed in their responsibilities regarding access and equity principles;
3. providing students with equitable access to all programs irrespective of their gender, culture, linguistic background, race, socio-economic background; disability, age, marital status, pregnancy, sexual orientation or carer's responsibilities; and
4. providing enrolment procedures that will be free of any form of discrimination, and if an individual does not meet the entry requirements, all attempts will be made to assist them to identify all alternative courses of action.

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Enrolment Fee			
All applicants must pay a non refundable enrolment fee of \$350.00 to King's Institute of Management and Technology.			
Tuition Fee			
Tuition fees are only applied for student tuition. Tuition fees do not cover enrolment fee, textbooks, tools/equipment/materials, stationery or internet. A late fee of \$10 per day may be applied for tuition fees not paid on time. Tuition fees must be paid in the form of a bank draft, bank cheque or via Electronic Funds Transfer (EFT), and made payable to King's Institute of Management and Technology. We will not be responsible for any money paid to an agent or third party. When King's Institute of Management and Technology receives a fee, and confirms that the applicant has signed the Terms & Conditions on this application form and the acceptance form/s on the letter of offer, we will issue the letter of offer forward a Confirmation of Enrolment (COE).			
Change of Training Provider			
King's Institute of Management and Technology will not knowingly enrol a student wishing to transfer from another training provider's course prior to the student completing six months of his or her principal course of study except where:			
<ol style="list-style-type: none"> 1. the original training provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered; 2. the original training provider has provided a written letter of release; 3. the original training provider has had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the student from continuing his or her principal course; or 4. Any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change. 			
Fees and Refunds			
The following information is consistent with the requirements of the ESOS Act, in relation to refunds of course money in the case of student and/or provider default and is detailed in the Student Handbook:			
<ol style="list-style-type: none"> 1. amounts that may or may not be repaid to the student (including any course money collected by education agents on behalf of the training provider) 2. processes for claiming a refund; and 3. in the event of a course not being delivered. 			
Complaints and Grievances			
King's Institute of Management and Technology recognises that differences and grievances can arise from time to time. The quick settlement of these matters is in the best interest of all parties concerned and the following steps are implemented to ensure this happens. You agree to:			
<ol style="list-style-type: none"> 1. tell us if you are dissatisfied or have any concerns about King's Institute of Management and Technology products, services, processes or policies; 2. tell us if you think you have been treated unfairly or unjustly; and 3. We will discuss the matter with the participant and try to resolve the problem. 			
Literacy and Numeracy			
To successfully complete your training you must be able to count, check and accurately record, read, interpret, estimate, measure and calculate. King's Institute of Management and Technology may at times refer you to literacy and numeracy training in areas identified as necessary to ensure you meet the standards of your training. To enroll in a course at King's Institute of Management and Technology your English language skills must be equal to or be above IELTS 5.5 or its equivalent.			
Monitoring Progress & Assessment			
King's Institute of Management and Technology will systematically monitor students' course progress. We will be proactive in notifying and counselling students who are at risk of failing to meet course progress requirements. We will report students, under section 19 of the ESOS Act, who have breached the course progress requirements.			
We will assess each student's progress at the end of each compulsory study period. (Ten weeks is to be considered the minimum length of time in which it is reasonable for us to make an assessment of a student's course program and the maximum length for a study period is six months). Unsatisfactory progress is defined as not successfully completing or demonstrating competency in at least 50% of the course requirements in that study period.			
Monitoring Attendance			
King's Institute of Management and Technology will systematically monitor students' compliance with student visa conditions relating to attendance. We will be proactive in notifying and counselling students who are at risk of failing to meet attendance requirements. We will report students, under section 19 of the ESOS Act, who have breached the attendance requirements.			
We will record the attendance of each student for the scheduled course contact hours for each CRICOS registered course in which the student is enrolled which is an accredited vocational education and training (VET) course. The requirements for achieving satisfactory attendance, which at a minimum, requires international students to attend at least 80 per cent of the scheduled course contact hours.			
Privacy			
King's Institute of Management and Technology collects and stores your personal details and during training we record your progress. We use this information to measure the Registered Training Organisation (RTO) and your performance. For international students we are obliged to submit your details and progress to DIBP by using an electronic Commonwealth reporting program for visa conditions, statistical analysis, program evaluation, post completion survey and internal management purposes. We DO NOT share, rent, or sell personal information you provide us. The confidentiality of the information we collect from you is protected under the Privacy Act 1988 and the Privacy Amendment Act 2004 and Privacy Amendment Act 2014.			

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Orientation
All accepted students will be required to complete an orientation within the first week of arrival.
Change of Student details
A student must advise the reception of any changes to contact details whilst enrolled as a student with King's Institute of Management and Technology.
Costs to live in Brisbane
The cost of living in Brisbane really depends on your lifestyle. As a guide, you will need approximately AUD\$19,000 for living expenses for one year (covering accommodation, transport and food but not entertainment or a car).
Working Part time as a Student
As an international student you are legally allowed to work for up to 40 hours per fortnight during semesters and unlimited hours during your term break. Brisbane is one of Australia's biggest cities and many businesses and company headquarters are situated here. Most students will find some form of part-time work during their stay with us.
School Aged Dependant Children
Students are advised that any school aged dependants accompanying them will be required to pay full fees if they are enrolled in either a government or non-government school.
Visa Conditions
It is the responsibility of the student to remain aware of the conditions of their visa and visa subclass to enrol for a King's Institute of Management and Technology course. http://www.border.gov.au/Trav/Visa-1/500-
Change to Conditions
King's Institute of Management and Technology reserves the right to change its fees, conditions, course times or course commencement dates at any time without notice.
Recognition of Prior Learning (RPL)
The decision to grant an exemption or credit in regard to the Recognition of Prior Learning (RPL) rests with the Director. Students, who believe that they can satisfy the requirements of any course competency as a result of prior learning, practical experience or both, and wish to be exempted from re-doing this competency, may apply for an exemption. Recognition of Prior Learning (RPL) - is the formal recognition of the skills and knowledge a person has regardless of how or where these skills may have been attained, that is, through formal or informal training work experience, (paid and unpaid) voluntary work and life experience. The evidence provided for RPL must address the currency of competencies being assessed. Recognition of Current Competency (RCC) - This term is sometimes used. For general purposes the term is synonymous with RPL. Credit Transfer - is an arrangement to give a standard level of credit or formal recognition to a learner who has previously achieved competence in a training or educational environment. Some Credit Transfer arrangements are also called Advanced Standing or Exemptions. RPL for Entry - is an arrangement where learners are provided access to assessment tools and processes to assist them to meet minimum entry requirements for access to a course or qualification. Note: In RPL for Entry, no qualification is issued. Recognition is given to the person's prior learning to permit entry through equivalence into a qualification that requires some specified entry standard. Overseas Equivalence - is an arrangement to give formal recognition to an individual who has completed a course or qualification overseas. The Overseas Qualifications Unit in the Department of Education and Training can assist this process. Note: Under national recognition enrolling students may apply for exemptions on the basis of having previously attained a competency for competency units as listed on the King's Institute of Management and Technology course flyer. The granting of Exemptions and RPL does not change the requirement for students to be enrolled in full time study and any shortening of course duration will be reported DIBP via PRISMS. Resultant course fee changes will be notified through the Director.

Conditions of Enrolment

Student Release Agreement

I hereby give permission for King's Institute of Management and Technology to provide access to my personal records to the following people (tick all appropriate boxes):

myself
 auditors
 other

I hereby give permission for the following information to be released to the above identified people (tick all appropriate boxes):

reissue of certification awarded to me by King's Institute of Management and Technology
 copies of all my assessment results gained during training with King's Institute of Management and Technology
 copies of all my personal information held on file at King's Institute of Management and Technology

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other

I hereby give permission to King's Institute of Management and Technology to (tick all appropriate boxes):

- to release training information to another RTO where a partnership arrangement exists
- to use photographic images of myself within their advertising, marketing and training materials

Please note any exceptions:.....

Student Agreement

- I agree to attend orientation within the first week of arrival;
- I agree to regularly attend classes and meet the requirements of the course/s and my visa;
- I agree to notify the King's Institute of Management and Technology training representative of my intention to make any changes to my course enrolment;
- I agree to comply with the Human and Equal Opportunity Commission Act and the Anti-Discrimination Acts;
- I agree to advise of any changes to my personal information;
- I agree to advise of any medical condition or disability that may interfere or limit my ability to meet the competencies of my training;
- I agree to advise of any limitations in my literacy, numeracy or English language skills that may affect my ability to meet the training competencies;
- I agree to advise of any intended application of Recognition of Current Competencies / Recognition of Prior Learning.
- I agree to demonstrate my skills and knowledge in accordance with the assessment requirements of my course and in conjunction with the appointed trainer/assessor;
- I agree to complete any requests for feedback to assist with the improvement of products and services provided by King's Institute of Management and Technology;
- I am aware that the information in this enrolment form will be provided to the DIBP;
- I have read, understand and agree to the "Terms and Conditions" of this enrolment form;
- I have read, understand and agree to the above "Student Release Agreement".
- The information I have provided is true and correct to the best of my knowledge.

I have read and understand all of the available information about King's Institute of Management and Technology, my courses and living in Australia.

Student Application Checklist

- Application Fee
- Academic Transcripts
- Graduation Certificates
- Evidence of English language proficiency
- Copy of current passport and current Australian visa (if applicable)
- Two recent passport sized photographs
- Completed all parts of the International Student Application Form
- Read and understood terms and conditions of enrolment
- Read Student Release Agreement and Student Agreement on page 5 and 6

Name			
Signature		Date	