

STUDENT APPLICATION FORM

STUDENT DETAILS

☐	Applying for visa in Australia	☐	Applying for visa outside Australia
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Personal Information

Title	☐	Mr	☐	Ms	☐	Other	Gender	☐	Male	☐	Female	☐	Other
Family Name							Given Name						
Email							Mobile						
Date of Birth							Nationality						
Place of Birth							Country of Birth						
Passport No							Expiry Date						
USI Number													

Address in Australia		Address in Home Country	
Flat/unit details		Flat/unit details	
Street number		Street number	
Street name		Street name	
Suburb		Suburb	
State		State	
Postcode		Postcode	

Emergency Contact

Name		Relationship	
Mobile		Email	

Visa History

Have you ever applied for Australian visa(s)?	☐	Yes	☐	No
If yes, please specify:				
Have you ever been refused an Australian visa?	☐	Yes	☐	No

EDUCATION HISTORY

What is your highest COMPLETED education level? (Tick ONE box only)

☐	Year 8 or equivalent	☐	Year 9 or equivalent	☐	Year 10 or equivalent	☐	Year 11 or equivalent
☐	Year 12 or equivalent	☐	Certificate I	☐	Certificate II	☐	Certificate III
☐	Certificate IV	☐	Diploma level	☐	Advanced Diploma level	☐	Bachelor degree or higher

Are you applying for advanced standing/credit?	☐	Yes	☐	No
If yes, please specify:				
Do you wish to apply for Recognition of prior learning (RPL)?	☐	Yes (Please complete RPL form)	☐	No

Depending on your previous student and work experience, KOIC may be able to give you credit or exemptions from certain course units. Please refer to KOIC's Course Credit and Recognition of Prior Learning (RPL) Policy and Procedure.

ENROLMENT DETAILS

ELICOS courses		CRICOS	Duration(week)
☐	General English (Beginner – Advanced)	093103A	2 – 60
☐	EAP English for Academic Purpose	093104M	10 - 30
☐	IELTS Preparation	085409E	4 - 16
☐	Course Start Date (General English)	How many weeks do you wish to study?	

INTAKE DATES (EAP)

2026	☐	06 April	☐	29 June	☐	21 September	☐	7 December
2027	☐	15 March	☐	21 June	☐	13 September	☐	6 December

VET courses		CRICOS	Duration(week)
☐	BSB40820 Certificate IV in Marketing and Communication	111920C	52
☐	BSB50620 Diploma of Marketing and Communication	111921B	104
☐	BSB50420 Diploma of Leadership and Management	111193G	52
☐	ICT50220 Diploma of Information Technology	120509F	52
☐	BSB60420 Advanced Diploma of Leadership and Management	111922A	104
☐	ICT60220 Advanced Diploma of Information Technology	120511A	52
☐	BSB80120 Graduate Diploma of Management (Learning)	120507H	52

INTAKE DATES (VET)

2026	☐	02 March	☐	01 June	☐	31 August	☐	30 November
2027	☐	01 March	☐	31 May	☐	30 August	☐	22 November

STUDY REASON

Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick ONE box only)

☐	To get a job	☐	To start my own business	☐	To get into another course	☐	To try for a different career	
☐	It was a requirement of my job		☐		To develop my existing business		☐	I wanted extra skills for my job
☐	To get a better job or promotion		☐		For personal interest or self-development		☐	Other reasons

LANGUAGE AND CULTURAL DIVERSITY

Are you Aboriginal or Torres Strait Islander origin?		Aboriginal		Torres Strait Islander		None of these
How well do you speak English?		Very well		well		Not well
Is English your main language?		Yes		No	If no, what is your main language:	

EMPLOYMENT

Of the following categories, which best describes your current employment status?

Full time employee	Part time employee
Self-employed - not employing other	Employer
Employer - underpaid worker in a family business	Unemployed - seeking full time work
Unemployed - seeing part time work	Not employed - not seeking employment

OVERSEAS STUDENT HEALTH COVER (OSHC)

Visa length cover is compulsory for student visa.

Do you have OSHC at the moment?	Yes	No
If yes, when does it expire?		
Membership no.	Insurer	
Would you like KOIC to arrange OSHC for you?	Yes	No
If yes, what is the OSHC start date?		
What type of cover do you require?	Single	Family**

** Family includes the student, the spouse of the student and dependent children of the student up to 18 years of age who have been authorised to enter and remain with the student and who are residing at the same place of residence.

LEARNERS' NEEDS

KOIC endeavours to identify, assess and provide learning support to its clients for all qualifications currently on its scope of registration. If you require a special consideration, please tick the appropriate box below:

English language	Literacy and numeracy
Physical ability	Intellectual ability
Cultural or ethnic background	Computing skills (create, save and edit Microsoft Office Documents)
Computing skills (access and search the internet)	Computing skills (download, upload and save documents from websites)
Computing skills (to participate in online discussion)	Other:

DISABILITY

Do you consider that you have a disability, impairment or long-term condition?

No disability	Physical	Hearing/Deaf	Learning	Mental illness
Vision	Medical condition	Multiple disabilities	Other	

TERMS & CONDITIONS FOR ENROLMENT

Course progress

King's Own International College is required to monitor and record student academic progress throughout their period of enrolment. When an international student does not meet the course requirements for two consecutive terms, they may be reported to DHA via PRISMS as required under section 19 of the ESOS Act 2000 and this may result in their visa being cancelled.

Attendance

Students are required to maintain an attendance rate of at least 80%. Full-time study requires a minimum 20 contact hours per week, averaged across each term. Students are encouraged to attend all scheduled classes to ensure steady progress and to fulfill their visa obligations.

Cancellation and Refund Policy

The King's Own International College (KOIC) will issue refunds in advance of payment of tuition fees within 28 days before course commencement when:

- Tuition fees are refunded in full, less the application fee, if a student visa is rejected by DHA (the official visa refusal letter from DHA must be provided as evidence);
- If you withdraw from your course 28 days or more prior to the commencement of your course (commencement of course is defined as the course start date as per the original Application Form submitted by the student or an agent and not subsequent enrolment changes to the starting date), 80% of your tuition fee will be refunded;
- If you withdraw from your course less than 28 days prior to the commencement of your course, 50% of your tuition fee will be refunded.
- If you applied for a visa extension and it was not granted by DHA; the unused tuition fees are refunded in full;
- If you are a current student and withdraw in writing 28 days or more prior to the commencement of the following term KOIC shall refund the unused tuition fees;
- If a student is provisionally enrolled, on condition of achieving evidence of acceptable English Language Proficiency, and the student cannot achieve the required level, all tuition fees and charges corresponding to the course will be refunded less a charge of AU\$300.

KOIC will not issue refunds for:

- Application fees, agent's commission (if applicable), OHSC and administrative / material costs;
- If you withdraw from your course after the course has commenced;
- If you withdraw from your course not in accordance with your visa obligations and behaved not in good faith;
- Change in student's work hours;
- Inconvenience of travel to class;
- Moving interstate or overseas;
- Job changes or retrenchment;
- Students who leave before completing the course &/or qualification;
- If a student becomes a permanent resident of Australia during the program.
- No guarantees of university or other pathway places will apply to such students;
- If DHA has rejected your student visa application based on their finding that you have supplied fraudulent documents along with your student visa application.

Eligible refunds will be refunded within 28 days of receipt of written notification. KOIC will provide the student a statement that explains how the amount has been worked out. Refunds will only be given to the person who paid the tuition fees. Refunds will be made in Australian Dollars to the account specified in the refund application. If a refund request is not received within 6 months of the event which qualifies the student for a refund, the student will forfeit their right to a refund. In the unlikely event that King's Own International College (KOIC) is unable to deliver an enrolled course in full, students will be offered a refund of any unspent tuition fees received by KOIC in respect of the student in question. Unspent tuition fees are defined as the tuition fees paid to KOIC by a student for a study period, or periods, that has not commenced. Where a study period has commenced, per the published academic timetable, there will be no unspent tuition fees to refund unless more than one study period was paid for in advance and the additional study period(s) are yet to commence. The unspent tuition fees will be the balance of any not yet commenced study periods, less the tuition fee of the commenced study period. Alternatively, students may be offered enrolment in an alternative course offered by KOIC at no additional cost. Students have the right to choose whether they would prefer a refund of unspent tuition fees, or to accept a place in another course. If KOIC is unable to provide a refund or place students in an alternative course the Tuition Protection Scheme (TPS) will attempt to place students in a suitable alternative course or, if this is not possible, they will be eligible for a refund as calculated by the TPS Director. The written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer law applies. For more information, please refer to KOIC's Fees Management and Refund Policy and Procedure.

Expulsion

The King's Own International College reserves the right to expel any student for serious breach of discipline and visa obligations as well as failure to pay tuition fees on time. Any advanced fees will not be refunded.

Grievance Resolution

The King's Own International College has procedures and resolution processes in place for the prompt and fair hearing and resolving student grievances. These procedures do not remove the right for the student to pursue outside legal remedies.

Credit Transfer & RPL

Recognition of Prior Learning (RPL) allows a candidate to receive exemptions for the knowledge and skills they attained or who have had extensive work experience in some aspects. Students who have completed previous studies of their proposed course – with appropriate evidence – may apply for a Credit Transfer before starting. Overseas students should apply for Credit Transfer or RPL before his/her visa is granted. Please refer to KOIC's Course Credit and Recognition of Prior Learning (RPL) Policy and Procedure for more information.

Arrival and orientation

If you have enrolled in any course, it is advisable for international students to arrive at least one week prior to the course commencement. Overseas students must attend the scheduled orientation day before registering as a student.

Course start dates

Starting dates for VET qualifications are generally quarterly, every term. There are also specific entry points during the term where candidates can start. For ELICOS programs, start dates are typically more flexible, with new intakes available every Monday throughout the year.

Administration Costs

Extra fees will apply whenever an applicant wishes to amend enrolment details, which requires a creation of a new eCoE. The updated eCoE will attract a \$40 administration charge.

DECLARATION

To be completed by all students

☐	I confirm I have read and understood the Pre-Enrolment Information Guide, including course details, fees, support services, refunds and complaints policies, prior to completing this application.
☐	I confirm I have access to a reliable internet connection and digital device suitable for study, including email and online learning platforms.
☐	I understand KOIC will notify me of any changes affecting my course (including mode of delivery, timetable, or fees) via email and/or the student portal.
☐	I understand that any misleading information that I have provided on this form and to the King's Own International College could result in the termination of this application and future enrolment and agreements with KOIC.
☐	Furthermore, I permit KOIC to apply for an USI on my behalf if I do not have one.

Please send this Application Form together with passport copy, evidence of English level and highest level of education completed (if applying for a VET course).

Signature of Applicant:	Date:
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