

Application for Admission (CRICOS)

UNIQUE STUDENT IDENTIFIER

Do you have a Unique Student Identifier?	<input type="checkbox"/> Yes <input type="checkbox"/> No								
If Yes, please provide:									
If No, please select:	<input type="checkbox"/> Create one for me				<input type="checkbox"/> I will create my own				
If you would like us to create one for you, what is your preferred method of contact?	<input type="checkbox"/> Email			<input type="checkbox"/> Phone			<input type="checkbox"/> Email		

EDUCATION DETAILS

Have you previously studied in Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, name of Provider?	
If yes, name of Course?	
Are you currently studying in Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, name of Provider?	
If Yes, name of Course?	
Commencement Date of Course:	

Secondary Studies:	
Name of Institution?	
State/Country?	
Highest Level Achieved and Year Completed?	
Are you still attending Secondary School?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Year you left school?	
Certified Documents Attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Tertiary Studies: (University)	
Name of Institution?	
Name of Course?	
Year of last enrolment?	
Is qualification complete?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Certified Documents Attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you applying for National Recognition or Recognition of Prior Learning or Credit Transfer?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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ENROLMENT DETAILS

Course 1			
Course Name			
Start Date		End Date	
Course Duration			
Course 2			
Course Name			
Start Date		End Date	
Course Duration			
Course 3			
Course Name			
Start Date		End Date	
Course Duration			

ACCOMMODATION DETAILS

Would you like Kinggdom Institute of Management to arrange accommodation for you?	
Please indicate your preference:	
Do you require Airport Pick up?	<input type="checkbox"/> Yes <input type="checkbox"/> No

AVETMISS INFORMATION

Do you consider yourself to have a disability, impairment or long-term condition?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Please list:	<input type="checkbox"/> Hearing/Deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Mental Illness <input type="checkbox"/> Brain Impairment <input type="checkbox"/> Vision Medical Condition <input type="checkbox"/> Other _____	
Have you successfully completed any of the following? Tick any applicable boxes.	<input type="checkbox"/> Bachelor Degree or Higher Education <input type="checkbox"/> Advance Diploma or Associate Degree <input type="checkbox"/> Diploma <input type="checkbox"/> Certificate IV <input type="checkbox"/> Certificate III (or Trade Certificate) <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate I <input type="checkbox"/> Certificates other than the above	
Which best describes your main reason for undertaking this training program	<input type="checkbox"/> To get a job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To try for a different career <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To get into another course of study <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> Other reasons	
Which best describes your current employment status?	<input type="checkbox"/> Full-time <input type="checkbox"/> Self Employed <input type="checkbox"/> Unemployed – Seeking Full-time <input type="checkbox"/> Unemployed – Seeking Part-time	<input type="checkbox"/> Part-time <input type="checkbox"/> Employer <input type="checkbox"/> Not Employed – Not Seeking

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EMPLOYMENT HISTORY:

(Please attach your Curriculum Vitae)

Employer	Position	Start Date	End Date

How did you find out about us?			
<input type="checkbox"/> Agent	<input type="checkbox"/> School	<input type="checkbox"/> Expo	<input type="checkbox"/> Family/Friend
Other (Please specify):			

LANGUAGE SKILLS

General English			
L – Lower Intermediate • I – Intermediate • U – Upper Intermediate or list your IELTS score			
Language	English	Language	Language
Reading			
Writing			
Speaking			
Listening			

APPLICATION CHECKLIST

Please check to make sure that your application is complete before sending to us:

- Certified copies of all academic documents
- Certified copy of bio-data page of your passport
- Copy of your visa (if available/relevant)
- Curriculum Vitae
- Evidence of permission to change provider if less than 6 months of principal course

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

EXPLANATORY NOTES

1. ENTRY REQUIREMENTS

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

- a) Have to be at least 18 years of age;
- b) Demonstrate that they have the Language, Literacy & Numeracy Skills to be able to satisfactorily complete the training program applied for; and
- c) 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.

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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 Kingddom 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 Kingddom 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 Kingddom 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 Kingddom 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

Kingddom 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

Kingddom 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 Kingddom Institute of Management

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

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- 2.7 The date the written advice of cancellation is received by Kingddom 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 Kingddom Institute of Management does not circumscribe the students right to pursue other legal remedies

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:
- 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 Kingddom Institute of Management.
 - 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 Kingddom Institute of Management.
 - 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.
 - 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.
 - 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:
- 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 Kingddom Institute of Management.
 - Notification more than 4 weeks and up to 10 weeks before the commencement date:
 - 70% of fees paid in advance will be refunded.
 - Notification 4 weeks or less before the commencement date:
 - No refund will be paid.
- 3.3 If Kingddom Institute of Management cancels the enrolment of the student from a course because the applicant has seriously breached the Terms and Conditions of Kingddom 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 Kingddom 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 Kingddom Institute of Management. Alternatively, enrolment in another suitable course by Kingddom 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 even 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:
- The lesser of:
 - 5% of the total amount of pre-paid fees that the Kingddom 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.

4. SAFEGUARDING TUITION FEES PAID IN ADVANCE

Kingddom 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 Kingddom Institute of Management is no longer able to provide the course of study in which the student is enrolled. For more information related to Kingddom Institute of Management's TPS statement, please see the Kingddom Institute of Management website.

5. STUDENT OBLIGATIONS

- 5.1 The applicant agrees with and will be abide to the Code of Conduct as published on the Kingddom 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 Kingddom 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.

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- 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 there 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.

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- 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 Kingddom 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 Application for Admission is attached and fully understand the requirements of the course for which I am seeking enrolment.
- 9.3 I agree to Kingddom Institute of Management identifying and publishing my name and any of my images captured in any Kingddom 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: _____

**Signed by parent if
Applicant is under 18 years:** _____

Date: _____