

APPLICATION / ENROLMENT FORM

Ver. 0610

1 PERSONAL DETAILS

Title (Mr/Mrs/Miss/Ms) _____ Family Name _____

Given Names _____

Date of Birth / / (DD/MM/YY) Sex Male Female

Do you have any type of disability? Yes No

If yes, please specify _____

2 CITIZENSHIP

Country of Birth _____ Passport No: _____

Nationality (as shown on passport) _____

Do you hold an Australian Visa? Yes No

If yes, what type of visa? _____ Visa Expiry Date: / /

If no, what type of visa will you apply for? _____

Where will you apply for your visa? _____

Do you have current Overseas Student Health Cover? Yes No

Medibank Membership No. (if available) _____

Current OSHC expiry date: / /

Do you need Kingston to extend/apply for Overseas Student Health Cover (OSHC)?

If yes, do you need to apply for family OSHC? Yes No

If yes, please provide family details below: Yes No

Name of Family Member	Female/Male	Date of Birth	Visa Type

3 CONTACT DETAILS

Australian Contact Details

Telephone _____ EMail _____

Local Address in Australia _____

Please note: Students must notify KIC of any changes of address or changes of other contact details that may occur while they are enrolled with Kingston International College.

Emergency Contact Details

Name _____

Relationship to Applicant _____

Telephone _____

Address _____

4 Course Enrolment

Course	From	To
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Medibank _____ Length _____

Payment Method:

In Full By Semester By Term

5 Declaration (to be signed by parent/guardian if under 18)

I confirm that I have read and understand these documents and that the terms and conditions of this offer have been explained to me. I confirm that I understand English and/or the terms and conditions have been explained to me in my own language.

I agree to be bound by the College General Terms and Conditions and Refund Policy, and further agree to abide by the College rules and regulations (as per Student Handbook).

Signature of Applicant _____

Signature of Parent /Guardian _____

Date (DD/MM/YY) / /

Full name (add contact details if parent/guardian) _____

6 AGENT DECLARATION AND DETAILS

I _____ of _____

confirm that I have consented and briefed the applicant/ parent/ guardian about Kingston International College policies and procedures and the general terms and conditions and refund policy related to this applicant in accordance with our agent agreement.

Agent Stamp: _____

Office Use Only

REFUND POLICY

1. Cancellation and Refunds Policy

All requests for a refund should be submitted in writing with supporting documentation to the Director of Operations at Kingston International College (KIC)

2. A notice of cancellation due to :

- Illness or disability.
- Death of a close family member (parent, sibling, spouse, child).
- Political or civil event that prevents acquittal may be accepted as grounds for a partial refund of fees. Supporting documentary evidence must be provided.

3. In all cases, refunds of tuition and accommodation fees will be in accordance with the Western Australian Department of Education Services Policy Guidelines for the Registration of International Students and comply with the Australian Government Education Services for Overseas Students Act 2000 (ESOS). These documents are available to students on request.

4. The following declaration states the conditions relating to the refund of fees:

- The enrolment fee and accommodation placement fee are non-refundable if a student is offered a place at KIC.
- Accommodation fees (apart from the Accommodation Placement Fee) are refundable. However, 14 days notice of cancellation must be given in writing.
- On an applicant acceptance of an offer of admission to KIC, the following conditions will apply :

FOR COURSES OF GREATER THAN 10 WEEKS IN DURATION

Reason for Refund	Notification Period	Refund
Student's application for student visa unsuccessful or undecided	Before course/semester commences	Full refund of fees paid paid less an administration charge of A\$230
Student withdraws from course	More than 10 weeks before course/semester starts	Full refund of fees paid (less an admin fee of 10% of semester fees or \$1000 whichever is the lesser)
	more than 4 and up to 10 weeks before course/semester starts	70% of a semesters fees (less an admin fee of 10% of semester fees or \$1000 whichever is the lesser)
	4 weeks or less before semester/course starts	40% of a semesters fees (less an admin fee of 10% of semester fees or \$1000 whichever is the lesser)
	During the first 4 weeks of semester/ course start	30% of a semesters fees (less an admin fee of 10% of semester fees or \$1000 whichever is the lesser)
	After the fourth week	No refund of fees
If KIC withdraws offer, fails to provide the course offered, or terminates a service offered	Before the course/ semester commences	The provider default provisions of the Commonwealth ESOS Act 2000 apply
	After course/semester commences	
If KIC withdraws the student from a course because the student has seriously breached visa conditions or KIC rules	After course/semester commences	No refund of the semesters fees and not less than 40% of fees paid in advance for a subsequent semester and full refund of fees paid in advance thereafter
If incorrect or incomplete information is supplied by the student and the offer is withdrawn by KIC	Before the course/ semester commences	Full refund of fees paid (less an administration fee of 10% of fees paid or \$1000 whichever is the lesser)

In addition to the above refund conditions the following applies to courses of 10 weeks or less in duration:

FOR COURSES OF 10 WEEKS OR LESS IN DURATION

Reason for Refund	Notification Period	Refund
Student withdraws from course	4 weeks or less before semester/course starts or after start of semester/course	No refund of fees
If KIC withdraws the student from a course because the student has seriously breached visa conditions or KIC rules	After course/semester commences	No refund of fees

By way of example, a student who has paid for more than two semesters in advance and withdraws more than 4 weeks after the start of the semester and more than four weeks before the commencement of the following semester, would receive no refund of fees for the current semester, at least 70% of the following semester's fees (less the administration fee) and a full refund of fees paid for any subsequent semester.

5. This policy does not remove the right to take further action under the Australian Consumer Protection laws.

TRANSFER POLICY

- Kingston International College has absolute discretion to determine whether an application for transfer of prepaid fees to another provider will be approved.
- Requests for transfers should be made in writing by the student, and accompanied by a letter of offer from the receiving institution. If a transfer of prepaid fees is approved, KIC will ensure refunds occur in compliance with the Department of Education Services Policy guidelines, as specified above.
- If the student is transferring to a KIC course from another institution, a confirmed record of attendance and academic performance are required.
- The KIC transfer policy is to be read in conjunction with the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007.

ACCOMMODATION POLICY

- Accommodation Changes** : If students request a change of accommodation type after their course has started, a rebooking fee of A\$190 will be charged, payable at the time the change is requested. Any accommodation changes require approval of the Director of Operations and a minimum of 2 weeks notice.
- Refunds** : Please refer to the refund policy section 4 for details
- Advance Payment** : Students booking accommodation are required to pay 4 Weeks of accommodation fees in advance.

TERMS & CONDITIONS

- Payment Deadline** : All course costs (or initial instalment) must be paid in full no later than the course start date otherwise the enrolment may be subject to cancellation by KIC. Students paying by instalments must pay each instalment as per the dates shown on their instalment plan.
- Visa Information** : In accordance with government regulations, visa application forms (Confirmation of Enrolment) may not be issued by the school until full payment has been received.
- Late arrivals, vacations and absences** : If a student begins their course late or is absent during the course consideration of refund of any fees will be made by KIC based on any supporting documentary evidence provided and any compassionate nature of the absence.
- Expulsion** : Should KIC choose to expel a student for any serious breach of discipline or misbehaviour, students will have the right to appeal to the KIC complaints and appeals process as per Part D of the National Code, Standard 8. Fees may be subject to refund as per KIC's refund policy.
- Rules and Regulations** : KIC students are subject to the rules and regulations governing the college.
- Public Holidays** : KIC is closed on public holidays. If the start date of a course falls on a public holiday, the course will start on the next working day. Compensation will not be made for classes not offered on public holidays.
- Course Cancellation Policy**: KIC reserves the right to cancel courses at short notice due to insufficient demand. Refer to the provider default provisions of the refund policy.
- Program Fees** : KIC reserves the right to vary fees at any time. Payment must be made in Australian currency, payable to Kingston International College.
- Course Changes** : KIC reserves the right to change course start dates, course curriculum, and programmes, at any time.
- Liability** : KIC and its representatives are not liable for damages, injuries, illnesses and violations to people or goods, however these may occur, unless such liability is legally imposed.
- Personal Release** : By agreeing to these terms and conditions, students irrevocably authorise and grant KIC the right to : record them on video and photographs for visual representation on brochures, fliers, or any other promotional material; use their name, likeness, or other information concerning the student for reproduction on brochures, fliers and any other promotional material; use quotes or statements for reproduction on brochures, fliers or any other promotional material.
The student hereby releases KIC from any infringement or violation of personal and/or property rights of any sort whatsoever based upon the use of recordings or images. The student also acknowledges that KIC owns and shall own all rights, title and interest (including copyright) in any recording, images and sound made. KIC may only use such student information, photographs, video etc for the purposes described above.
- Force Majeure** : It is a basic stipulation of the agreement/contract between students and KIC, or its representatives, that neither KIC, nor its representatives are liable in cases where KIC is unable to fulfil any services to which they are contractually bound because of labour disputes or other reasons which are beyond their control.
- Health Requirements** : Any illness, allergy or disability must be reported during the application process. All students must be of good health and sound mind. Any discrepancy to this after arrival by the student may result in the student being sent home early.
- Additional Services** : Transfers, travel, laundry, telephone costs, excursions, medical costs, change of accommodation and enrolment amendments are not included in any costs unless specifically stated on a valid invoice.

Note :

- Information provided may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and The National Code.
- Any school age dependents accompanying overseas students to Australia will be required to pay full fees if they are enrolled in either a government or non-government school.
- KIC's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.
- Refunds will be paid within the relevant time period specified in the ESOS Act 2000.
- Students are obligated to notify the college if they change address while still enrolled.

SUPPLEMENTARY DETAILS

Ver. 0610

Student name: _____

Date of Birth: _____

Reason for studying this course? _____

Have you studied English before in Australia or overseas? Yes No
If yes, for how long? _____

Are you applying for course credit transfer? Yes No Not Sure

Where did you hear about Kingston International College?

Agent Friends/Relatives Newspaper (Which?) _____

Directory Kingston website Magazine (Which?) _____

Other _____