

KENSINGTON INTERNATIONAL COLLEGE

RTO CODE: 45581 | CRICOS CODE: 03827K | ABN: 43 167 095 749

ADDRESS: Level 3, 84-86 Mary Street Surry Hills NSW 2010

EMAIL: info@kic.edu.au

PHONE NO: +61 2 8755 2666

WEBSITE: www.kic.edu.au



INTERNATIONAL STUDENT ENROLMENT FORM

Personal Details

Legal name as per passport, which will need to be sighted to verify legal name

Family name: _____ Given name: _____ Date of birth: _____

Gender: Male Female Nationality: _____ Place of birth: _____

Country of birth: _____ Passport No: _____ Expiry date: _____

Address: *(A student's email address and overseas address is mandatory, if the student is currently in Australia, an Australian address must be provided)*

_____ City/Town/Suburb: _____

Province/State: _____ Country: _____ Post code: _____

Mobile: _____ Email address: _____

Emergency contact details:

Full name: _____ Mobile: _____ Relationship: _____

Unique Student Identifier (USI) Collection

Have you registered your USI number?

Yes > _____ No, please go to <https://www.usi.gov.au/your-usi/create-usi> to create your own USI and provide your USI to Kensington College International as soon as possible

Visa Details

Visa type if you are in Australia: _____ Visa type: _____ Expiry date: _____

Where will you lodge your student visa application? Australia Outside Australia

Have you been refused a visa from any country including Australia for any reason? No Yes (please attach)

Education Details

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

Year 12 or equivalent Year 11 or equivalent Year 8 or below
 Year 10 or equivalent Year 9 or equivalent Never attended school

Are you still attending secondary school? Yes No

Previous Australian Qualifications

Have you SUCCESSFULLY completed any of the following qualifications? No Yes, tick ANY applicable boxes

Certificate I Certificate IV (or Advanced Certificate/Technician) Bachelor or Higher Degree
 Certificate II Diploma (or Associate Diploma) Certificates other than the above (please attach)
 Certificate III (or Trade Certificate) Advanced Diploma or Associate Degree

Employment

Of the following categories, which BEST describes your current employment status? (ONE box only)

Full-time employee Self-employed - not employing others Unemployed - seeking part-time work
 Part-time employee Employed - unpaid worker in a family business Not employed - not seeking employment
 Employer Unemployed - seeking full-time work

Recognition of Prior Learning (RPL) / Credit Transfer

Do you wish to apply for Recognition of Prior Learning (RPL)? No Yes > You will be contacted to discuss this further

Do you wish to apply for Credit Transfer?

No Yes > You must provide certified copies of transcripts from previous qualifications

Language and Cultural Diversity

Have you undertaken any formal English language test such as IELTS, PTE in the last two years? No Yes, please indicate:

Name of test: _____ Score: _____ Date of test: _____

KENSINGTON INTERNATIONAL COLLEGE

RTO CODE: 45581 | CRICOS CODE: 03827K | ABN: 43 167 095 749

ADDRESS: Level 3, 84-86 Mary Street Surry Hills NSW 2010

EMAIL: info@kic.edu.au

PHONE NO: +61 2 8755 2666

WEBSITE: www.kic.edu.au



Have you studied an accerdedited English lanuage course in Australia? No Yes, please indicate:

Provider: _____ Course: _____ Exit level: _____

How well do you speak English? Very well Well Not well

Main language spoken at home if not English: _____

Are you of Aboriginal or Torres Strait Islander origin? No Yes

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)

Select Your Course

Code	Course name	Duration	Intake date
<input type="checkbox"/> BSB20120	Certificate II in Workplace Skills	40 weeks	_____
<input type="checkbox"/> BSB40120	Certificate IV in Business	52 weeks	_____
<input type="checkbox"/> BSB40420	Certificate IV in Human Resource Management	52 weeks	_____
<input type="checkbox"/> BSB50320	Diploma of Human Resource Management	78 weeks	_____
<input type="checkbox"/> BSB50420	Diploma of Leadership and Management	78 weeks	_____
<input type="checkbox"/> BSB50820	Diploma of Project Management	78 weeks	_____
<input type="checkbox"/> BSB60120	Advanced Diploma of Business	104 weeks	_____
<input type="checkbox"/> BSB60320	Advanced Diploma of Human Resource Management	104 weeks	_____
<input type="checkbox"/> BSB60420	Advanced Diploma of Leadership and Management	104 weeks	_____
<input type="checkbox"/> BSB60720	Advanced Diploma of Program Management	104 weeks	_____

Study Purpose

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

Disability Support

Do you consider yourself to have a disability, impairment or long-term condition? No Yes, please indicate:

- Hearing/Deaf Learning Vision Physical Mental Illness Medical condition
- Intellectual Acquired brian Impairment Other: _____

Overseas Student Health Cover (OSHC)

The Australian Government requires all students on student visa to have Overseas Student Health Cover.

Would you like Kensington International College to arrange OSHC for you? Yes No

What type of cover do you require? Single Couple (partner) Family (parent/child) Start date: _____

Accommodation and Airport Pick-Up

Do you require Airport Pickup and transfer? Yes No Do you require assistance with accommodation? Yes No

Photography Consent

I consent to having my photograph used in documents for advertising for this organisation. Yes No

Other Potential Fees (Non-Refundable)

Administration Fee	\$250.00	1 st Reassessment of Task of Unit of competence	No Fee
CoE issue Fee (per CoE)	\$50.00	2 nd Reassessment - same unit of Task of Unit (each unit has a minimum of 2 Tasks)	\$50.00 each task
Photocopying / Printing (B/W)	\$0.20 per page	3 rd subsequent Reassessment - same unit of Task of Unit (each unit has a minimum of 2 Tasks)	\$100.00 each task

KENSINGTON INTERNATIONAL COLLEGE

RTO CODE: 45581 | CRICOS CODE: 03827K | ABN: 43 167 095 749

ADDRESS: Level 3, 84-86 Mary Street Surry Hills NSW 2010

EMAIL: info@kic.edu.au

PHONE NO: +61 2 8755 2666

WEBSITE: www.kic.edu.au



Photocopying / Printing (Colour)	\$0.40 per page	Accommodation Placement	\$250.00
Airport Pick-Up	\$200.00	Credit Transfer per unit	\$150.00

Note: There is a possibility for potential fees to change during a student's course and applicable refund policies.

TABLE 1

Refund Circumstances	Refund Amount
Visa Refusal	Full refund of the tuition fees, 100% of material fees and less administration fee of \$250
Withdrawal at least four (4) weeks prior to the agreed start date	Refund equal to 70% of the tuition fees, 100% of material fees and less administration fee of \$250
Withdrawal less than four (4) weeks prior to agreed start date	Refund equal to 50% of the tuition fees, 100% of material fees and less administration fee of \$250
Withdrawal after the agreed start date	No refund
Kensington International College is unable to provide the program for which the original offer was made (Provider Default)	Full refund
Special circumstances where the student is not able to travel to Australia, not due to a visa rejection, but due to compelling or compassionate reasons outside the control of the student, supported by written evidence and as determined by the college	Full refund of the tuition fees, 100% of material fees and less administration fee of \$250
Breach of student visa conditions, visa cancellation or failure to comply with enrolment conditions	No refund
Late arrival to a course and student has been granted a visa	No refund
Student expelled from the college for breaching college policies and has started and is completing a course	No refund
All tuition fee refunds will attract \$250.00 Administration Fee	Non- Refundable

Refund Policy

If an applicant accepts a place offered by Kensington International College and pays the fees, it means a binding contract is created between the student and Kensington International College.

Under current legislation, there are a number of circumstances where a student may be in default.

Notification of cancellation/withdrawal from unit/s of competency, withdrawal or deferral from a program of study must be made in writing to Kensington International College.

In the case of cancellation/withdrawal, the cancellation fee will be calculated as shown at Table 1.

Kensington International College offers the following information in relation to refunds of program money in the case of student and provider default:

- Amounts that may or may not be repaid to the student;
- Processes for claiming a refund;
- A plain English explanation of what happens in the event of a program not being delivered; and
- A statement that "This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws".

A total or partial refund is applicable when:

Kensington International College default

This policy applies to an intending student in relation to a program if:

- The program does not start on the agreed starting day; or
- The program ceases to be provided at any time after it starts but before it is completed; or
- The program is not provided in full to the student because a sanction has been imposed on the registered provider;
- And the student has not withdrawn before the default day.

Student Default

This policy also applies to all students or intending students in relation to a program if:

- The program starts on the agreed starting day, but the student does not start the program on that day (and has not previously withdrawn); or
- The student withdraws from the program (either before or after the agreed starting day); or
- The registered provider of the program refuses to provide, or continue providing, or provide progress documentation for a program to the student because of one or more of the following events:
 - The student failed to pay an amount he or she was liable to pay the provider, directly or indirectly, in order to undertake the program;
 - Misbehaviour by the student.

Kensington International College will make a refund within four (4) weeks of a Provider Default or receiving a written claim by the student in accordance with the Refund Policy which can be found at our website.

Default or receiving a written claim by the student in accordance with the Refund Policy which can be found at our website.

All refund considerations will be strictly limited to the total of monies which Kensington International College has received. The refund calculation will not include:

- Enrolment fees are non-refundable;
- If a student notifies Kensington International College of their intention to withdraw from individual units or a program before their original start date, then they will be eligible to receive a refund minus a \$250 administration fee.
- No refunds will be given for notification of withdrawal which occurs after the start of the program. The exception to this is noted in paragraph four (4).
- Once training has commenced in the program e.g. Diploma of Leadership and Management, no refund is available to participants who leave before finalising the program unless the student can provide a medical certificate or show extreme personal hardship. In that case, fees may be refunded on a pro-rata basis, minus the administrative fee. However, should participants wish to resume their studies at a later date, the original fee payment can be used as credit towards that program within twelve months of initial payment. Refund requests should be made in writing.
- Proportion of program money received for the proportion of the program provided to the student before the default date;
- If a student notifies Kensington International College of their intention to withdraw before the original start date and are eligible for a refund as per paragraph three (3) above, then the refund will be paid within four (4) weeks of Kensington International College receiving your request for refund.
- All fees and charges are payable upon invoice and will cover a period of the impending study period. Students may be precluded from sitting exams, receiving results or attending classes if tuition fees are not paid by the date specified on the invoice.
- Any refund will be paid to the person or entity that originally paid the program fees and, where possible, in the same currency in which the fees were paid.
- A Transfer of Provider, if requested you must give Kensington International College four weeks written notice prior to your next instalment due date or a minimum payment of one (1) month tuition fee plus an administration fee of \$250.00.
- Fees may be subject to change without notice.

In all circumstances Kensington International College will provide a statement and an explanation of how the refund was calculated and make fully available to access the Kensington International Grievance/Complaints/Appeals Policy. This agreement, and the availability of Kensington International College Complaints and Appeals process, does not remove the right of the student to take action under Australia's consumer protection laws.

Fees Collection

Kensington International College collects student fees in advance and therefore it will comply with the following options for initial and continuing fee collection and registration:

- Students, or the person responsible for paying the tuition fees, can now choose to pay more than 50 per cent of their tuition fees before they start their course;
- Kensington International College cannot require students to pay more than 50 per cent of their tuition fees before they start the course.

Any payment plan for any outstanding fees will be negotiated and will be detailed on a separate document and will only apply to the scheduled payments.

Disclaimer

Students are requested to declare at the time of enrolment anything that might prevent you from satisfactorily progressing through the training and assessment program e.g. anything related to physical ability, cultural background or educational background. Kensington International College will not accept liability for any issue not declared at enrolment that has a potential to prevent satisfactory progress.

KENSINGTON INTERNATIONAL COLLEGE

RTO CODE: 45581 | CRICOS CODE: 03827K | ABN: 43 167 095 749

ADDRESS: Level 3, 84-86 Mary Street Surry Hills NSW 2010

EMAIL: info@kic.edu.au

PHONE NO: +61 2 8755 2666

WEBSITE: www.kic.edu.au



Kensington International College Commitment

Kensington International College undertakes to provide a course/program corresponding to the requirements of the relevant National Training Package and the respective qualification as identified by this application as well as being compliant to the National Vocational Regulator Standards as accredited by the Australian Skills Quality Authority.

Statement of purpose (SOP)

(please answer the questions below in detail)

How did you know about Kensington International College?

Agent Other: _____

Are you currently on a student visa? Yes No

If you answer "yes", please indicate which course you are enrolled in under your current student visa and list the training provider you are studying with.

Have you ever been reported to Department of Home Affairs during your study period? Yes No

If yes, please provide relevant details.

Have you visited or studied in Australia previously? Yes No

If yes, please indicate which visa type.

What are the reasons for choosing to undertake the selected course(s)?

How will the course you have chosen benefit your future career plan?

Why did you choose Kensington International College to study this course?

What are the reasons for choosing to study in Australia rather than in your home country?

Declaration

I hereby certify that the information above, which has been supplied in support of my student visa application, to assist me to demonstrate that I satisfy the Genuine Temporary Entrant requirements, has been completed in my own words, is a true and correct.

I understand that if any incorrect, misleading or non-genuine information is found in this SOP, my student visa application may be refused.

Applicant name

Applicant signature

Date



Privacy Notice

Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. If you do not provide your personal information, we will not be able to enrol you as a student.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector. We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority. If your personal information is to be disclosed to overseas recipients, you will be notified in writing before your personal information is disclosed to any third party.

How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVERs behalf. The NCVER does not intend to disclose your personal information to any overseas recipients. For more information about how the NCVER will handle your personal information please refer to the NCVERs Privacy Policy at www.ncver.edu.au/privacy. If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below. DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>

If the website cannot be accessed, we will provide you with a hard copy of this information.

Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact Kensington International College to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

Contact Details:

Phone: +61 2 8755 2666

Email: info@kic.edu.au

Please refer to our website, www.kic.edu.au to find our privacy policy

Student Declaration

I declare that the information I have provided is true and correct. I am aware of the consequences that may arise from providing false, misleading or incomplete information, including the cancellation of my enrolment or the withdrawal of any offer made by Kensington International College.

I understand that my RTO, Kensington International College, is required to submit data sourced from this enrolment form to the national VET administrative collection as a regulatory reporting requirement. The information contained on my enrolment form may be used by my RTO or the following third parties for administrative, regulatory and/or research purposes:

- Employer - if I am enrolled in training paid by my employer.
- Government departments and agencies and authorised VET related bodies.
- VET regulators.
- I authorise Kensington International College to verify the information provided.
- I declare that I have sufficient funds to cover my course costs, health insurance and living expenses while in Australia.
- I understand that a staff member of Kensington International College may conduct a telephone or video interview with me to satisfy themselves of my genuine intent.
- I understand that the Department of Home Affairs will make their own assessment and determination of my visa application and that my visa is not ensured upon acceptance to Kensington International College.
- I declare that I have done adequate research prior to choosing this course and study location.
- I understand that information provided as part of this application may be shared with the Department of Home Affairs.

Applicant name

Applicant signature

Date

**This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer law*

KENSINGTON INTERNATIONAL COLLEGE

RTO CODE: 45581 | CRICOS CODE: 03827K | ABN: 43 167 095 749

ADDRESS: Level 3, 84-86 Mary Street Surry Hills NSW 2010

EMAIL: info@kic.edu.au

PHONE NO: +61 2 8755 2666

WEBSITE: www.kic.edu.au



Agent Declaration

- I certify that the information, documents provided on this form is true and correct, and I agree to abide by the terms and conditions of Kensington International College, including the refund policy, which I have read and understood. I declare that I have explained to the student about Kensington International College, the available courses, living costs in Australia and any relevant information helpful for the student to make a decision to enrol at Kensington International College.
- I declare that I have not provided any misleading information to the student and given enough opportunity to the student about the visa process and that issue of a CoE from Kensington International College does not guarantee the visa and ultimate decision depends on the final assessment by the Department of Home Affairs.
- I declare that the information supplied by the student in this application is true and correct to the best of my knowledge.
- I have done reasonable efforts to verify the information and documents provided by the student.
- I understand that in the event of any fraudulent document being provided by the student, it will lead to the refusal of visa and will also affect my relationship with Kensington International College.
- I understand that Kensington International College has the right to verify the information provided by the student.
- I understand that a staff member of Kensington International College may conduct a telephone or video interview with the student to satisfy themselves of student's genuine intention.
- I understand that information provided as part of this application may be shared with the Department of Home Affairs.

Representative agent name

Representative agent signature

Date

**This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer law*