



ENROLMENT FORM 2009

PERSONAL DETAILS

Family Name: _____
 Given Name: _____
 Date of Birth: _____
 Nationality: _____
 Passport Number: _____

Sex: Male Female

ADDRESS IN HOME COUNTRY

Tel: _____
 Fax: _____
 E-mail: _____

ADDRESS IN AUSTRALIA

Tel: _____
 E-mail: _____

VISA TYPE

Student Other

Do you have current Australian Health Insurance?
 Yes No

DIAC office for visa application: _____

ENGLISH QUALIFICATIONS

IELTS Score: _____ Other: _____

COMPLETED EDUCATION LEVEL

High School College University

QUALIFICATIONS

Please list your current qualifications

Year	Qualification:

COURSE(S) DETAILS

BUSINESS		
Description	Commencement Date	Duration Months

IT		
Description	Commencement Date	Duration Months

Note: Applications will not be processed unless all relevant documents are submitted.

The Centre of Academic Excellence trading as:
Kent Institute of Business & Technology
 Level 5 & 6, 70-72 Bathurst St
 SYDNEY NSW 2000
 Tel: (612) 9267 9284 Fax: (612) 9262 9459
 Email: info@kentinstitute.nsw.edu.au
 Website: www.kentinstitute.nsw.edu.au
 Provider Code: 00161E

PREFERRED CLASS SESSION		
Morning <input type="checkbox"/>	Afternoon <input type="checkbox"/>	Evening <input type="checkbox"/>

RECOGNITION OF PRIOR LEARNING AND/OR CURRENT COMPETENCIES	
Do you wish to apply for RPL and/or RCC?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>Please provide original copies of transcripts.</i>	

DO YOU NEED US TO FIND ACCOMMODATION FOR YOU?		
Yes <input type="checkbox"/>		No <input type="checkbox"/>
Homestay OR Share Accom. <input type="checkbox"/>	Single OR Twin <input type="checkbox"/>	Number of weeks: _____

DO YOU REQUIRE AIRPORT PICK-UP?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>Please provide details prior to departure</i>	

PAYMENT DETAILS	
Enrolment Fee (Non-refundable):	\$ _____
Tuition Fee (1):	\$ _____
Tuition Fee (2):	\$ _____
Accommodation Placement Fee:	\$ _____
Accommodation Fee:	\$ _____
Airport Pick-Up:	\$ _____
Overseas Student Health Cover:	\$ _____
TOTAL:	\$ _____

BUSINESS/IT COLLEGE INTAKE DATES 2009		
12 January	9 February	9 March
27 April	25 May	13 July
10 August	28 September	26 October
23 November		

BUSINESS/IT COLLEGE HOLIDAY BREAKS 2009	
Summer Holidays.....	01 Jan - 11 Jan
Term 1 vacation.....	06 Apr-26 Apr
Term 2 vacation.....	22 June-12 July
Term 3 vacation.....	07 Sep-27 Sep
Summer Holidays.....	21 Dec-31Dec

MEDICAL/SPECIAL NEEDS			
Do you suffer from any of the following conditions?			
Hearing <input type="checkbox"/>	Mobility <input type="checkbox"/>	Vision <input type="checkbox"/>	Medical <input type="checkbox"/>
Other: <i>please specify</i>			

I DECLARE THAT THE INFORMATION I HAVE SUPPLIED IN THIS APPLICATION AND DOCUMENTATION SUPPORTING THIS APPLICATION IS TRUE AND CORRECT. I HAVE READ PRIOR TO ENROLMENT INFORMATION AND UNDERSTOOD, AGREE TO THE TERMS AND CONDITIONS OF THE INSTITUTE (SEE REVERSE).

Signature of Student	Date
	/ / 2009

TERMS AND CONDITIONS OF ENROLMENT

1. RPL AND/OR RCC

Students applying for RPL and/or RCC must provide original transcripts and subject descriptions and fill out a RPL/RCC Form before or within 4 weeks of course commencement. RPL and/or RCC will not be granted if students submit any of the documents after 4 weeks of course starting date.

2. How to pay

The enrolment and the accommodation fee must be paid when you enrol. They are non-refundable. Your tuition fee and accommodation fee must be received by the college at least 7 days before your course commences. Places cannot be held for students until these fees are paid in full. Payment may be made in Australian Dollars by bank transfer, bank cheque or postal note made payable to: The Centre of Academic Excellence. Bank cheques may be mailed to the college and should have the student's name clearly marked on the back. For payment made by telegraphic transfer, the account details are: The Centre of Academic Excellence, Branch number: 012 – 245, Account number: 2594 44903, ANZ bank (Australian and New Zealand Banking Group, Burwood Branch NSW 2134.

3. Cancellation/Refund Policy

- a) Enrolment and accommodation booking fees are non-refundable
- b) Any application for cancellation or refund must be in writing except if it is the college default. Tuition fees will be refunded in full only if:
 - The college is notified at least 28 days before the commencement date of the course, or
 - The student is not granted a student visa. In this instance, application must be accompanied by a Rejection Letter from the Australian Embassy, or
 - College Default occurs if the course is cancelled by the college on the agreed starting day or at any time after it starts, but before it is completed and the student has not withdrawn before the default day. In this instance, the college will follow the Provisions of the ESOS Act 2000 and the ESOS Regulations 2001 by refunding the whole amount received from the student including the enrolment fee and the refund will be made within two weeks.
- c) The refund will be made within four weeks of the application if it is the student default. If the college is notified less than 28 days before the commencement date of the course, a cancellation fee of 30% of the tuition fees will be charged.
- d) Tuition fees are not refundable or transferable after the commencement date except in the case of extreme illness, which precludes the student staying in Australia. This must be supported by a doctor's certificate and refund of unused tuition fees will be sent to the student's home country.
- e) All applications for refund must be in writing and must be received by the college no later than 3 months after the commencement of the course. Applications received after three months will not be granted
- f) Where a student has been accepted into a package course, no refund will be granted for the second course after commencement date of the first course

This agreement, and the availability of complaints and appeal processes, does not remove the right of the student to take action under Australia's consumer protection laws.

4. Discipline

The college reserves the right to expel any student for bad behavior without any refund of fees.

5. Complaints & Grievances

The college has a formal procedure to deal with complaints or appeals, such as disputes related to assessment results or any aspect of your stay at Kent Institute. Full details of the procedures will be found in the Student Handbook you will be issued on arrival.

6. Use of Personal Information

The information provided by the student may be made available to Commonwealth State Agencies and the Fund Manager of the ESOS Assurance Fund pursuant to obligations under the ESOS Act 2000 and the National Code; and the provider is required to, under S19 of the ESOS Act 2000, to inform the Department of Immigration about

certain changes to the student's enrolment and any breach by the student of a student visa condition relating to attendance or unsatisfactory academic performance.

7. Privacy Policy

Kent Institute of Business and Technology will not disclose information about students to people outside the Institute, unless required by legal or academic obligations. If the student agrees to pay for OSHC through Kent Institute, this implies consent for Kent Institute to make available to the health insurer any information relating to the student and/or other members covered under the student's membership for the purposes of providing OSHC. Only staff who need students' personal information in order to carry out their duties and responsibilities, in the personal and/or academic interests of students, are permitted to have access to student files. By acceptance of this form, students consent that any images taken during the student's time of study will be solely used for marketing purposes only.

8. Insurance

All students must keep the Overseas Student Health Cover (OSHC) current at all times. The initial payment must accompany your tuition fees. Kent Institute does not accept any responsibility for any damage or injury resulting from an accident outside the college premises.

GENERAL INFORMATION

Cost of Living

As advised by the Australian Department of Immigration and Citizenship, DIAC, you should allow per year:

- \$12,000.00 for accommodation and living expenses for yourself, PLUS
- \$4,200.00 for your spouse if you are married, AND
- \$2,400.00 for your first child AND
- \$1,800.00 for each subsequent child.

If you have children of compulsory school age, each child must be enrolled in a school as a full fee paying student.

The minimum fee for a government or non-government school is currently \$8,000.00 per year.

Confirming your accommodation

Accommodation will only be confirmed when the full payment is received and the arrival date, time of arrival and the flight number are notified to the college at least 7 days in advance. When this information is received the student will be notified of the name, address and telephone number of the host family.

Cancellation Policy – Accommodation

- a) A minimum of 2 weeks notice of cancellation of homestay must be given, otherwise two weeks rent will be charged
- b) Late arrivals may incur rent for the period booked or loss of homestay place to another student. Adequate notice must be given of anticipated delays to avoid inconvenience and expense to homestay families. In all cases, any additional costs incurred by homestay families due to delay or cancellation are payable by the student.

Please visit <http://www.kentinstitute.nsw.edu.au/enrolment/generalinfo.htm> for full prior to enrolment information.

STUDENT VISA CONDITIONS, AUSTRALIAN GOVERNMENT REGULATIONS

All student visas are issued subject to certain conditions that come into effect as soon as the student lands in Australia. It is important that you understand the implications and the penalties that can follow if any of these conditions are breached:

The following are the main conditions for student visas. You should not apply for a student visa unless you believe you can abide by them:

- You must leave Australia before your visa expires
- You must satisfy course requirements and maintain valid enrolment
- This means you must attend classes regularly and remain financial at all times
- You must maintain a satisfactory level of academic progress
- You and your family members must not work without permission
- Application for a student visa with permission to work can only be made in Australia after commencing studies
- If permission to work is granted, you must not work more than 20 hours per week while your course is in session
- If your family members are given permission to work, they are also registered to work 20 hours per week
- You must study at Kent Institute for the first 6 months of your principal course or for the duration of the course if it is less than 6 months. Permission to change provider prior to completing 6 months will only be given to the student who has met the requirements in accordance with the Student Transfer/Release Policy of Kent Institute
- You must maintain the Overseas Student Health Cover current for the duration of your stay in Australia
- You must inform your education provider within 7 days of your arrival in Australia of your current residential address and must advise any changes of address within 7 days
- You must always be aware that any breach of the student visa conditions can result in DIAC being notified by the college, your student visa being cancelled and you being asked to leave Australia.