

Application for Enrolment Form – International Students

About this form

Thank you for your interest in seeking enrolment into Kings Institute of Vocational Studies. This application for enrolment form must be completed in English. If you require any assistance in completing this form, please contact us by phone or email.

You can send this form to us by post or email.

Instructions:

- Please print in BLOCK LETTERS when completing information required in each section
- Incomplete applications cannot be processed unless all sections have been completed, supporting evidence attached with the student signature
- Tick boxes where requested and include any required/additional information
- The student must sign the declaration at the end of the Application for Enrolment – International Students to evidence their understanding and agreement with the course(s) selected and the conditions of enrolment
- For information regarding the requirements to be eligible for simplified student visa framework, please go to the following website <https://www.homeaffairs.gov.au/busi/Educ/simplified-student-visa>

Student details

Given name/s (including middlename if any)			
Surname			
Date of birth		Gender	Male Female Other
Preferred first name if different to the above		Preferred title	
<p>Current residential address</p> <p>Please provide the physical address (street number and name –not post–office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home. If you are from a rural area use the address from your state’s or territory’s ‘rural property addressing’ or ‘numbering’ system as your residential street address. Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.</p>			

Local Address	
Overseas Address	
Phone number/s	
Email address	
Nationality	
Passport no.	
Emergency contact	
(name, relationships and mobile phone number)	
Do you hold a current Australian visa?	
Type of visa and expiry date	

Onshore	Offshore
---------	----------

Preferred Campus Location	Unit 5A, Level 1, 153 Mann Street, Gosford NSW Level 1, 133 Parramatta Road Granville NSW 2142
---------------------------	---

Course details

COURSE NAME	VET NATIONAL CODE	DURATION	CRICOS CODE
Certificate IV in Project Management Practice	BSB40920	52 Weeks	111798M
Diploma of Project Management	BSB50820	52 Weeks	111799K
Advanced Diploma of Program Management	BSB60720	52 Weeks	112783K
Graduate Diploma of Management (Learning)	BSB80120	52 Weeks	111800M
Certificate IV in Kitchen Management	SIT40521	78 Weeks	112189F
Diploma of Hospitality Management	SIT50422	104 Weeks	112333C
Advanced Diploma of Hospitality Management	SIT60322	104 Weeks	112784J
Certificate IV in Kitchen Management + Diploma of Hospitality Management	SIT40521 SIT50422	104 Weeks	112189F 112333C
Certificate IV in Kitchen Management + Diploma of Hospitality Management + Advanced Diploma of Hospitality Management	SIT40521 SIT50422 SIT60322	130 Weeks	112189F 112333C 112784J
Certificate III in Carpentry	CPC30220	104 Weeks	112785H
Certificate III in Painting and Decorating	CPC30620	104 Weeks	112786G

Intake

2023		2024		2025		2026	
16/1/2023	25/9/2023	15/1/2024	15/7/2024	13/1/2025	14/7/2025	12/1/2026	13/7/2026
27/3/2023	16/10/2023	19/2/2024	23/9/2024	17/2/2025	22/9/2025	16/2/2026	21/9/2026
17/4/2023	20/11/2023	25/3/2024	14/10/2024	24/3/2025	13/10/2025	23/3/2026	12/10/2026
26/6/2023	25/12/2023	15/4/2024	18/11/2024	14/4/2025	17/11/2025	13/4/2026	16/11/2026
17/7/2023		20/5/2024	23/12/2024	19/5/2025	22/12/2025	18/5/2026	21/12/2026
		24/6/2024		23/6/2025		22/6/2026	

Language and cultural diversity

In which country were you born?	Australia [1101] Other; please specify:
Do you speak a language other than English at home? <i>If more than one language, indicate the one that is spoken most often.</i>	No, English only [1201] Yes other; please specify:
Are you of Aboriginal or Torres Strait Islander origin? <i>For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.</i>	No Yes, Aboriginal Yes, Torres Strait Islander

Disability

Do you consider yourself to have a disability?	Yes No – go the question about schooling
If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list. Review the disability supplement to help you select the right area(s).	Hearing/deaf 11 Physical 12 Intellectual 13 Learning 14 Mental illness 15 Acquired brain impairment 16 Vision 17 Medical condition 18 Other 19
What is your highest COMPLETED school level Tick ONE box only	Year 12 or equivalent 12 Year 11 or equivalent 11 Year 10 or equivalent 10 Year 9 or equivalent 09 Year 8 or below 08 Never attended school 02

Are you still enrolled in secondary or senior secondary education?	Yes No
--	-----------

Previous qualifications studied

Have you successfully completed any of the qualifications listed below?	Yes No
If YES, tick ANY applicable boxes	Bachelor degree or higher degree 008 Advanced diploma or associate degree 410 Diploma (or associate diploma) 420 Certificate IV (or advanced certificate/technician) 511 Certificate III (or trade certificate) 514 Certificate II 521 Certificate I 524 Other education (including certificates or overseas qualifications not listed here) 990

Employment

<p>Of the following categories, which BEST describes your current employment status? (Tick ONE box only)</p> <p><i>For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).</i></p>	Full-time employee 01 Part-time employee 02 Self-employed – not employing others 03 Self-employed – employing others 04 Employed – unpaid worker in a family business 05 Unemployed – seeking full-time work 06 Unemployed – seeking part-time work 07 Not employed – not seeking employment 08
---	--

Study reason

<p>Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/apprenticeship (Tick ONE box only)</p>	To get a job 01 To develop my existing business 02 To start my own business 03 To try for a different career 04 To get a better job or promotion 05 It was a requirement of my job 06 I wanted extra skills for my job 07 To get into another course of study 08 For personal interest or self-development 12 To get skills for community/voluntary work 13 Other reasons 11
--	--

RPL and credit transfer application

<p>Please complete this section if you believe you are eligible to apply for Recognition of Prior (RPL) or for credit transfer.</p> <p><i>Please note, applying for this will impact your course duration so bear in mind that if this is approved then your course duration will be less than the time outlined on the course brochure. Depending on the amount that your course is reduced your fees may also be reduced.</i></p>	<p>I want to apply for a credit transfer for the following unit/s:</p> <p>I want to apply for RPL for the following unit/s:</p> <p>If applying for a credit transfer, please attach a certified copy of the Statement of Attainment or Record of Results and Qualification for each unit.</p>
---	---

USI -UNIQUE STUDENT IDENTIFIES

From 1st January 2015, all students undertaking nationally recognised training must have a Unique Student Identifier (USI) and provide that USI to their Registered Training Organisation for verification.

If you do not have a USI number, you can apply directly at <https://usi.gov.au/create-your-usi/>

Read the permission statements below and tick if consent is provided I give my permission to Kings Institute of Vocational Studies to apply for a USI on my behalf

I agree to provide one of the forms of identity required to create a USI (Australian Driving License, Passport, Non-Australian Passport with Australian Visa, Immicard, Citizenship Certificate, and Certificate of Registration by Descent)

I give permission to Kings Institute of Vocational Studies to verify my USI in accordance with section 11 of the Student Identifiers Act 2014, Kings Institute of Vocational Studies will securely destroy all personal information which is collected from individuals solely for the purpose of applying for a USI as soon as possible.

Condition of Enrollment

Please read the following conditions carefully before signing.

Any questions may be referred directly to Kings Institute of Vocational Studies for further information before proceeding with the enrolment.

- Only the student signature on this application form will be deemed as valid and agreeing to the course selection including fees and conditions of enrolment.
- Documents which are not in English must translated in English.
- This enrolment will not be processed until Kings Institute of Vocational Studies has received a completed and signed copy of this Application for Enrolment.
- Prospective applicants seeking to enrol with Kings Institute of Vocational Studies are required to submit acceptable evidence to demonstrate that they meet published entry criteria where required for their chosen course
- Incomplete applications will result in delays in the admission process.
- Successful applicants will receive a Letter of Offer and Acceptance Agreement with course details, conditions of study, payment of tuition and other fees
- Unsuccessful applicants will receive formal notification that their application has been unsuccessful including the reason(s)

Please make sure the following are attached (if applicable),

Certified Passport biodata page(s)

Copy of Overseas or Australian qualification and transcripts (as applicable)

Certified English Language Evidence (IELTS or another equivalent test)

Certified copy of year 12 certificate

Related work experience (if any)

Copy of current Australian Visa and Copy of current COE (if applicable)

Course codes or unit outline / syllabus if you are applying for exemptions (credit transfer)

or Statement of attainment. (Student must apply within 28 days of their enrolment)

For offshore applicants: A GTE - Statement of Purpose explaining the reason to studying the course, relevance to previous study / work experience and future goals, reason for choosing Kings Institute of Vocational Studies for study and study in Australia rather than home country

If you require any language, literacy or numeracy assistance, please provide related evidence

Please note that in the absence of any of the above documents, your application may be deemed as incomplete or invalid which may not be processed or result in a conditional offer of enrolment. Provide complete applications to avoid any delays.

Student Declaration

In signing and submitting this 'Application for Enrolment International Students' the applicant acknowledges:

1. I declare that the information submitted with this application is true and complete.
2. I acknowledge that failure to provide any document or disclose my academic record may result in Kings Institute of Vocational Studies. revoking an offer or terminating my studies at any stage.
3. I authorise Kings Institute of Vocational Studies to seek verification of my academic and professional qualifications, and work experience. I understand that Kings Institute of Vocational Studies. reserves the right to inform other tertiary institutions and regulatory agencies and right to cancel the enrolment if any of the material presented to support my application is found to be false.
4. I understand that at the time of enrolment I will be required to supply originals of all documents used to support this application.
5. I acknowledge that Kings Institute of Vocational Studies. reserves the right to alter any course, subject, admission requirement or fee without prior notice.
6. I understand that the personal information I have provided may be released to government agencies as required by law. I further understand that it may be disclosed to third parties for the purpose of this application. I also undertake to update about any address/ contact detail change within 5 working days in writing to the institute.
7. I acknowledge that I have read and understand the description of the course that I am applying for on Kings Institute of Vocational Studies. website.
8. I agree to pay the applicable tuition fees prior to COE Issuance, term commencement and subsequent instalments of nominated studies set out on Offer Letter and I agree to be personally liable to the debt arising from fees owing.
9. I understand that Kings Institute of Vocational Studies. may seek the services of external debt collection agencies for the collection purpose. I will be liable to pay for any legal or linked charges for any such agencies.

10. I authorised Kings Institute of Vocational Studies. to access the Australian immigration Visa Entitlements Verification Online (VEVO) system at any time to obtain information on my visa status.
11. I declare that I am a genuine temporary entrant and genuine student and that I have read and understood conditions relating to requirements outlined on <http://www.homeaffairs.gov.au>.
12. I am aware of the tuition and living costs of my stay in Australia and have the financial capacity to meet such costs for the duration of my course. I will make timely payments of any fees or associated costs.
13. I have read and understand the description of the ESOS framework made available at: <https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ESOSRegulations/Pages/default.aspx>
14. I declare that my signature is true and correct I acknowledge and agree to the terms in the student declaration.

Name of applicant	
Signature	
Date	

For Education Agent Use Only

Please tick yes or no in the following Application Checklist Chart (✓)

ITEM	Yes	No
Complete all sections of the application form		
Attach certified/verified copy of visa (if applicable)		
Original supporting documents sighted, and copies stamped by assessing agent		
Attach certified/verified copy of passport		
Statement of purpose		
Attach certified/verified copy of documents.		
Applicant has a confirmed source of funding and contingencies in place		
Supporting documentation has been sighted and is available upon request.		

I declare that:

- To the best of my knowledge the applicant is genuine in making this application and has every intention of completing all courses that have been offered in the study package.
- I have made every effort to verify the authenticity and validity of the documents which form part of this application.
- I am satisfied that the applicant has genuine access to the total funds required while in Australia to cover all travel, overseas student health cover, tuition and living costs for themselves and any accompanying family members.
- The applicant has read and understood the Kings Institute of Vocational Studies "Student Handbook".
- I confirm that the student has signed this application form.

Agent's comments on the application:

Agency Name			
Agent Branch Office			
Agent Staff Member Name			
Signature			
Date	Day	Month	Year

KINGS INSTITUTE OF VOCATIONAL STUDIES OFFICE USE ONLY

Application Received	
Please include any other comments	
Proposed Course Start Date	
Details entered into axcelerate	
Letter of Offer and Acceptance Agreement issued	
Letter of Offer and Acceptance Agreement Received	
Invoice Issued	
Payment Received	
RPL/Credit Transfer (revised and date recorded)	