

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 were 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 middle name if any):			
Surname:			
Preferred First Name, if different to the above:			
Date of Birth:	DD / MM / YYYY	Gender:	
Current Address:			

Current residential address, 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 states 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.

Overseas Address:			
Phone Number/s:			
Email Address:			
Nationality:		Passport Number:	
Emergency Contact Name:		Relationship:	
Emergency Contact No:			
Do you hold a current Australian visa?	☐ Yes ☐ No	If yes, type of the visa:	
Expiry Date of the visa:	DD / MM / YYYY		
Applicant Type:	☐ Onshore ☐ Offshore		

Course Details

Course Code - Course Name	CRICOS Code	Duration
☐ BSB40920 - Certificate IV in Project Management Practice	111798M	52 Weeks
☐ BSB50820 - Diploma of Project Management	111799K	52 Weeks
☐ BSB60720 - Advanced Diploma of Program Management	112783K	52 Weeks
☐ BSB80120 - Graduate Diploma of Management (Learning)	111800M	52 Weeks
☐ SIT40521 - Certificate IV in Kitchen Management	112189F	78 Weeks
☐ SIT50422 – Diploma of Hospitality Management	112333C	104 Weeks
☐ SIT60322 - Advanced Diploma of Hospitality Management	112784J	104 Weeks
☐ CPC30220 - Certificate III in Carpentry	112785H	104 Weeks
☐ CPC30620 - Certificate III in Painting and Decorating	112786G	104 Weeks

Intake Dates

2025	2026	2027	2028
☐ 13/1/2025 ☐ 14/7/2025	☐ 12/1/2026 ☐ 13/7/2026	☐ 11/1/2027 ☐ 12/7/2027	☐ 10/1/2028 ☐ 10/7/2028
☐ 17/2/2025 ☐ 18/8/2025	☐ 16/2/2026 ☐ 17/8/2026	☐ 15/2/2027 ☐ 16/8/2027	☐ 14/2/2028 ☐ 14/8/2028
☐ 14/4/2025 ☐ 13/10/2025	☐ 13/4/2026 ☐ 12/10/2026	☐ 12/4/2027 ☐ 11/10/2027	☐ 10/4/2028 ☐ 9/10/2028
☐ 19/5/2025 ☐ 17/11/2025	☐ 18/5/2026 ☐ 16/11/2026	☐ 17/5/2027 ☐ 15/11/2027	☐ 15/5/2028 ☐ 13/11/2028

Language and Cultural Diversity

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

Disability

Do you consider yourself to have a disability?	☐ Yes ☐ No – go the question about schooling
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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 ☐ Others 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's 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

Of the following categories, which BEST describes your current employment status? (Tick ONE box only) <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>	☐ 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
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Study reason

Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/apprenticeship (Tick ONE box only)

- ☐ 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

Please complete this section if you believe you are eligible to apply for Recognition of Prior (RPL) or for credit transfer.

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 want to apply for a credit transfer for the following unit/s:

I want to apply for RPL for the following unit/s:

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.

USI -UNIQUE STUDENT IDENTIFIER

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, Immi card, 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 Enrolment

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 be 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: SOP - 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 numeracy or digital 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, the applicant acknowledges:

- I declare that the information submitted with this application is true and complete.
- 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.
- I acknowledge that I have reviewed the website of Kings Institute of Vocational Studies for the pre-enrolment information but not limited to the course information, fees, duration, assessment methods and support available.
- I acknowledge that I am aware of student rights and obligations under Standards for RTOs 2025 and National Code 2018.
- I agree to comply with the RTO's policies on assessment, academic misconduct, complaints, refunds, and support.
- 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.
- I understand that at the time of enrolment I will be required to supply originals of all documents used to support this application.
- I acknowledge that Kings Institute of Vocational Studies reserves the right to alter any course, subject, admission requirement or fee without prior notice.
- 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.
- 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.
- 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.
- 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.
- I authorise 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.
- 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>.
- I am aware of the tuition fee 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.
- I have read and understand the description of the ESOS framework made available at: <https://www.education.gov.au/esos-framework>
- 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	DD / MM / YYYY

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.	☐	☐

Declaration

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 confirm that I have provided accurate pre-enrolment information to the student
- 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 declare that no misleading claims have been made about migration outcomes or employment guarantees
- 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:	DD / MM / YYYY

KINGS INSTITUTE OF VOCATIONAL STUDIES OFFICE USE ONLY

Application Received:	
Please include any other comments:	
Proposed Course Start Date:	DD / MM / YYYY
Details entered into Axcelerate:	
Letter of Offer and Acceptance Agreement issued:	
Letter of Offer and Acceptance Agreement Received:	
Invoice Issued:	
Payment Received:	