



## Course Selection

* Please note fees are effective from 01.10.2023		Duration
<input type="checkbox"/>	SIT40521 Certificate IV in Kitchen Management- \$18000.00 Entry Requirements: <input type="checkbox"/> Above 18years <input type="checkbox"/> IELTS 5.5 or equivalent <input type="checkbox"/> CERT Test (if applicable) <input type="checkbox"/> Evidence of secondary schooling level of a High School Certificate or higher <input type="checkbox"/> Satisfy Student Visa 500 subclass requirement	60 Weeks tuition + 18 Weeks holiday
<input type="checkbox"/>	SIT50422 Diploma of Hospitality Management - \$18900.00	64 weeks
<input type="checkbox"/>	CHC43315 Certificate IV in Mental Health - \$12000.00	52 weeks
<input type="checkbox"/>	CHC52021 Diploma of Community Services - \$18000.00	78 weeks
<input type="checkbox"/>	BSB80120 - Graduate Diploma of Management (Learning) - \$16000.00	104 weeks
<b>Campus Selection</b>		
<input type="checkbox"/> Sydney Campus <input type="checkbox"/> Melbourne Campus		

## Fee Refund Policy

- Any cancellation/withdrawal, must give notice in writing. This may be send via email or letter.
- If your application for a student visa is refused by the Department of Home Affairs, you will receive a full refund of the paid tuition fee, excluding non- refundable enrolment application fee.
  - If enrolment is cancelled/ withdrawn 28 days or more BEFORE commencement, 70% of the tuition fees will be refunded.
  - If enrolment is cancelled/ withdrawn within less than 28 days BEFORE commencement, 50% of the tuition fees will be refunded.
  - No refund will be given if enrolment is cancelled/withdrawn after commencement of course,
  - No refund will be granted to a student whose enrolment is terminated for failure to comply with KAA's policies and procedures and the requirements of their visa by Dept. of Home Affairs (DHA).
  - Any behavioural misconduct after being formally warned will result in cancellation of enrolment and will not be entitled to receive a refund.
  - Suspensions and Deferral doesn't entitle a student to receive any refunds of fees and costs already paid.
  - Where refunds are approved, eligible refunds will be made within 28 calendar days after receipt of the claim. Monies refunded will be made in Australia Dollars (AUD). Refunds are to be paid via electronic funds transfer using the authorised bank account nominated by the student on the Refund Request Form.
  - If KAA defaults, a full refund will be paid where fees have been paid in advance (before commencement of course) including enrolment application fee or partial refund if it is after commencement date to the student within 28 calendar days from the default day. In the case of provider default there is no requirement for a student to lodge a Refund Request Form.
  - Where a student cancellation of enrolment occurs due to compassionate or compelling circumstances, KAA may refund the balance of unused fees less a non-refundable amount at the discretion of the KAA CEO.
  - This agreement and the availability of complaints and appeals procedure does not remove the rights of the student to take further action under Australia's consumer protection laws.

## Use of Personal Information

Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service and the ESOS Assurance Fund Manager. In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

## How did you learn about KAA?

- Agent    Newspaper    Internet    Friend/Relative  
 Exhibition    Other

## IMPORTANT – Application Checklist

Please check that you have:

- Read and understood the Student Handbook, Course Brochure including the Fee Refund Policy  
 Attached a copy of your certified passport and visa (if applicable)  
 Attached certified copies of your academic qualifications and work experience (if applicable)  
 Attached certified copies of your IELTS score or equivalent  
 Attached a comprehensive Statement of Purpose  
 Attached a completed Financial Information Declaration (if applicable)  
 Attached a completed Course Entry Requirement Test (CERT) (if applicable)  
 Copy of Overseas Student Health Cover (if applicable)

## Declaration

All applicants must complete this section

- I have read, understood and agree to be bound by the Terms and Conditions as outlined by KAA.
- I hereby declare that the information supplied by me is true and correct.
- I have also attached the evidence of payment details of enrolment application fee.
- I have read the refund policy and agree to abide by these terms.

Signature of applicant:

Date:    /    /                      (DD/MM/YYYY)

**Please complete this form and send to:**

Admissions Officer  
 Kingsford Academy Australia (KAA)  
 Level 2, 545 Kent St, Sydney, NSW 2000  
 Email: [admissions@kaa.edu.au](mailto:admissions@kaa.edu.au)