

Enrolment Application Form

black ink and BLOCK letters.

Please complete in cle	ar English using
Personal Details	
Family Name:	١
Given Names:	F
Preferred Name:	C
Date of Birth: / / (DD/MM/YYYY)	(
Gender: 🔲 Male 🔲 Female	(
Country of Birth:	(
Parents'/ Guardian's Names:	[
Parents'/ Guardian's Contact Details:	(
Student Contact Details	E
Address (Home country if applicable):	V
	4
	F
Current Address (in Australia)	1
	1
	(
Postal Address (If different from above):	١
	5
	1
Telephone (Home):	(
Telephone (Business):	١
Mobile:	ŀ
E-mail:	1
Emergency Contact Details	(
Name:	E
Relationship:	l. f
Address:	F
Telephone/Mobile:	P t
Email:	E
Agent / Information (if applicable)	F
	1
	(
	1
[AGENT STAMP HERE]	
	f

Visa Details	
Nationality:	
Passport Number:	
Do you have an Australian Visa? 🔲 Yes 🗌 No	
(If Yes) Country of Issue:	
(If Yes) Visa Type: 🔲 Student 🗌 Visitor 🔲 Others	
(If Yes) Visa Expiry Date: / / (DD/MM/YYYY)	
Do you have Overseas Student Health Cover? Yes No	
(If Yes) Provider: Number:	
Expiry Date (if Yes): / / (DD/MM/YYYY)	
Which Visa office will you apply to for your Visa?	
Academic Qualifications	
Please attach certified copies of all academic transcripts and copies of certificates (translated into English)	
TERTIARY QUALIFICATION	
Institute:	
Course:	
Year of Completion:	
SECONDARY QUALIFICATION	
Institute:	
Course:	
Year of Completion:	
If you are currently enrolled in another institute, please indicate	
Institute:	
Course:	
Expected time to complete (month/year):	
If you are currently enrolled in a similar course, you may be eligible for a credit transfer or Recognition of Prior Learning.	
Please contact KAA staff or visit KAA website for more details.	
Kindly attach verified copies of documents to support a credit transfer or RPL application.	
English Proficiency	
Please attach certified copy of valid Test score	
IELTS Score: TOEFL Score:	
Other English Score:	
Name of Language School (if applicable):	

Current English Level (if applicable):

Nork Experience

Have you been employed in the area covered by the course applied for?

If YES, you may be eligible for Recognition of Prior Learning (RPL). Please contact KAA staff or visit KAA website for more details. Kindly attach verified copies of documents to support a credit transfer or RPL application.



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Course Selection

Fee Refund Policy * Please note fees are effective from 01.10.2023 Duration Any cancellation/withdrawal, must give notice in writing. This may be send via email or letter. SIT40521 Certificate IV in Kitchen Management-1 If your application for a student visa is refused by the Department of \$18000.00 Home Affairs, you will receive a full refund of the paid tuition fee, Entry Requirements: excluding non- refundable enrolment application fee. If enrolment is cancelled/ withdrawn 28 days or more BEFORE 2 Above 18years 60 commencement, 70% of the tuition fees will be refunded. Weeks If enrolment is cancelled/ withdrawn within less than 28 days BEFORE 3 □ IELTS 5.5 or equivalent tuition + commencement, 50% of the tuition fees will be refunded. 18 Weeks No refund will be given if enrolment is cancelled/withdrawn after 4. CERT Test (if applicable) holiday commencement of course. Evidence of secondary schooling level of a High No refund will be granted to a student whose enrolment is terminated for 5 School Certificate or higher failure to comply with KAA's policies and procedures and the requirements of their visa by Dept. of Home Affairs (DHA). Satisfy Student Visa 500 subclass requirement Any behavioural misconduct after being formally warned will result in 6. cancellation of enrolment and will not be entitled to receive a refund. SIT50422 Diploma of Hospitality Management -7. Suspensions and Deferral doesn't entitle a student to receive any refunds 64 weeks \$18900.00 of fees and costs already paid. Where refunds are approved, eligible refunds will be made within 28 8 calendar days after receipt of the claim. Monies refunded will be made in CHC43315 Certificate IV in Mental Health -52 weeks Australia Dollars (AUD). Refunds are to be paid via electronic funds \$12000.00 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 9. CHC52021 Diploma of Community Services advance (before commencement of course) including enrolment 78 weeks \$18000.00 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. BSB80120 - Graduate Diploma of Management 104 weeks (Learning) - \$16000.00 10. 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. **Campus Selection** This agreement and the availability of complaints and appeals procedure 11 does not remove the rights of the student to take further action under Australia's consumer protection laws. Sydney Campus Melbourne Campus

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

- 1. I have read, understood and agree to be bound by the Terms and Conditions as outlined by KAA.
- 2. I hereby declare that the information supplied by me is true and correct
- 3 I have also attached the evidence of payment details of enrolment application fee.
- 4 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

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