



# KINGSWAY INSTITUTE

ABN: 40 098 611 360  
 CRICOS Provider Code: 03177F  
 GF, 55-57 Wentworth Avenue  
 SYDNEY, 2000 NSW AUSTRALIA  
 T: + 61 2 9283 2388 F: + 61 2 9283 7588  
 E: [enquiry@kway.nsw.edu.au](mailto:enquiry@kway.nsw.edu.au)  
 W: [www.kway.nsw.edu.au](http://www.kway.nsw.edu.au)

## ENROLMENT APPLICATION

### OFFICE USE ONLY

Student No.:	
Agent:	
Fee:	
Other:	

### PART A – APPLICATION INFORMATION

Please complete the application and send it with a copy of the main page of your passport to Kingsway Institute Admissions office. Please make sure you refer to the specific entry requirements that apply to the course you are applying for. All courses require applicants to be **18 years and above**.

SELECT COURSE	CRICOS CODE	ELICOS Programs		
		Course Name	Course Duration	Language Level
( )	070494D	General English (GE) Shift 1 – Morning Class	20 Hours/week, 2-40 weeks	Elementary – Upper Intermediate
( )	070494D	General English (GE) Shift 2 – Afternoon Class	20 Hours/week, 2-40 weeks	Pre – Upper Intermediate
( )	070495C	English for Academic Purposes 1 (EAP 1)	20 Hours/week, 5-30 weeks	Entry requirements will apply <sup>1</sup>
( )	070495C	English for Academic Purposes 2 (EAP 2)	20 Hours/week, 5-30 weeks	Entry requirements will apply <sup>2</sup>
( )	072572A	IELTS Preparation	20 Hours/week, 5-20 weeks	Entry requirements will apply <sup>3</sup>

Package course (Compulsory) Yes No If, yes please give details (Institute Name): \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ Proposed Finish Date: \_\_\_\_\_ Number of weeks applied for: \_\_\_\_\_ weeks

### PERSONAL DETAILS

Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_

Nationality: \_\_\_\_\_ Gender:  Male  Female Date of Birth: \_\_\_\_\_ Place: \_\_\_\_\_

Passport Number: \_\_\_\_\_ Issue Date: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Visa Type: (if any) \_\_\_\_\_ Issue Date: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Health problems:  if yes, please give detail: \_\_\_\_\_

### Home Country Contact Details

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

### Australian Contact Details

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

### Emergency Contact

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

### Part B – EDUCATION EXPERIENCE AND EXTRA SERVICES

#### EDUCATION AND EXPERIENCE

Highest qualification: \_\_\_\_\_

English Exam completed and Score: \_\_\_\_\_ Test Name: \_\_\_\_\_ Date Taken: \_\_\_\_\_ Score: \_\_\_\_\_

Have you enrolled in a similar course elsewhere?  YES  NO

Own Assessment of English Level:  Elementary  Intermediate  Advanced

Language spoken at home other than English: \_\_\_\_\_

The reason you want to take this course:  Career  Academic  Personal  Other

#### EXTRA SERVICES

Do you want Kingsway Institute to book your home stay or rental accommodation?  YES  NO

Do you require an airport pick-up service?  YES  NO Flight Number: \_\_\_\_\_ Arrival Date: \_\_\_\_\_

### Part C – FEES

Do you require OSHC (Compulsory for student visa)?  YES  NO if yes chose cover type<sup>4</sup> Family \_\_\_\_\_ number of month's

#### 2016 OVERSEAS STUDENT HEALTH COVER (OSHC) AND CALCULATION TABLE

Cover Duration	1 Month	3 Months	6 Months	9 Months	1 Year	2 Years
Single Cover	\$45.50	\$136.50	\$273.00	\$409.50	\$546.00	\$1,004.00
Couple Cover	\$223.80	\$671.25	\$1,342.50	\$2,013.75	\$2,685.00	\$5,529.00
Family Cover	\$335.50	\$1,006.50	\$2,013.00	\$3,019.50	\$4,026.00	\$10,026.00

#### Duration of Course

#### Duration of OSHC plus Visa period

Enrol 10 months (40 weeks) or Less	One month more than the total course duration	Enrol ≤10 months (40 weeks) buy 11 months OSHC
Enrol longer than 10 months (40 weeks)	Two months more than the total course duration	Enrol 10 + months (40+ weeks) buy 12 months OSHC
Enrol longer than 10 months (40 weeks) and finish on Oct. - Dec	Must be covered until 15 <sup>th</sup> March the following year	

<sup>1</sup> IELTS 5.5 or GE Upper – Intermediate Level, if an IELTS score is used for entry it must be no more than two years old.

<sup>2</sup> IELTS 6.0 or GE Pre Advanced Level, if an IELTS score is used for entry it must be no more than two years old.

<sup>3</sup> IELTS Level 1 – Kingsway Institute Intermediate Level or equivalent, IELTS Level 2 – Kingsway Institute Upper – Intermediate Level or equivalent

<sup>4</sup> Passport Bio Data page of all family members (partners, children ...) must be attached to this application, if you apply OSHC Couple or Family Cover. OSHC application may be delayed if you do fail to supply required doc.



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## Part C – FEES (continued)

Tuition Fee (from first page of application) A\$  
 Enrolment Fee (not refundable) A\$ 200.00

### Material Fee (paid once per enrolment)

Course	Week	Stand Charge	Book (Option)		
GE, EAP, IELTS	2-4	Weeks	A\$ 50.00	A\$ 0.00	No Textbook
GE, EAP	5-10	Weeks	A\$ 65.00	A\$ 55.00	1 Textbook
GE, EAP	11-20	Weeks	A\$ 70.00	A\$ 110.00	2 Textbooks
GE	21-30	Weeks	A\$ 85.00	A\$ 165.00	3 Textbooks
GE	31-40	Weeks	A\$ 90.00	A\$ 210.00	4 Textbooks
IELTS	5-20	Weeks	A\$ 200.00	A\$ - - - -	All Books incl.

### Other Services – optional:

Home stay assistance fee (not refundable) A\$ 200.00  
 Home stay (Single room) per week A\$ 300.00  
 Home stay (Share room) per week A\$ 250.00  
 Airport pick-up (not refundable) A\$ 200.00  
 eCoE Charge (not refundable) – administrative charge for vary an eCoE, Course Re Admission, A\$ 50.00  
 OSHC (\*\*refer to page one OSHC price table) A\$

**Total Amount** A\$

### Payment Options

- By Bank draft - made payable to **Kingsway Institute** and sent to:

Admissions Office,  
 Kingsway Institute,

Ground Floor, 55 – 57 Wentworth Avenue, Sydney, NSW 2000 Australia

- By Telegraphic Transfer (T/T) – should be made to the following account:

**Account Name:** GLOBAL EDUCATION & TOURISM GROUP PTY LTD  
 T/A KINGSWAY INSTITUTE TRUST ACCOUNT  
**Bank Name:** COMMONWEALTH BANK  
**Bank Address:** 431-439 SUSSEX STREET, SYDNEY 2000 NSW  
**BSB Number:** 062 010  
**Account Number:** 1079 7122  
**Bank SWIFT Code:** CTBAAU2S

### Acceptance Procedure:

- As soon as a decision is made on your eligibility, you will be informed of the outcome by the fastest means possible.
- If your application is successful, you will receive a copy of this countersigned Student Written Agreement and Letter of Offer stating the course for which you have been accepted, the course fees to be paid, commencement date and Overseas Student Health Cover (OSHC) information.
- When you have paid your fees, a Confirmation of Enrolment (eCoE) will be sent to you and Kingsway Institute will advise DIAC within 14 Days.

## Part D – WRITTEN AGREEMENT & REFUND POLICY

1.	The Applicant confirms that all the information provided in this application is complete and correct.																					
2.	The Applicant agrees to be bound by Kingsway Institute rules and regulations and otherwise to follow acceptable codes of behavior, attendance and academic performance and show a concern for other students.																					
3.	<p><b>Tuition Protection Service (TPS)</b></p> <p>3.1 The applicant agrees that if they enrol for less than 24 weeks, 100% upfront pre-paid tuition fees will be collected by Kingsway.</p> <p>3.2 If the total course duration is more than 24 weeks, a first instalment of 50% of upfront pre-paid tuition fees will be collected by Kingsway.</p> <p>3.3 For a total course duration of more than 24 weeks, the second instalment of the remaining 50% of outstanding tuition fees will be collected by Kingsway 2 weeks before the start of the second study period.</p>																					
4.	<p><b>Refund Procedures</b></p> <p>4.1 Refund applications must be completed on the Refund Application Form and submitted to Kingsway Institute. Refunds will be provided within 28 days of Kingsway's receipt of a refund application form from the student or parent(s)/ legal guardian, and will include a statement explaining how the refund was calculated. To claim the refund, you must provide official written notification of the refusal or withdrawal from the Australian Government.</p> <p>4.2 The Enrolment Fee, eCoE charge, Accommodation Placement Fees and Airport Pick-up Fees are non-refundable whether you complete your course or not.</p> <p>4.3 Where 2 or more courses are packaged, the conditions apply to all elements. Note that for packaged courses, the course start date is taken to be the start date of the first course.</p> <p>4.4 Commencement of the Course is defined as the course start date in the first Application form submitted by the student or parent(s)/legal guardian or Agent without subsequent changes to the starting date.</p> <p>4.5 Bank charges are deducted for refunds made by bank draft or electronic transfer.</p> <p>4.6 Fees for services paid to education agents by the Student or parent(s)/legal guardian are not covered by this refund policy</p> <p>4.7 This Refund Policy applies to all tuition fees paid to Kingsway Institute and includes any tuition fees paid to an education agent to be remitted to Kingsway Institute.</p> <p>4.8 All refund considerations will be strictly limited to the monies paid which Kingsway Institute has received from the student as tuition fees only i.e. exclusive of all non-refundable fees and agents' commission (whether this commission was deducted before or after student payment to Kingsway Institute).</p> <p><b>**Table 4.1.1</b></p> <table border="1"> <thead> <tr> <th>NOTIFICATION PERIOD</th> <th>Tuition Fees</th> <th>Cancellation fee</th> </tr> </thead> <tbody> <tr> <td>Visa Refused (Proof of refusal necessary)</td> <td>100% Tuition fees Refundable</td> <td>A cancellation fee of <b>A\$250</b> is payable</td> </tr> <tr> <td colspan="3"><b>Before Course Commencement Date</b></td> </tr> <tr> <td>Withdrawal notified in writing by the student or parent(s)/legal guardian and received by Kingsway Institute 28 days or more prior to the commencement date</td> <td>70% Tuition Fees Refundable</td> <td>A cancellation fee of <b>A\$250</b> is payable</td> </tr> <tr> <td>Withdrawal notified in writing by the student or parent(s)/legal guardian and received by Kingsway Institute less than 28 days prior to the commencement date</td> <td>50% Tuition fees Refundable</td> <td>A cancellation fee of <b>A\$250</b> is payable</td> </tr> <tr> <td colspan="3"><b>On or After Course Commencement Date</b></td> </tr> <tr> <td>Withdrawal notified in writing by the student or parent(s)/legal guardian and received by Kingsway Institute on or after the commencement date</td> <td>0% Tuition Fees Refundable</td> <td>Nil</td> </tr> </tbody> </table>	NOTIFICATION PERIOD	Tuition Fees	Cancellation fee	Visa Refused (Proof of refusal necessary)	100% Tuition fees Refundable	A cancellation fee of <b>A\$250</b> is payable	<b>Before Course Commencement Date</b>			Withdrawal notified in writing by the student or parent(s)/legal guardian and received by Kingsway Institute 28 days or more prior to the commencement date	70% Tuition Fees Refundable	A cancellation fee of <b>A\$250</b> is payable	Withdrawal notified in writing by the student or parent(s)/legal guardian and received by Kingsway Institute less than 28 days prior to the commencement date	50% Tuition fees Refundable	A cancellation fee of <b>A\$250</b> is payable	<b>On or After Course Commencement Date</b>			Withdrawal notified in writing by the student or parent(s)/legal guardian and received by Kingsway Institute on or after the commencement date	0% Tuition Fees Refundable	Nil
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5.	This agreement and the availability of complaints and appeals processes does not remove the right of the student to take action under Australia's consumer protection laws.																					
6.	<p><b>In the unlikely event that Kingsway institute is unable to deliver your course in full</b></p> <p>6.1 You will be offered a partial refund. The partial refund will cover the portion of tuition for which you have paid but not yet received. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided.</p> <p>6.2 Alternatively, you may be offered enrolment in an alternative course by Kingsway Institute at no extra cost to you.</p> <p>6.3 You have the right to choose whether you would prefer a partial refund of course fees, or to accept a place in another course.</p> <p>6.3.1 If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement.</p> <p>6.3.2 If Kingsway Institute is unable to provide a refund or place you in an alternative course the government's Tuition Protection Service (TPS) will help you.</p> <p>6.3.2.1 You will have access to a secure online information and access service and be able to obtain information on the options for an alternative course including course costs and availability of places.</p> <p>6.3.2.2 You will also be able to get information on the amount of unused pre-paid tuition fees from this service.</p> <p>6.3.2.3 You will be able to select a course placement through this process and once you have enrolled the unused prepaid tuition fees for you will be paid to your receiving provider.</p> <p>6.4 Finally, if the TPS is unable to obtain a suitable place you will be able to request a refund of the unused pre-paid tuition fee amount from the TPS Director.</p>																					
7.	Fees not listed in the Refund Section (Part D) are not refundable. Prior to enrolment fees may be altered without notice. Once a student has completed enrolment, fees will not be subject to change for the normal duration of the course. If a course length is extended by the student, then any fee increases will be required to be paid for the extended component of the course.																					
8.	Students wishing to defer the commencement of studies or suspend their studies must complete a deferral or suspension form and submit it to Kingsway Institute. Kingsway Institute may decide to suspend or cancel a student's enrolment on its own initiative as a response to misbehavior by the student. Deferral of commencement, suspension of enrolment and cancellation of enrolment has to be reported to DIAC and may affect the status of a student visa.																					

### Student Declaration:

I understand the terms of this Contract and the refund conditions and confirm that I have been fully advised of the fees, refund conditions and conditions of enrolment and agree to be a student at Kingsway Institute. Information is collected on this form and during your enrolment in order to meet Kingsway Institute obligations under the ESOS Act and National Code 2007; and 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 Student Act (ESOS) as amended in 2006, the Education Services for Overseas Students Regulation 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 Director. In other instances information collected on this form or during your enrolment can only be disclosed without your consent where authorized or required by Law.

Applicant Signature:

Date:

Accepted By Kingsway Institute:

Date: