

# KINGSWAY INSTITUTE



ABN: 40 098 611 360  
 CRICOS Provider Code: 03177F  
 GF, 55-57 Wentworth Avenue  
 Sydney NSW Australia 2000  
 T: +61 2 9283 2388  
 E: enquiry@kway.nsw.edu.au

## APPLICATION FORM

### NOTES FOR APPLICANTS:

- ❖ PLEASE READ THE FOLLOWING NOTES CAREFULLY BEFORE COMPLETING THIS APPLICATION FORM
- ❖ PLEASE COMPLETE THE APPLICATION AND SEND IT WITH THE REQUIRED DOCUMENTS TO KINGSWAY INSTITUTE ADMISSION'S 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 OR OVER.

### PART A – Course entry requirements

General English (GE) AM	070494D	No entry requirement
General English (GE) PM	070494D	General IELTS overall 4.5 with no band below 4.5 or equivalent
IELTS Preparation (IELTS) AM	072572A	Academic IELTS overall 5.0 with no band below 4.5 or equivalent
English for Academic Purposes (Pre-EAP) AM	070495C	Academic IELTS overall 5.0 with no band below 4.5 or equivalent
English for Academic Purposes 1 (EAP 1) AM	070495C	Academic IELTS overall 5.5 with no band below 5.0 or equivalent
English for Academic Purposes 2 (EAP 2) AM	070495C	Academic IELTS overall 6.0 with no band below 5.5 or equivalent

### PART B - 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 to follow acceptable codes of behaviour, attendance and academic performance and to show concern for other students.										
3.	<p><b>Tuition Protection Service (TPS)</b></p> <p>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>If the total course duration is more than 24 weeks, the first instalment or 50% of upfront pre-paid tuition fees will be collected by Kingsway.</p> <p>For a total course duration of more than 24 weeks, the second instalment or 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 working 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 of 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 from 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>Reason for Refund of Course Fees Paid</th> <th>Refund Payable</th> </tr> </thead> <tbody> <tr> <td><b>Visa Problem Refund</b></td> <td></td> </tr> <tr> <td>If your visa application is rejected by the Australian Department of Immigration (DIBP), and you have not yet commenced the course, you will need to attach proof of this in the form of the letter of rejection and contact Kingsway Institute to notify them of this prior to the course commencing.</td> <td>100% of the fees are refundable and payable to the student within 28 working days.  A \$250 refund charge, which does not form part of the course fees, is to be paid to Kingsway.</td> </tr> <tr> <td>Visa application unsuccessful (proof required as above), but student has commenced studies.</td> <td>A refund of any remaining weeks of tuition paid for, but not studied will be made to the student. A \$250 refund charge, which does not form part of the course fees, is to be paid to Kingsway.</td> </tr> <tr> <td>Visa application delayed by circumstances beyond the student's control, thus not enabling the student to begin the course on time. This requires documented evidence.</td> <td>Refund according to calculations in the Act ("Calculation of Refund Specification 2014") and the "Act" The refund could range from 70% minus \$250 of administration fees to 50% minus \$250 minus spent monies through attendance of course.</td> </tr> </tbody> </table>	Reason for Refund of Course Fees Paid	Refund Payable	<b>Visa Problem Refund</b>		If your visa application is rejected by the Australian Department of Immigration (DIBP), and you have not yet commenced the course, you will need to attach proof of this in the form of the letter of rejection and contact Kingsway Institute to notify them of this prior to the course commencing.	100% of the fees are refundable and payable to the student within 28 working days.  A \$250 refund charge, which does not form part of the course fees, is to be paid to Kingsway.	Visa application unsuccessful (proof required as above), but student has commenced studies.	A refund of any remaining weeks of tuition paid for, but not studied will be made to the student. A \$250 refund charge, which does not form part of the course fees, is to be paid to Kingsway.	Visa application delayed by circumstances beyond the student's control, thus not enabling the student to begin the course on time. This requires documented evidence.	Refund according to calculations in the Act ("Calculation of Refund Specification 2014") and the "Act" The refund could range from 70% minus \$250 of administration fees to 50% minus \$250 minus spent monies through attendance of course.
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Student Default as defined in the Act	
Student provides misleading or false information	Refund according to calculations in the Act. The result of the misleading information needs to be noted. For example, where the misleading (or false) information may lead to a visa rejection or may lead to an institute refusing the student enrolment. The refund could range from 70% minus \$250 of administration fees to 50% minus \$250 minus spent monies through attendance of course.
Withdrawal from the course prior to commencement (10 weeks or more prior to the starting date of the course) (70 or more calendar days)	100% of the fees are refundable and payable to the student within 28 working days. A \$250 refund charge, which does not form part of the course fees, is to be paid to Kingsway.
Withdrawal from the course prior to commencement (between 4-9 weeks prior to the starting date of the course) (29 to 69 calendar days)	70% of the fees are refundable and payable to the student within 28 working days. A \$250 refund charge, which does not form part of the course fees, is to be paid to Kingsway.
Withdrawal from the course prior to commencement (less than 4 weeks prior to the starting date of the course) (1-28 calendar days)	50% of the fees are refundable and payable to the student within 28 working days. A \$250 refund charge, which does not form part of the course fees, is to be paid to Kingsway.
Withdrawal on or after the course start date where visa granted to the student	No refund
Change of visa sub-class to permanent resident	Pro-rata refund based on number of weeks studied minus administration fee of \$250.
Provider default	
Breach of student visa conditions, visa conditions, visa cancellation or failure to comply with enrolment conditions	No refund
4	<p>i. 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>ii. Alternatively, you may be offered enrolment in an alternative course by Kingsway Institute at no extra cost to you.</p> <p>iii. 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>iii-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>iii-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>iii-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>iii-2.2. You will also be able to get information on the amount of unused pre-paid tuition fees from this service.</p> <p>iii-2.3. You will be able to select a course placement through this process and once you have enrolled the unused pre-paid tuition fees for you will be paid to your receiving provider.</p> <p>iv. 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>
In the unlikely event that Kingsway Institute is unable to deliver your course in full	
Late arrival to a course and student has been granted a visa	No refund
Student expelled from the college for breaching college policies and has started and is completing a course	No refund
Other Fees	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.

### PART C – Deferral, Suspension or Cancellation of Enrolment

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 misbehaviour by the student. Deferral of commencement, suspension of enrolment and cancellation of enrolment has to be reported to DIBP and may affect the status of a student visa.

### PART D – Acceptance Procedure

If your application is successful you will receive a Letter of Offer explaining the course that has been offered, the fees payable and course commencement dates. To accept the offer, you must return the Acceptance form (signed by you) and pay the fees and charges as outlined in your Letter of Offer. Fees must be paid in Australian dollars. You can pay your tuition fees by telegraphic fund transfer, bank cheque, direct deposit/internet banking. When making a payment, please include your student ID number as listed in your Letter of Offer. Please notify Kingsway about your payment by sending the payment receipt to [enquiry@kway.nsw.edu.au](mailto:enquiry@kway.nsw.edu.au)

After Kingsway has received your fees, your place in your chosen course of study will be confirmed. An electronic Confirmation of Enrolment (CoE) will be sent to you. You will need to present this to an Australian High Commission, Embassy or Consulate in your home country when applying for a student visa.

### PART E – Student Visa: Basic Requirements and Processes

The Department of Immigration and Border Protection (DIBP) requires a number of criteria to be met in order to be provided with an Australian student visa:

- \*The student must be accepted into full-time study
- \*The student must be a genuine temporary entrant
- \*The student must meet health requirements
- \*The student must be a suitable age
- \*The student must have a "good" character
- \*The student must not have any debts to the Australian Government

In addition, if higher risk criteria apply:

- \*The student must meet specified financial requirements
- \*The student must demonstrate appropriate English language skills

#### Office use only

Student #:		Agent		Quotation:	
Visa:		DIBP:		Package:	

# KINGSWAY INSTITUTE ELICOS STUDIES

# APPLICATION FORM



Before completing the application form, please visit: [www.kway.nsw.edu.au](http://www.kway.nsw.edu.au)

## Course Information

Select Course	CRICOS Code	Course Name	Course Duration	Language level/Entry Requirement*
<input type="checkbox"/>	070494D	General English (GE) – Morning Shift	2-75 weeks	Beginner – Upper Intermediate
<input type="checkbox"/>		General English (GE) – Evening Shift	2-75 weeks	Intermediate – Upper Intermediate
<input type="checkbox"/>	072572A	IELTS Preparation (IELTS)	2-30 weeks	Intermediate - Advanced
<input type="checkbox"/>	070495C	English for Academic Purposes (EAP)	10-30 weeks	Pre-EAP, EAP1 & EAP 2
Package Course (Compulsory): YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, Please give details (Package Institute's Name):				
Proposed Start Date:		Finish Date:	Total Duration:	

\*Please refer to page 1 for course entry requirement

## Personal Details (as in passport)

Family Name				Given Name			
Other Names							
Date of Birth (dd/mm/yyyy)				Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Country of Birth				Place of Birth			
Nationality*				Will you be under 18 on arrival?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

\*Please attach a certified copy of your passport (if available)

## Emergency Contact Details

Family Name			Given Name			Relationship		
Telephone			Mobile			Email		

## Visa Information

Please select your citizenship status:		<input type="checkbox"/> Australian Citizen	<input type="checkbox"/> International Student – (see next question)
If you are an international student, which type of visa will you be applying for?*		<input type="checkbox"/> Student	<input type="checkbox"/> Other _____
If you are an international student, where will you lodge your visa application?		<input type="checkbox"/> Onshore	<input type="checkbox"/> Offshore
Have you completed the Kingsway Institute SSVF Checklist?		<input type="checkbox"/> Yes	<input type="checkbox"/> No, why not? _____

\*Please indicate type of visa

## Correspondence Address (of student)

Address								
City				State/Province			Country	Postcode
Telephone				Email				

## Previous Study

Name of Secondary School							
Name of Qualification*				Level Completed			
Country				Date Completed			
Name of University				Highest Qualification			
Country				Date Completed			

\*Please attach certified copies of your academic qualifications.

## Scholarship

Have you been granted a scholarship?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Scholarship Type: _____
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## English Proficiency

Have you sat an IELTS\*, TOEFL\*, CAE\*, PTE\* or another recognised English proficiency test?

The test must have been taken within 2 years of the official course commencement date.

<input type="checkbox"/> Yes	Please attach a certified copy of your English test result						
	Please provide the IELTS TRF number: _____						
All students who want to provide a PTE (Pearson) test score have to submit it online for access or to allow access by Kingsway Institute to the PTE Academic Score Report website.							
<input type="checkbox"/> No	Have you enrolled in a similar course elsewhere?			<input type="checkbox"/> Yes	<input type="checkbox"/> No		
	Your Own Assessment of English Level?		<input type="checkbox"/> Elementary	<input type="checkbox"/> Intermediate		<input type="checkbox"/> Advanced	

\*IELTS - International English language Testing System; \*TOEFL - Test of English as a Foreign Language; \*CAE - Cambridge English: Advanced

\*PTE – Pearson Test of English Academic

## Accommodation (placement fee AUD \$250: non-refundable)

Will you be applying for accommodation (Homestay)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Proposed Accommodation start date:		Proposed length of study: _____ weeks

## Airport Pickup (AUD \$200: non-refundable)

Do you require airport pick-up?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, please complete the following:
Airport pick-up: \$200. Please provide arrival details at least two weeks (14 days) prior to scheduled departure.			
Arrival date:		Arrival time:	Airline/Flight number:

## Overseas Student Health Cover (OSHC)\*

\*An overseas student must have OSHC for the full length of their stay in Australia – that is, from the start date of their visa and/or intended arrival in Australia – not only from the date their course commences.

Yes, please arrange		
<input type="checkbox"/> Single rate OSHC for myself	<input type="checkbox"/> Couple rate for myself and partner	<input type="checkbox"/> Family rate for myself and my dependant/s

### 2017 Overseas Student Health Cover (OSHC) and Calculation Table

Cover Duration	1 Month	3 Months	6 Months	9 Months	1 Year	2 Years
Single Cover	\$45.95	\$139.25	\$277.10	\$414.70	\$551.00	\$1,116.60
Couple Cover	\$230.50	\$699.15	\$1,391.20	\$2,081.90	\$2,766.00	\$5,703.30
Family Cover	\$362.35	\$1,099.05	\$2,186.90	\$3,272.65	\$4,348.00	\$10,582.15
Single Parent	\$230.50	\$699.15	\$1,391.20	\$2,081.90	\$2,766.00	\$5,703.30

<input type="checkbox"/> No, I will make my own arrangements for the duration of my student visa
<input type="checkbox"/> If, you have a current OSHC, please quote your OSHC policy number: _____ and expiry date: _____

## Fee Table (AUD\$)

Tuition Fee			\$	Other Services – Optional
Enrolment Fee (non-refundable)			\$ 200.00	Homestay assistance fee (non-refundable) \$ 250.00
Material Fee (paid once per enrolment per course)				Homestay (Single Room) per week (approximate) \$ 350.00
Weeks	Standard	Optional	Total	Homestay (Share Room) per week (approximate) \$ 280.00
02-04 weeks	A\$50.00 <input type="checkbox"/>	A\$0.00	A\$50.00 <input type="checkbox"/>	Course withdrawal Fee (non-refundable) \$ 250.00
05-10 weeks	A\$65.00 <input type="checkbox"/>	A\$55.00 (1 Book)	A\$120.00 <input type="checkbox"/>	OSHC Fee – (*refer to the above 2016 OSHC price table) \$ -
11-20 weeks	A\$70.00 <input type="checkbox"/>	A\$110.00 (2 Books)	A\$180.00 <input type="checkbox"/>	Instalment Payment Plan (non-refundable) \$100.00
21-30 weeks	A\$85.00 <input type="checkbox"/>	A\$165.00 (3 Books)	A\$250.00 <input type="checkbox"/>	eCoE Fee – CoE levy to alter an eCoE, course re-admission or etc (non-refundable) \$ 50.00
31-40 weeks	A\$90.00 <input type="checkbox"/>	A\$210.00 (4 Books)	A\$300.00 <input type="checkbox"/>	

<b>Payment Options:</b>	
-By Bank draft – made payable to <b>Kingsway Institute</b> and sent to:  <b>Admissions Office Kingsway Institute Ground Floor, 55-57 Wentworth Avenue NSW SYDNEY AUSTRALIA 2000</b>	- By Telegraphic Transfer (T/t) – should be made to the following account: <u>Please add \$20 for International Money Transfers (IMT)</u> <b>Account Name:</b> Kingsway Institute Trust Account <b>Bank Name:</b> Commonwealth Bank of Australia (CBA) <b>Bank Address:</b> 431-439 Sussex Street, Sydney NSW 2000 <b>BSB Number:</b> 062 010 <b>Account Number:</b> 1079 7122 <b>Bank SWIFT Code:</b> CTBAAU2S

## Agent Information

Are you applying through an agent?	<input type="checkbox"/> Yes	<input type="checkbox"/> NO	If Yes, Agency Name: _____
Branch Address			
Agent Contact Name	Contact Number	Email	

## Checklist

<input type="checkbox"/> Application form is filled out completely and correctly <input type="checkbox"/> Nominated your preferred course <input type="checkbox"/> SSVF Checklist <input type="checkbox"/> Signed the declaration on this form <input type="checkbox"/> Attached certified copies of the required documents*: *Please note that each page must be certified	<input type="checkbox"/> Academic transcripts <input type="checkbox"/> English Proficiency test scores (if applicable) <input type="checkbox"/> Passport <input type="checkbox"/> Visa (if available) <input type="checkbox"/> Any other documents relevant to your application <input type="checkbox"/> Statement of purpose
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## Student Declaration:

I declare that the information submitted in this application is correct and complete. Information is collected on this form and during my 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 Law generally. I authorise the Institute to obtain information from any tertiary institution previously or currently attended by me. If any information supplied by me is considered to be untrue, incomplete and misleading in any respect. I understand the Institute may take such actions as it believes is necessary, including the disclosure of the information to any person or body the Institute considers has a legitimate interest in receiving it and I consent to such disclosure. I understand Kingsway Institute reserves the right to vary or reverse any decision made on the basis of untrue, incomplete or misleading information. I understand the terms of the Contract and the refund conditions and I have been fully advised of the fees, refund conditions and conditions of enrolment and agree to be a student at Kingsway Institute.

Applicant Signature:	Date:
Accepted by Kingsway Institute:	Date: