

13 February 2023

Dear Student,

Thank you for accepting your place to study with King's Own Institute (KOI). We would like to invite you to enrol in your course during the upcoming **T123 (March 2023 Trimester) enrolment**.

Enrolments will be open from 9.00 am to 4.00 pm at the following locations:

Sydney: Level 1, 31 Market Street, Sydney, NSW 2000

Newcastle: 59 Dabry Street, Cooks Hill, NSW 2300

The Key Enrolment Dates are:

TRIMESTER 1, 2023

First Day of Enrolment	20 February 2023
Postgraduate Orientation Day (Sydney)	01 March 2023, at 2pm
Undergraduate Orientation Day (Sydney)	02 March 2023, at 2pm
Orientation Day (Newcastle)	03 March 2023, at 2pm
Trimester 1 Commences	06 March 2023
Last Day of Enrolment	17 March 2023

As a new student, it is important that you enroll before the Trimester starts on **06 March 2023**. The enrolment process includes meeting the conditions of the offer letter/eCOE, choosing subjects, finalising payment, receiving timetable and obtaining a student ID card. All new onshore students will be required visit KOI Market Street location for the enrolment. The students will be required to enrol for four (4) subjects.

KOI wishes to minimise the time you spend on the enrolment therefore it is **compulsory** that you bring with you the following documents on the first day of enrolment. Students presenting without the following documents may not be able to commence the enrolment process.

- Your passport and visa details
- Your copy of the OL/eCoE
- Your original copy of the English proficiency Certificate (IELTS or Equivalent)
- Original copies of transcripts and completion certificates of all the academic qualifications you have obtained

It is important that you note your orientation day above as it is compulsory that you participate in the KOI orientation program.

As part of the enrolment you are also required to meet the financial commitments of your study and pay the tuition fees in full or as per the approved installment payment plan arranged by KOI. For students who pay through their agents, receipts from agents will not be accepted as valid payment proof. Students must contact the agents first and confirm tuition fee has been paid to KOI. When proof is received that funds have been credited to KOI's account, students will then be allowed to enrol.

Level 1, 31 Market Street, Sydney NSW 2000, Australia

T: +61 (0) 9283 3583

E: ask@koi.edu.au

CRICOS: 03171A

Change of Campus:

Students are required to study at their original campus location for at least one (1) trimester before they may be allowed to request for a change of campus. Change of campus is subject to meeting the eligibility criteria.

Payment Options:

1. Cash
2. Bank Cheque – please make the bank cheque payable to **AIBM SYDNEY KOI STUDENT FEES ACCOUNT**
(Company or personal cheques will not be accepted)
3. Direct Deposit / Telegraphic Transfer

Bank	WESTPAC BANK
Branch Name	Sydney Office 341 George ST
Branch Address	341 George ST, SYDNEY, NSW 2000, AUSTRALIA
Account Name	AIBM SYDNEY KOI STUDENT FEES ACCOUNT
BSB	032-000
Account Number	603940
Swift Code	WPACAU2S

Please quote your Student ID number as Reference and send a transaction receipt to fees@koi.edu.au for quick reconciliation.

4. EFTPOS - Please note that American Express will not be accepted. No surcharge fee applies for debit or credit card payment. You may pay by Visa, Master Card via KOI's online payment facility.

Please note your timetables will be **NOT** be finalised until all your tuition fees are paid. Once your timetable is confirmed, **no further changes** may be made to the timetable.

All requests for Recognition of External Credit Transfer (ECT) or exemptions must be completed before you enrol. Students wanting to apply for ECT will be assessed within 24 hours. Re-assessment of ECT or exemptions after the issue of an eCoE will attract a \$100 fee. Where re-assessment requires a generation of a new eCoE a further \$150 Administration fee will apply.

Deferment requests can only be approved under exceptional circumstances. Any deferment of study will attract a \$150 Administration fee and require the full trimester fee payment. In the event of a delayed Visa process a request from the Department of Home Affairs (DHA) Case Officer for a new eCoE will **not** attract the \$150 Administration fee.

Should you require any further information please do not hesitate to contact the Marketing Team (marketing@koi.edu.au)