

**07 May 2020**

Dear Student,

Thank you for accepting your place to study with King's Own Institute (KOI). We would like to invite you to enroll in your course during the upcoming **T320 (November 2020 Trimester) enrolment**.

Enrolments will be open from 9.00 am to 5.00 pm on Level 1, 31 Market Street, Sydney, NSW 2000.

The Key Enrolment Dates are:

### TRIMESTER 3, 2020

<b>First Day of Enrolment</b>	<b>19 October 2020</b>
<b>Postgraduate Orientation Day</b>	<b>28 October 2020 at 2 pm</b>
<b>Undergraduate Orientation Day</b>	<b>29 October 2020 at 2 pm</b>
<b>Trimester 2 Commences</b>	<b>02 November 2020</b>
<b>Last Day of Enrolment</b>	<b>13 November 2020</b>

As a new student, it is important that you enroll before the Trimester starts on **02 November 2020**. 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 students will be required to enrol in **four** subjects.

KOI wishes to minimize 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 will 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 the orientation days above as it is compulsory that you attend 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**. Fee agreements/Fee payment plans are **not** available to students. If you are unable to pay we are unable to enrol you. 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.



### **Payment Options:**

1. Cash
2. Bank Cheque – please make the bank cheque payable to AIBM SYDNEY KOI STUDENT FEES  
(Company or personal cheques will not be accepted)  
ACCOUNT
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 [accounts@koi.edu.au](mailto:accounts@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.

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 Prior Learning (RPL) or exemptions must be completed before you enrol. Students wanting to apply for RPL will be assessed within 24 hours. Re-assessment of RPL 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 \$100 Administration fee and require the full trimester fee payment. In the event of a delayed Visa process a request from the DIBP 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](mailto:Marketing@koi.edu.au))*