SUCCESS IN HIGHER EDUCATION

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We are proud to welcome you to King’s Own Institute in Sydney Australia: a tertiary level institution that brings together the best in resources, equipment and people. King’s Own Institute blends the traditions of higher education with today’s modern practical and commercial global village.

King’s Own Institute offers many advantages: personal, professional and commercial. It is quickly establishing a reputation for superior education. Just how famous King’s Own Institute will become and how quickly depends on our graduates. We share your success.

King’s Own Institute has assembled key people to assist your academic journey. They all have long and successful careers and distinguished records of achievement in universities, the military, diplomatic service, business and industry.

We confidently assure you of a sound, professional education and a special, enjoyable learning experience.

We welcome you and look forward to shaping your career with King’s Own Institute.

Dr Doug Hinchliffe
King’s Own Institute CEO & Dean
PhD, MSc, MEd, BEc, BEd, GradDipEdAdmin, GradDipTESOL
TPTC, DSMC, DSAC, GAICD, CPT
AIBM Director, KOI Academic Board Member

OUR STORY

King’s Own Institute (KOI) is a tertiary level institution located in central Sydney, Australia and offering high quality accredited degree, certificate and diploma courses in Accounting, Business, and TESOL (Teaching English to Speakers of Other Languages).

King’s Own Institute is named after a regiment of the British army with which the CEO & Dean was associated as an exchange officer and adopts a similar spirit and values with traditions and an established reputation for its recognised development of successful leaders.

Our initials, KOI, have a second meaning, as the word “koi” in some Asian languages is a wild carp. The koi is energetic and can swim upstream against the current. According to legend, if a koi succeeded in climbing the falls at a point called Dragon Gate on the Yellow River it would be transformed into a dragon. This demonstrates perseverance in adversity and strength of purpose. Because of its strength and determination to overcome obstacles, the koi represents courage and the ability to attain high goals.

Similarly, King’s Own Institute aims to be a recognised leader as an education provider famous for nurturing our students into successful careers. The experience of the higher education journey can be as important as the qualification itself.

Here at King’s Own Institute, we want the career-shaping experience to be fruitful, memorable and enjoyable.
We learn from experience and King’s Own Institute is already proving to be a leading edge experience factor. Members of our academic and management teams have worked widely in Australia and internationally with some of the best universities, leading businesses and industries. It is their extensive experience and applied knowledge that provides you, the student, with a valuable advantage. You can share in a wonderful learning experience by studying with proven leaders to bring out your best in preparing you for life and a rewarding career.

KOI delivers the best possible education with a deep commitment to quality and excellence and real opportunities to apply your knowledge and skills to enhance your career. You will get access to a team of superior teachers, facilities and resources to provide you with a rich educational experience and preparation for life – a true education.

We’re keen, willing and able to actively develop motivated people to be successful.

Why choose KOI? KOI has a team of proven, widely experienced practitioners with a proud and established record of achievement in education and business. Free additional English tuition and assessment is provided to assist you to consolidate and extend your English language proficiency to achieve your goals.

KOI is the place to be: location, facilities, learning support and opportunities.

From left: Winna Oktavia Kasih (Indonesia) and Takako Teruya (Japan)
Undergraduate winners of outstanding academic performance award at the September 2015 Graduation ceremony.

Anna Kariakina (Russia)
The Postgraduate student winner of outstanding academic performance award at the September 2015 Graduation ceremony.
The Academic Board is led by a distinguished educator and is supported by a Deputy Chair, Chairs of Committees, Committees of the Academic Board and Working Parties.

The Chair of the Academic Board provides advice on benchmarking against other institutions and assists in establishing academic priorities. The Chair’s role is to convey these priorities to the Academic Board and to guide the Board towards achieving them.

Members of Academic Board include distinguished external academic experts, senior executive staff, professorial and non-professorial staff and other members invited to join the Academic Board for this expertise.

The KOI Academic Board’s main role is to:

- maintain the highest standards in teaching, scholarship and research foundations and to safeguard the academic freedom of KOI and the welfare of its students.
- guide the development of all academic activities of KOI with its policies, guidelines and procedures for academic matters.
- report and provide academic advice to KOI Council of Directors and the CEO & Dean.
### ENGLISH ENTRY REQUIREMENTS

<table>
<thead>
<tr>
<th>REQUIREMENT</th>
<th>UNDERGRADUATE</th>
<th>POSTGRADUATE</th>
<th>TESOL</th>
</tr>
</thead>
<tbody>
<tr>
<td>IELTS** (Academic only)</td>
<td>6.0 overall</td>
<td>6.5 overall</td>
<td>7.0 overall</td>
</tr>
<tr>
<td></td>
<td>5.5 in all individual bands</td>
<td>6.0 in all individual bands</td>
<td>6.5 in all individual bands</td>
</tr>
<tr>
<td>TOEFL** (Internet Based Test)</td>
<td>Listening – 11</td>
<td>Listening – 20</td>
<td>Listening – 23</td>
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<tr>
<td></td>
<td>Speaking – 17</td>
<td>Speaking – 20</td>
<td>Speaking – 22</td>
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<tr>
<td></td>
<td>Reading – 12</td>
<td>Reading – 20</td>
<td>Reading – 23</td>
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<tr>
<td></td>
<td>Writing – 20</td>
<td>Writing – 24</td>
<td>Writing – 26</td>
</tr>
<tr>
<td></td>
<td>Overall – 60</td>
<td>Overall – 80</td>
<td>Overall – 94</td>
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<tr>
<td>PTE**</td>
<td>51</td>
<td>58</td>
<td>65</td>
</tr>
<tr>
<td>CAE</td>
<td>52</td>
<td>58</td>
<td>67</td>
</tr>
<tr>
<td>HKCEE</td>
<td>C in Syllabus B</td>
<td>B in Syllabus B</td>
<td>A in Syllabus B</td>
</tr>
<tr>
<td>HKALE</td>
<td>D Use of English in AS Level</td>
<td>C Use of English in AS Level</td>
<td>B Use of English in AS Level</td>
</tr>
<tr>
<td>GCE (Ordinary Level)</td>
<td>C grade or better in GCE O-Level English</td>
<td>B grade or better in GCE O-Level English</td>
<td>N/A [*]</td>
</tr>
<tr>
<td>GCE (Advanced Level)</td>
<td>D grade or better in GCE A-Level English</td>
<td>C grade or better in GCE A-Level English</td>
<td>N/A [*]</td>
</tr>
<tr>
<td>NSW HSC (Undergraduate only)</td>
<td>50% English or English Literature</td>
<td>55% English as a Second Language</td>
<td>N/A [*]</td>
</tr>
<tr>
<td>OTHER: Australian qualifications</td>
<td>Certificate IV or above</td>
<td>3 year Bachelor degree or above</td>
<td>N/A [*]</td>
</tr>
</tbody>
</table>

* Minimum requirements
** Results for IELTS, TOEFL, PTE (Pearson Test of English), and CAE (Academic and Cambridge English: Advanced) are valid for two years.

[*] A NSW HSC ATAR or other secondary or tertiary qualifications will not meet the English entry requirements for KOI’s TESOL programs. Please contact KOI Marketing (ask@koi.edu.au) for more information.

When you do not have the minimum English level
You will need to contact admissions@koi.edu.au or ask@koi.edu.au for advice on what you can do to meet KOI’s English entry requirements. Usually you will be advised to undertake English Language Intensive Course for Overseas Students (ELICOS) and/or English for Academic Purposes (EAP) studies with one of our Direct Entry Partners.

**If you are advised to take these studies, KOI will provide you with a list of our Partners which can also be accessed through www.koi.edu.au.

Please keep in mind that KOI does not arrange ELICOS or EAP studies on the behalf of students or agencies and thus these studies must be arranged independently.

Students can obtain a comprehensive list of minimum English language requirements from KOI Admissions office. Some students will need to achieve a required level in Academic IELTS before being issued with a student visa by the Australian government.

International Students who do not satisfy the English language requirements need to undertake an English Language Intensive Course for Overseas Students (ELICOS).

### ACADEMIC ENTRY REQUIREMENTS

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DIRECT ENTRY REQUIREMENTS MINIMUM ACADEMIC QUALIFICATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Business (Accounting)</td>
<td>Higher School Certificate or equivalent with 55% minimum (comparable to an ATAR of 55) or overseas equivalent</td>
</tr>
<tr>
<td>Bachelor of Business (Management and Finance)</td>
<td></td>
</tr>
<tr>
<td>Graduate Certificate in Business</td>
<td>Australian Bachelor degree (3 years) (AQF Level 7) or overseas equivalent.</td>
</tr>
<tr>
<td>Graduate Diploma of Business</td>
<td></td>
</tr>
<tr>
<td>Master of Professional Accounting (Standard)</td>
<td>Australian Bachelor degree (3 years) (AQF Level 7) or overseas equivalent. Plus the equivalent of Australian Principles of Accounting in an approved accounting AQF Level 7 or above course. Plus Australian Business Law and/or Economics in an approved accounting AQF Level 7 or above course.</td>
</tr>
<tr>
<td>Master of Accounting (Standard)</td>
<td></td>
</tr>
<tr>
<td>Graduate Certificate in TESOL</td>
<td>Australian Bachelor degree (3 years) (AQF Level 7) or overseas equivalent.</td>
</tr>
<tr>
<td>Graduate Diploma in TESOL</td>
<td></td>
</tr>
<tr>
<td>Master of Arts (TESOL)</td>
<td></td>
</tr>
</tbody>
</table>

Please be aware that all overseas qualifications must be deemed to be the equivalent to the necessary Australian qualifications by the Australian Education International – National Office of Overseas Skills Recognition (AEI-NOOSR) guidelines to be considered by KOI.
**COURSE SUMMARY**

**UNDERGRADUATE PROGRAMS**
- Bachelor of Business (Accounting)
- Bachelor of Business (Management and Finance)

**POSTGRADUATE PROGRAMS**
- Graduate Certificate in Business
- Graduate Diploma of Business
- Master of Accounting (Standard)
- Master of Professional Accounting (Standard)
- Graduate Certificate in TESOL
- Graduate Diploma in TESOL
- Master of Arts (TESOL)

**PROFESSIONAL RECOGNITION**
The Bachelor of Business (Accounting) BBus (Acc), Master of Accounting MA and the Master of Professional Accounting MPA satisfy the educational membership requirements for Chartered Accountants Australia and New Zealand (CAANZ), CPA Australia (CPA) and The Institute of Public Accountants (IPA). Further information is available from CAANZ, CPA and IPA.

KOI operates on a semester based, trimester system, allowing students to complete a three year bachelor degree in two years if no trimester breaks are taken. If trimester breaks are taken, a degree cannot be completed in the minimum time.

It is compulsory for students to complete two consecutive trimesters in their first year of study. After two consecutive trimesters of study, students may apply to take trimester breaks. Approval of a trimester break is not automatic, and is dependent on academic progress. Students who wish to apply for a trimester break must apply on the appropriate form before the end of week 10 of the trimester.

**BACHELOR OF BUSINESS (ACCOUNTING)**

**YEAR 1**
- Professional Communication Skills
- Introduction to Accounting
- Introduction to Business Law
- Introduction to Microeconomics

**YEAR 2**
- Management Accounting
- Financial Accounting
- Corporate Financial Management
- Elective

**YEAR 3**
- Tax Law
- Auditing and Assurance Services
- Organisational Behaviour
- Elective

**COURSE OVERVIEW**
The Bachelor of Business (Accounting) offers a broad understanding of the concepts and practices of accounting, supported by related areas in finance, law, economics, marketing, information systems, management and statistics. The course focuses on preparing students for accounting careers in the modern business environment, specifically preparing students for management roles in the accounting industry. It aims to equip students with decision-making and critical analysis skills required in a professional accountancy practice, as well as a variety of functional areas within business. There is a particular emphasis on the development of professional and personal skills which underpin success in accounting.

**CAREER OPPORTUNITIES**
- Accountant
- Business analyst
- Auditor
- Financial advisor
- Taxation consultant

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*After graduating in June 2013, I went through an accounting internship. Currently I am working at an accounting firm. My position involves business advisory, taxation and financial reporting for corporate clientele. I performed in forensic services and auditing. I am also an associate member with CPA.*

- Nishant, BBus (Acc), 2013
**BACHELOR OF BUSINESS (MANAGEMENT AND FINANCE)**  
CRICOS CODE: 070367M

- **YEAR 1**  
  - Professional Communication Skills  
  - Introduction to Accounting  
  - Introduction to Business Law  
  - Introduction to Microeconomics  

- **YEAR 2**  
  - Organisational Behaviour  
  - Corporate Financial Management  
  - Introduction to Management Accounting  
  - Elective

- **YEAR 3**  
  - Investment Management  
  - Entrepreneurship  
  - Management Elective  
  - Elective

**Course Overview:** The Bachelor of Business (Management & Finance) offers a broad understanding of the concepts and practices of management and finance, combined with a sound knowledge of the functional areas of business. The program focuses on preparing managers for challenging roles in the global business environment, with a particular focus on preparing students for management roles in the banking and finance, financial services and other business areas. The course requires students to study a total of 24 subjects over 6 trimesters. It contains 18 core subjects and 6 electives allowing students more flexibility in tailoring their course to their specific area of interest for future career aspirations.

**Career Opportunities:**
- Sales manager
- Marketing manager
- Financial analyst
- Business consultant
- Business development
- Marketing
- Real estate development
- Merchant banking
- Investment banking

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**GRADUATE CERTIFICATE IN BUSINESS**  
CRICOS CODE: 076833G

- **1 TRIM**  
  - Principles of Accounting  
  - Economics  
  - Business Law  
  - Elective

**Course Overview:** The Graduate Certificate in Business is intended to provide students with foundational business skills. Students study four subjects designed to cover the areas of Accounting, Business Law and Economics. Students can select an elective in a suitable area to augment their study. The course is intended as an entry point and pathway to other postgraduate degrees. It is particularly useful for prospective students who do not have an undergraduate degree in business or a related discipline.

**Career Opportunities:** Employment in areas such as:  
- Financial planning  
- Corporate governance  
- Human resource management  
- Marketing

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**GRADUATE DIPLOMA OF BUSINESS**  
CRICOS CODE: 087650B

- **YEAR 1**  
  - Principles of Accounting  
  - Economics  
  - Business Law  
  - Organisations and Organisational Behaviour  

**Course Overview:** The Graduate Diploma of Business is a professional graduate course which provides opportunities for applicants holding a degree in any discipline to gain broadly-based knowledge and practical skills in management at an advanced level. The Graduate Diploma provides expert insights into the core concepts and practices of business. It also develops the skills for leadership and business administration and self-directed learning, and provides opportunities for applying this knowledge to business problems and for exercising initiative in typical management roles.

**Career Opportunities:**  
- Analyst  
- Arts Administrator or Manager  
- Business Administration Manager  
- Contract, Program and Project Administrator  
- Corporate Services Manager  
- Management Consultant

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I am very pleased to say, THANK YOU VERY MUCH KOI, because you gave me the best opportunity to be a competent and ethical professional willing to contribute positively to the economy of this country. I got the position as an Accountant Officer. I have not only put in place all the knowledge I got from my lecturers, classes and friends at KOI but also I had the opportunity to work with people from different backgrounds and cultures.

- Catalina, BBus (Acc), 2014
KOI trains and prepares you for the practical world by broadening your exposure to various opportunities and experiences. I really regard the connections I have made through KOI and will cherish them always. I thank KOI for expanding my horizons and I am sure it will do the same for you.

-Syed (MPA, 2015)
Teach English to speakers of other languages in Australia or abroad.

Graduate Certificate in TESOL
CRICOS CODE: 083136G

1 TRIM

COURSE OVERVIEW
The Graduate Certificate in TESOL is a course designed for prospective teachers wishing to teach English to speakers of other languages. The course consists of four core subjects which prepare students for a variety of language teaching contexts in Australia and overseas. It integrates current theory and practice of TESOL, including teaching methodologies, programming and planning, and linguistics for language teaching. The course also provides the foundation for students wanting to progress to the Graduate Diploma in TESOL or the Master of Arts (TESOL).

CAREER OPPORTUNITIES
Teach English to speakers of other languages in Australia or abroad.

Graduate Diploma of TESOL
CRICOS CODE: 083135J

YEAR 1

COURSE OVERVIEW
The Graduate Diploma in TESOL meets the professional development needs of a wide range of English language teachers and educators teaching people of all ages. It caters for students seeking an initial teaching qualification in teaching English to adult speakers of other languages. It is also well suited to applicants who already possess a teaching qualification and wish to gain a specialist degree in the field as they are eligible for credit recognition.

CAREER OPPORTUNITIES
Employment can be found in ELICOS programs (English Language Intensive Courses for Overseas Students) and the Adult Migrant English Program (AMEP).

Year 2

Language Teaching Methodologies
Linguistics for Language Teaching
Learning an Additional Language
TESOL Curriculum Development

Research Project*
Elective
Elective
Elective

Elective
Elective
Elective

Elective
Elective
Elective

*Maybe replaced with TESOL INTERNSHIP. Subject to approval only.

The Master of Arts (TESOL) equips you with an internationally valued skill set, enabling you to communicate and exchange ideas with people of diverse cultural and linguistic backgrounds, and to learn more about other cultures and languages.

CAREER OPPORTUNITIES
- Academic advising
- Government advising
- Program directing
- Academic Manager
- Translating
- Text book/journal writing
- Business English instructing

If you have a good attitude, KOI can help you to be successful in your career based studying. Courses here are organised well. You can find facilities like computers, printers and a library supporting your study at school, and the staff are attentive. Peers in this institution are excellent, you can gain a lot from a group work assignment or a discussion in the classroom.

- Xin (MAcc, 2015)
Modern Facilities

King’s Own Institute’s premises are centrally located and have been designed with the needs of today’s students in mind. The environment is not only comfortable but most importantly it is conducive to study and highly functional for the busy student.

Technology

The Institute’s computer facilities include the latest technology and software, with sufficient terminals to cater for student needs. WiFi is provided throughout KOI so that students can access the internet from anywhere in the Institute with their laptops and handheld devices. Every trimester, each student is given a generous free data allowance for internet usage.

Student Lounge

Our student lounges are more than somewhere to stop and have lunch. They are places to meet fellow students, relax, mingle and foster friendships. The environment is stylish, comfortable, practical and inviting. Students can bring their own lunches with reheating facilities available and a vending machine for that pick-me-up snack to keep energy levels up.

Library

King’s Own Institute has a specially designed and resourced library and specialist library staff for this essential part of study. Our library is stocked with reference materials relevant to the courses offered in our Institute and includes text books, magazines, journals, reference books and newspapers. At KOI, we do our best to resource students for their best performance.

Overseas Student Health Cover (OSHC)

Australian Government law requires international students and their dependents undertaking formal studies in Australia to purchase and maintain OSHC before your visa will be granted. Membership of a health insurance scheme in your home country does not exempt you from having to take out OSHC.

There are 5 registered OSHC providers; namely Australian Health Management (AHM), BUPA Australia, Medibank Private, Allianz Global Assistance and nib. KOI’s recommended provider is AHM and we can arrange the cover on your behalf when you pay your premium at the time you pay your tuition fees.

Library

Our student lounges are more than somewhere to stop and have lunch. They are places to meet fellow students, relax, mingle and foster friendships. The environment is stylish, comfortable, practical and inviting. Students can bring their own lunches with reheating facilities available and a vending machine for that pick-me-up snack to keep energy levels up.

Work

Sydney has the largest economy in Australia so it offers the most opportunities for students to find part-time or casual work in retail, office administration, tourism and hospitality industries. Sydney also has the fastest growing service industry in Australia. Salaries are above the average of many countries and the National minimum (full-time) wage is $17.29 per hour. Casual employees are given an additional loading of 25% of the minimum wage (Fair Work Commission, July 2015). King’s Own Institute is here to help you achieve your goals, and offers sessions to help students write resumes, apply for jobs and improve interview techniques towards job and career opportunities.

Leisure Time

There are endless things to do in and around Sydney when you have some time to relax from your studies. Sydney boasts thriving arts, cultural and hospitality scenes. Here you can dine at restaurants ranked in the world’s top 50 right down to the “Cheap Eats” scene, indulge in world-class shopping or shop for bargains at local markets, see performances at the famous Sydney Opera House and other theatres, large and small, get fit by beaches or relax in lush parks.

Learn

King’s Own Institute has recently renovated delivery locations to meet the needs of today’s students. KOI has equipped its classrooms and study areas with advanced technology allowing students easier on-line access for their study needs. KOI’s networks with industry accreditation bodies, such as CPA, CAANZ and IPA, gives students ready access to further business opportunities.

The best part about studying at KOI is it always has the best lecturers and tutors in any subjects I’m taking. I feel like I’m a different person every time I go to each class. You can study, make friends from all around the world, gain knowledge, and get to know awesome and experienced teachers, while paying affordable fees.

- Hasmi, BBus (MgtFin), 2015
FEES

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Cricos</th>
<th>Duration</th>
<th>Trimester Fee 2016</th>
<th>Trimester Fee 2017</th>
<th>Total Course Fee 2016</th>
<th>Total Course Fee 2017</th>
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<tbody>
<tr>
<td>Bachelor of Business (Accounting)</td>
<td>070366A</td>
<td>156 Weeks</td>
<td>$5,500</td>
<td>$6,000</td>
<td>$33,000</td>
<td>$36,000</td>
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<tr>
<td>Bachelor of Business (Management and Finance)</td>
<td>070367M</td>
<td>156 Weeks</td>
<td>$5,500</td>
<td>$6,000</td>
<td>$33,000</td>
<td>$36,000</td>
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<tr>
<td>Graduate Certificate in Business</td>
<td>076833G</td>
<td>26 Weeks</td>
<td>$6,500</td>
<td>$7,000</td>
<td>$6,500</td>
<td>$7,000</td>
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<tr>
<td>Graduate Diploma of Business</td>
<td>087650B</td>
<td>52 Weeks</td>
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<tr>
<td>Master of Accounting</td>
<td>076831K</td>
<td>78 Weeks</td>
<td>$6,500</td>
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<td>Master of Professional Accounting</td>
<td>076835F</td>
<td>104 Weeks</td>
<td>$6,500</td>
<td>$7,000</td>
<td>$26,000</td>
<td>$28,000</td>
</tr>
<tr>
<td>Graduate Certificate in TESOL</td>
<td>083136G</td>
<td>26 Weeks</td>
<td>$7,000</td>
<td>$7,500</td>
<td>$7,000</td>
<td>$7,500</td>
</tr>
<tr>
<td>Graduate Diploma in TESOL</td>
<td>083135J</td>
<td>52 Weeks</td>
<td>$7,000</td>
<td>$7,500</td>
<td>$14,000</td>
<td>$15,000</td>
</tr>
<tr>
<td>Master of Arts (TESOL)</td>
<td>083134K</td>
<td>78 Weeks</td>
<td>$7,000</td>
<td>$7,500</td>
<td>$21,000</td>
<td>$22,500</td>
</tr>
</tbody>
</table>

For future enrolments, please contact KOI Marketing: ask@koi.edu.au for more information and specific fees and charges that will apply to your enrolment.

Recognition of Prior Learning (RPL)

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 two (2) working days. 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 $100 Administration fee will apply.

For further information please do not hesitate to contact KOI Marketing: ask@koi.edu.au

PAYMENT OPTIONS

1. Direct Deposit / Telegraphic Transfer
   - Bank: WESTPAC
   - Branch Name: Sydney Office
   - Branch Address: 341 George Street, Sydney
   - Account Name: AIBM SYDNEY KOI STUDENT FEES ACCOUNT
   - BSB: 032 000
   - Account Number: 60 3940
   - Swift Code: WPACAU2S

Please note that American Express will not be accepted. 2.5% surcharge fee will be applied to payments made by Credit Cards. No surcharge fee applies for Debit Cards.

2. EFTPOS

Please note that 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 DIBP Case Officer for a new eCoE will not attract the $100 Administration fee.

3. CASH

4. Western Union

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

5. Bank Cheque

Please make the bank cheque payable to AIBM SYDNEY KOI STUDENT FEES ACCOUNT. (Company or personal cheques will not be accepted.)

Paying course fees from outside of Australia
http://www.geoforeducation.com/koi
STUDENT APPLICATION FORM – HIGHER EDUCATION COURSES – KING’S OWN INSTITUTE (KOI)

Please complete this form if you are applying to study at King’s Own Institute (KOI). MANDATORY Sections MUST be completed.

Email your completed application form to admissions@koi.edu.au. Mailing address: King’s Own Institute, Level 1, 31 Market St, Sydney NSW 2000 Please use CAPITAL (BLOCK) letters and tick or cross the relevant boxes.

CHECK THAT YOU HAVE ATTACHED ALL REQUIRED DOCUMENTS BEFORE SUBMITTING YOUR APPLICATION

If all necessary documents have not been submitted, the admissions process will be delayed.

Offshore (if currently outside Australia)

KOI student application form with all fields accurately completed

A certified, notarised or attested copy of your passport

A certified, notarised or attested copy of your visa

A certified, notarised or attested copy of your academic documents

1. PERSONAL DETAILS (MANDATORY)

Have you previously applied at KOI? Yes No

If yes, what was your previous KOI Student ID (if known)?

Preferred Title: Mr Mrs Miss Ms Dr

Mobile number:

Family Name: ________________________ Given Names: ________________________

Date of Birth: ________________________ Nationality: ________________________

Address: ____________________________________________________________

Email: ________________________ Telephone: ________________________

Agent Name: ________________________ Contact Person: ________________________

OVERSEAS (INTERNATIONAL) STUDENTS ONLY

3. VISA INFORMATION – (Copied certified of all documents must be attached to your application form)

Country of Birth?

Which Visa do you currently hold? Student Visitor Spouse Other:

Are you applying, or intending to apply within the next 12 months, for any other type of Australian visa e.g. Permanent Residency or a 457 Visa? Yes No

If yes, please list which type:

Migration Review Tribunal (MRT): Are you involved in an MRT case? Yes No

If you please attach the details to this application.

3.1 OVERSEAS STUDENT HEALTH COVER

Are you currently covered by Overseas Student Health Cover (OSHC)? Yes No

If yes – who is your OSHC provider:

If no – do you want KOI to arrange OSHC health cover? Please note: KOI can only arrange Single or Family Health Cover.

Is English your first language? Yes No

If NO, provide your current English Language proficiency

I.ELTS PTE TOEFL other

2. AGENT DETAILS (If applicable)

Agent Name: ________________________ Telephone: ________________________

Email: ________________________ Contact Person: ________________________

OVERSEAS (INTERNATIONAL) STUDENTS ONLY

3. VISA INFORMATION – (Copied certified of all documents must be attached to your application form)

Country of Birth?

Which Visa do you currently hold? Student Visitor Spouse Other:

Are you applying, or intending to apply within the next 12 months, for any other type of Australian visa e.g. Permanent Residency or a 457 Visa? Yes No

If yes, please list which type:

Migration Review Tribunal (MRT): Are you involved in an MRT case? Yes No

If you please attach the details to this application.

3.1 OVERSEAS STUDENT HEALTH COVER

Are you currently covered by Overseas Student Health Cover (OSHC)? Yes No

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Is English your first language? Yes No

If NO, provide your current English Language proficiency

I.ELTS PTE TOEFL other

DOMESTIC STUDENTS ONLY

4. GOVERNMENT STATISTICS – (Copied certified of all documents must be attached to your application form)

Are you an Australian citizen a New Zealand citizen Aboriginal Torres Strait Islander

Are you a Permanent Resident of Australia? Yes No

If yes, date of Permanent Residence:

If you are a Permanent Resident, what is your Visa Sub-class?

ALL STUDENT APPLICANTS MUST COMPLETE ALL REMAINING SECTIONS OF THIS FORM

5. WHEN DO YOU WANT TO START YOUR COURSE? (MANDATORY)

Year ________________ Starting Trimester: March July November

6. COURSE DETAILS (Please tick the box for the course you are applying for) (MANDATORY)

Bachelor of Business (Accounting) Bachelor of Business (Management & Finance) Graduate Certificate in Business

Graduate Diploma of Business Master of Accounting (Standard) Master of Professional Accounting (Standard)

Graduate Certificate in TESOL Graduate Diploma in TESOL Master of Arts (TESOL)

Non-award / Cross Institutional Subject(s) ____________________________________________________________________________________________

Please contact Marketing at ask@koi.edu.au for Higher Education Undergraduate Diplomas.

7. RECOGNITION OF PRIOR LEARNING (RPL) (exemption credits toward the completion of your course) (MANDATORY)

Do you want to apply for exemptions as a result of previous experience/study (RPL)? Yes No

Please Note: Any RPL applications made after a Letter of Offer has been issued will be subject to approval and may attract additional fees.

8. EDUCATIONAL QUALIFICATIONS (Copied certified of all documents must be attached to your application form)

Have you studied at a high school in Australia? Yes No

If YES, please provide the details

Do you have any other secondary or post-secondary Australian or international educational qualifications? (Please put in date order starting with the most recent.)

Do you have any other attempts at tertiary study – prior, current, completed, partially completed or abandoned? Yes No

Please provide certified copies of your ALL your results including ATAR-UAI or equivalent (e.g. TAFE) and any post school studies. Certified English translations are required for documents in another language.

Certified copies must be stamped and signed by a Justice of the Peace, Commissioner for Declarations, an approved KOI education agent or the issuing authority/institution, and be stamped with the certifier’s printed name, title/position, signature and date of certification. All documents not in English must be accompanied by certified and translated English copies by an approved translator.

9. ENGLISH LANGUAGE PROFICIENCY (Copied certified of all documents must be attached to your application form)

Are you an English speaking student? Yes No

If NO, provide your current English Language proficiency

I.ELTS PTE TOEFL other

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KIOI STUDENT APPLICATION FORM * AUSTRALIAN INSTITUTE OF BUSINESS AND MANAGEMENT PTY LTD

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10. ANYTHING THAT MAY AFFECT YOUR STUDY? (CERTIFIED COPIES OF ALL DOCUMENTS MUST BE ATTACHED TO YOUR APPLICATION FORM) (MANDATORY)

Is there anything that may affect your ability to study at KOI?  Yes  No

If YES - is your issue  Medical (including pregnancy)  Legal  Other

If Yes – you must provide brief details below.
Full details including medical or other assistance needed and supporting documents should be attached to this application form.
Please note that KOI has limited resources to provide study assistance in some instances.

Brief Details

11. DECLARATION AND SIGNATURE (MANDATORY)

I understand that the information I provide on and with this form will be used to assess my application.
I declare that the information provided by me on this form is true and complete in every detail.
I acknowledge that KOI reserves the right at any stage to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information.
I authorise KOI to obtain further information about me from educational and other institutions which I have attended and from Australian Government Authorities such as the Department of Immigration and Border Protection (DIBP) and the Department of Education.
I authorise KOI to supply any relevant official KOI records to educational institutions to which I am seeking admission, to other relevant higher educational governing and examining bodies, and to relevant Australian Federal, State or Territory Government Departments such as the Department of Education and DIBP.
I understand that if I have chosen to arrange my own Overseas Student Health Cover (OSHC), I will provide evidence when enrolling.
I consent to KOI utilising any contact details I have provided for communications, including communications on services or products offered by KOI.
I acknowledge that KOI reserves the right to vary course fees, course content and structure and graduation requirements from time to time.

Signature: ___________________ Name: ___________________________________ Date:  ____/____/_______