

26 April 2024

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 **T125 (March 2025 Trimester) enrolment**.

Enrolments will be open from 9:00 am to 5:00 pm at the following locations:

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

Newcastle: 59 Darby Street, Cooks Hill, NSW 2300

The Key Enrolment Dates are:

TRIMESTER 1, 2025

First Day of Enrolment	17 February 2025
Postgraduate Orientation Day <i>(Sydney)</i>	26 February 2025, at 10:30am
Undergraduate Orientation Day <i>(Sydney)</i>	27 February 2025, at 10:30am
Orientation Day <i>(Newcastle)</i>	28 February 2025, at 12pm
Trimester 1 Commences	03 March 2025
Last Day of Enrolment	14 March 2025

As a new student, it is important that you enrol before the Trimester starts on **03 March 2025**. 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.

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.

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

T: +61 (0) 9283 3583

E: ask@koi.edu.au

CRICOS: 03171A

Payment Options:

1. Direct Deposit / Telegraphic Transfer

Bank	WESTPAC BANK
Branch Name	Sydney Office
Branch Address	341 George Street, Sydney NSW 2000, AUSTRALIA
Account Name	AIBM SYDNEY KOI STUDENT FEES ACCOUNT
BSB	032 000
Account Number	60 3940
Swift Code	WPACAU2S

2. EFTPOS

You may pay by Visa, Master Card via KOI's [online payment facility](#).
Please note that American Express will not be accepted. No surcharge fee will be applied to payments made by Cards.

3. Flywire

(Paying course fees from outside of Australia)
<https://koi-au.flywire.com>
- 'Why Use Flywire'
- '[Payment Information and Methods for the Top 5 Currencies Popular with ANZ](#)'

4. Convera

(Paying course fees from outside of Australia)
<https://students.convera.com/geo-buyer/koi>

5. Bank Cheque

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

6. Student Portal

Current students can make a payment through [KOI Student Portal](#). "My Finances" > "Transactions", the breakdown of the fee balance is available and you can make a payment via the Payment Gateway.

- [How to make a payment](#)

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

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

Should you require any further information please do not hesitate to contact the Finance and Accounts Department (fees@koi.edu.au).