

# KING'S OWN INSTITUTE\*

## DOMESTIC STUDENT APPLICATION FORM



Please complete this form if you are applying to study at King's Own Institute (KOI).  
ALL Sections MUST be completed.  
Email your completed application form to [admissions@koi.edu.au](mailto:admissions@koi.edu.au)  
Mailing address: King's Own Institute, Level 9, 11 York Street, Sydney NSW 2000, Australia  
Please use CAPITAL (BLOCK) letters and TICK OR CROSS the relevant boxes.

### 1. PERSONAL DETAILS

Have you previously studied at KOI? Yes No If yes, what was your KOI Student ID (if known) \_\_\_\_\_

Preferred title: Mr Mrs Miss Ms Dr Mobile number: \_\_\_\_\_

Family name: \_\_\_\_\_ Gender: Male Female Other

Previous family name: (If Applicable) \_\_\_\_\_ Date of birth: D D | M M | Y Y Y Y

Given name: \_\_\_\_\_ Nationality: \_\_\_\_\_

Permanent address in home country (required, must include postcode):

Number Street Name Town, City or Suburb State, Territory, Province or County Postcode/ Country

Current mailing address (only if different from your permanent address)

Applicant's personal email: \_\_\_\_\_

### 2. RESIDENCE STATUS

*Certified copies of all documents must be attached to your application form*

Are you? Australian citizen New Zealand citizen Aboriginal Torres Strait Islander

Are you a Permanent Resident of Australia? Yes No

If you are a Permanent Resident, what is your Visa Sub-class? Date granted: D D | M M | Y Y Y Y

Country of birth: \_\_\_\_\_ Main language spoken at home: \_\_\_\_\_

Do you want to apply for FEE-HELP? Yes No If yes, please provide TFN: \_\_\_\_\_

If yes, please provide USI: \_\_\_\_\_

For more information about FEE-HELP visit: <https://www.studyassist.gov.au/help-loans/fee-help>

### 3. EDUCATIONAL QUALIFICATIONS *(Certified copies 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:**

| Name of qualification | Institution | State/ Postcode | Date commenced | Date completed/left | ATAR or equivalent (if applicable) |
|-----------------------|-------------|-----------------|----------------|---------------------|------------------------------------|
|-----------------------|-------------|-----------------|----------------|---------------------|------------------------------------|

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**Do you have any other secondary or post-secondary Australian or international educational qualifications?** Yes No

| Name of qualification | Institution | Country | Date commenced | Date completed/left | Completed |
|-----------------------|-------------|---------|----------------|---------------------|-----------|
|-----------------------|-------------|---------|----------------|---------------------|-----------|

M M Y Y M M Y Y Yes No

M M Y Y M M Y Y Yes No

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**Please provide certified copies of 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 REMOVE and INSERT or 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 stamp including 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.

#### 4. WHEN DO YOU WANT TO START YOUR COURSE

|       |                     |                    |                       |                    |
|-------|---------------------|--------------------|-----------------------|--------------------|
| Year: | Starting trimester: | <u>Trimester 1</u> | <u>Trimester 2</u>    | <u>Trimester 3</u> |
|       |                     | March              | July                  | November           |
|       |                     |                    | August (Intensive)    | December           |
|       |                     |                    | September (Intensive) |                    |

#### 5. WHICH LOCATION DO YOU WANT TO STUDY ?

Sydney Newcastle

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

##### HIGHER EDUCATION DIPLOMA

Diploma of Accounting  
Diploma of Information Technology  
Diploma of Management

##### POSTGRADUATE

Graduate Certificate in Business  
Graduate Certificate of Information Systems  
Graduate Certificate of Information Technology  
Graduate Certificate of TESOL  
Graduate Diploma of Business  
Graduate Diploma of Information Systems  
Graduate Diploma of Information Technology  
Graduate Diploma of TESOL

Master of Accounting  
Master of Professional Accounting  
Master of Arts (TESOL)  
Master of Arts (TESOL) (Professional)  
Master of Business Administration  
Master of Information Systems

*Specialisations:*  
**Information Security**  
**Business Analytics**

##### UNDERGRADUATE

Bachelor of Business (Accounting)  
Bachelor of Business (Management and Finance)  
Bachelor of Information Technology

Master of Information Technology

*Specialisations:*  
**Data Analytics**  
**Cybersecurity**  
**No specialisation (General)**

##### PACKAGED COURSES

Master of Information Technology  
(packaged with **Graduate Certificate of Information Systems**)  
*Specialisations: Data Analytics or Cybersecurity*

Master of Professional Accounting  
(packaged with **Graduate Diploma of Business**)

Non-Award Cross - Institutional

#### 7. CREDIT TRANSFER (exemption credits toward the completion of your course)

Do you want to apply for exemptions as a result of previous study? Yes No

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

#### 8. EMPLOYMENT STATUS

Of the following categories, which BEST describes your current employment status? (Tick ONE box only)

|                    |                                               |                                     |
|--------------------|-----------------------------------------------|-------------------------------------|
| Full-time Employee | Part-time Employee                            | Self Employed                       |
| Employer           | Employed - Unpaid Worker in a Family Business | Unemployed - Seeking Full Time Work |

#### 9. REASON FOR STUDY

Of the following categories, Which BEST describes your main reason for undertaking this course/traineeship/apprenticeship?

|                                     |                                           |                               |
|-------------------------------------|-------------------------------------------|-------------------------------|
| To get a job                        | To develop my existing business           | To start my own business      |
| To get a better job or promotion    | It was a requirement of my job            | I wanted extra skills         |
| To get into another course of study | For personal interest or self development | To try for a different career |

Other Reasons (please specify)

#### 10. HOW DID YOU HEAR ABOUT KING'S OWN INSTITUTE

Exhibitions Web Agent Family/friend Social Media Other

## 11. ANYTHING THAT MAY AFFECT YOUR STUDY? (Certified copies of all documents must be attached to your application form)

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:**

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

## 12. DECLARATION AND SIGNATURE

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

KOI student application form with all fields accurately completed

A certified, notarised or attested copy of your Passport / Driver's Licence/ Birth Certificate

Certified, notarised or attested copies of all your academic documents

Have you kept a copy for yourself

- 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 Home Affairs (DHA) and the Department of Education and Training (DET).
- 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 DET and DHA.
- I understand that once I am enrolled, KOI will communicate with me on a range of matters relating to my course of study at KOI.
- 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: 

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Office Use Only

Received by:

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Date:

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