

ENROLMENT ADVICE

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 **T325 (November 2025 trimester) enrolment**.

Enrolments will be opening from 9am to 5pm, Monday to Friday at the following locations:

Sydney campus: Wynyard Green campus, Level 9, 11 York Street, Sydney NSW 2000

Newcastle campus: 59 Darby Street, Cooks Hill NSW 2300

Enrolment key dates

First Date of Enrolment	13 October 2025
Postgraduate Orientation Date (Sydney)	22 October 2025 10:30am
Undergraduate Orientation Date (Sydney)	23 October 2025 10:30am
Orientation Date (Newcastle)	24 October 2025 12:00pm
Trimester 3 2025 commencement date	27 October 2025
Last Date of Enrolment	7 November 2025

As a new student, it is important that you enrol before the trimester start on **27 October 2025**.

The enrolment process includes an orientation, choosing subjects, finalising the payment, selecting the timetable and obtaining a student ID card.

All new onshore students will be required to visit **your assigned campus location** for the enrolment.

The student will be required to enrol in **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. Otherwise, the student may not be able to commence the enrolment process.

- Your passport and visa details
- A copy of your original English proficiency certificate
- Copy of your the Offer Letter/CoE
- Original copies of academic transcripts and certificates

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 a valid payment proof. Student must contact agents first and confirm tuition fee has been paid to KOI.

PAYMENT OPTIONS

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	603940
Swift Code	WPACAU2S

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.

Flywire

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

Convera

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

Bank Cheque

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

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** as a reference and send a transaction receipt to fees@koi.edu.au for quick reconciliation.
Please note your timetable 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](#).