

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
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)
			M M Y Y	M M Y Y	
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
			M M Y Y	M M Y Y	☐ Yes ☐ No

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
☐ April (Intensive)	☐ 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 Business
☐ Diploma of Management
☐ Diploma of Information Technology
☒ Diploma of Data Science and Artificial Intelligence

UNDERGRADUATE

- ☐ Bachelor of Business (Accounting)
☐ Bachelor of Business (Management and Finance)
Bachelor of Business
Specialisations:
☒ General
☒ Hospitality Management
☒ Project Management
☒ Information Systems
☐ Bachelor of Information Technology
☒ Bachelor of Data Science and Artificial Intelligence

PACKAGED COURSES

- ☐ Master of Information Technology
(packaged with **Graduate Certificate of Information Systems**)
Specialisations: **Data Analytics** or **Cybersecurity**
☐ Non-Award ☐ Cross - Institutional

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 (Online)

Master of Information Systems

Specialisations:

- ☐ Information Security
☐ Business Analytics

Master of Information Technology

Specialisations:

- ☐ Data Analytics
☐ Cybersecurity
☐ No specialisation (General)

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)

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|---|--|--|
| ☐ 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.

Brief details:

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

Privacy Notice

KOI collects the personal information contained in this application for the purposes of assessing and administering your application for admission, managing your enrolment and student record, meeting its legal and regulatory obligations, and providing student services. KOI may disclose relevant personal information to Australian Government agencies, education providers, regulatory bodies, authorised service providers and other organisations where required or authorised by law.

KOI handles personal information in accordance with the Privacy Act 1988 (Cth) and its Privacy Policy. KOI's Privacy Policy contains information about how you may access or correct your personal information or make a privacy complaint.

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 Department such as the Department of Home Affairs (DHA) and Department of Education (DE).
- 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 DE 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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M	M
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Y	Y	Y	Y
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Office Use Only

Received by:

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Date:

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M	M
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Y	Y	Y	Y
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