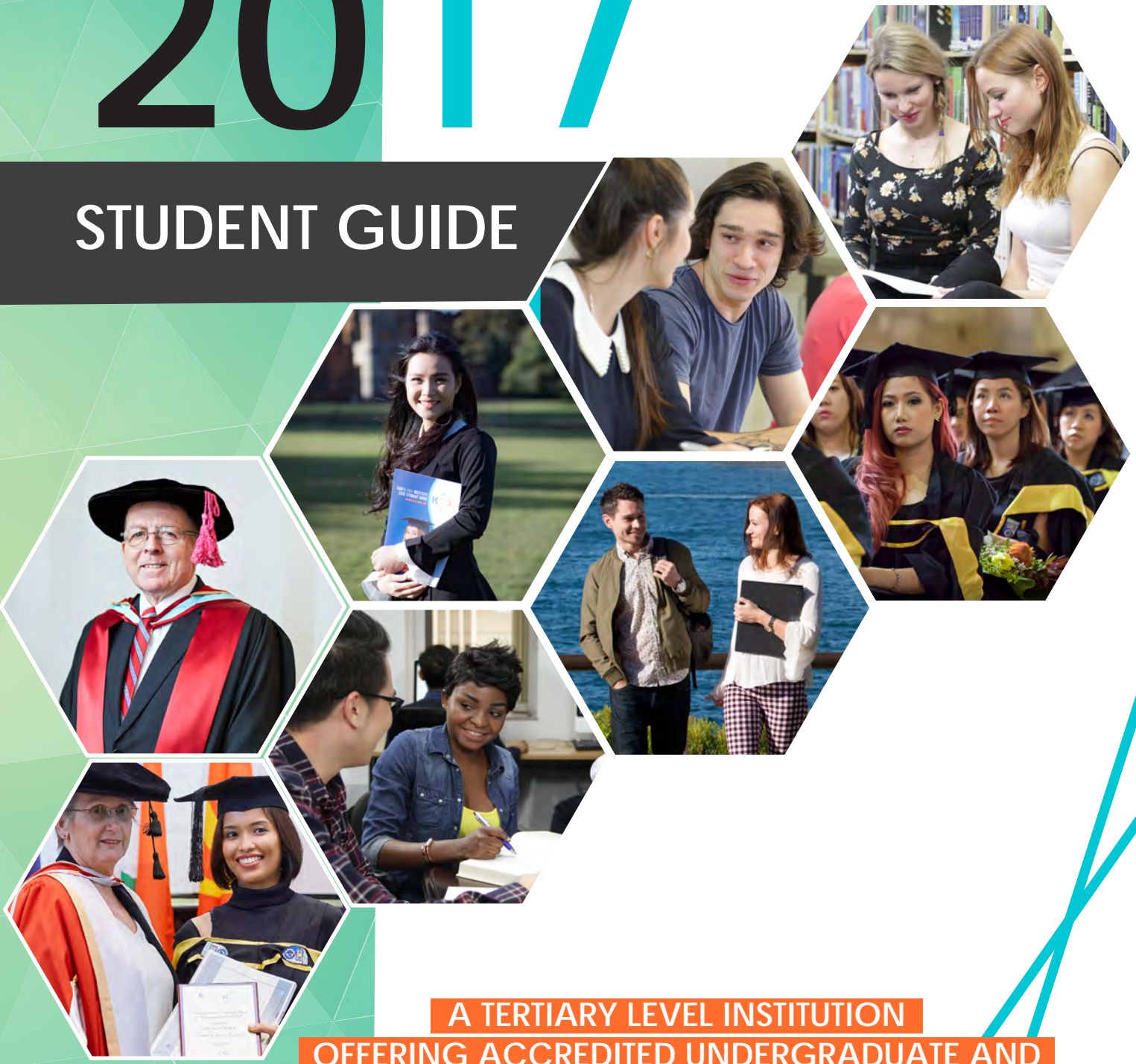


2017

STUDENT GUIDE



**A TERTIARY LEVEL INSTITUTION
OFFERING ACCREDITED UNDERGRADUATE AND
POSTGRADUATE DEGREES, DIPLOMAS AND CERTIFICATES**

www.koi.edu.au

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Trimester	Start	Finish	Orientation		Enrolment	Last day of Payment
			Undergrad.	Postgrad.		
Nov 2016	07 Nov 2016	25 Feb 2017	03 Nov 2016	02 Nov 2016	24 Oct 2016 - 18 Nov 2016	18 Nov 2016
Mar 2017	13 Mar 2017	24 Jun 2017	09 Mar 2017	08 Mar 2017	27 Feb 2017 - 24 Mar 2017	24 Mar 2017
Jul 2017	10 Jul 2017	21 Oct 2017	06 Jul 2017	05 Jul 2017	26 Jun 2017 - 21 Jul 2017	21 Jul 2017
Nov 2017	06 Nov 2017	24 Feb 2018	02 Nov 2017	01 Nov 2017	23 Oct 2017 - 17 Nov 2017	17 Nov 2017
Mar 2018	12 Mar 2018	22 June 2018	08 Mar 2018	07 Mar 2018	26 Feb 2018 - 23 Mar 2018	23 Mar 2018



Vladilena Zmyslinskaya
Russia- MPA

Winoto Tjhin
Indonesia - MPA

King's Own Institute is a tertiary level institution offering high quality accredited degree courses

King's Own Institute aims to be recognised as a leading education provider famous for nurturing our students and preparing them for successful careers. We believe the higher education experience is as crucial as the qualification itself. Here at King's Own Institute, we want the career shaping experience to be fruitful, enjoyable and memorable.

OUR STORY

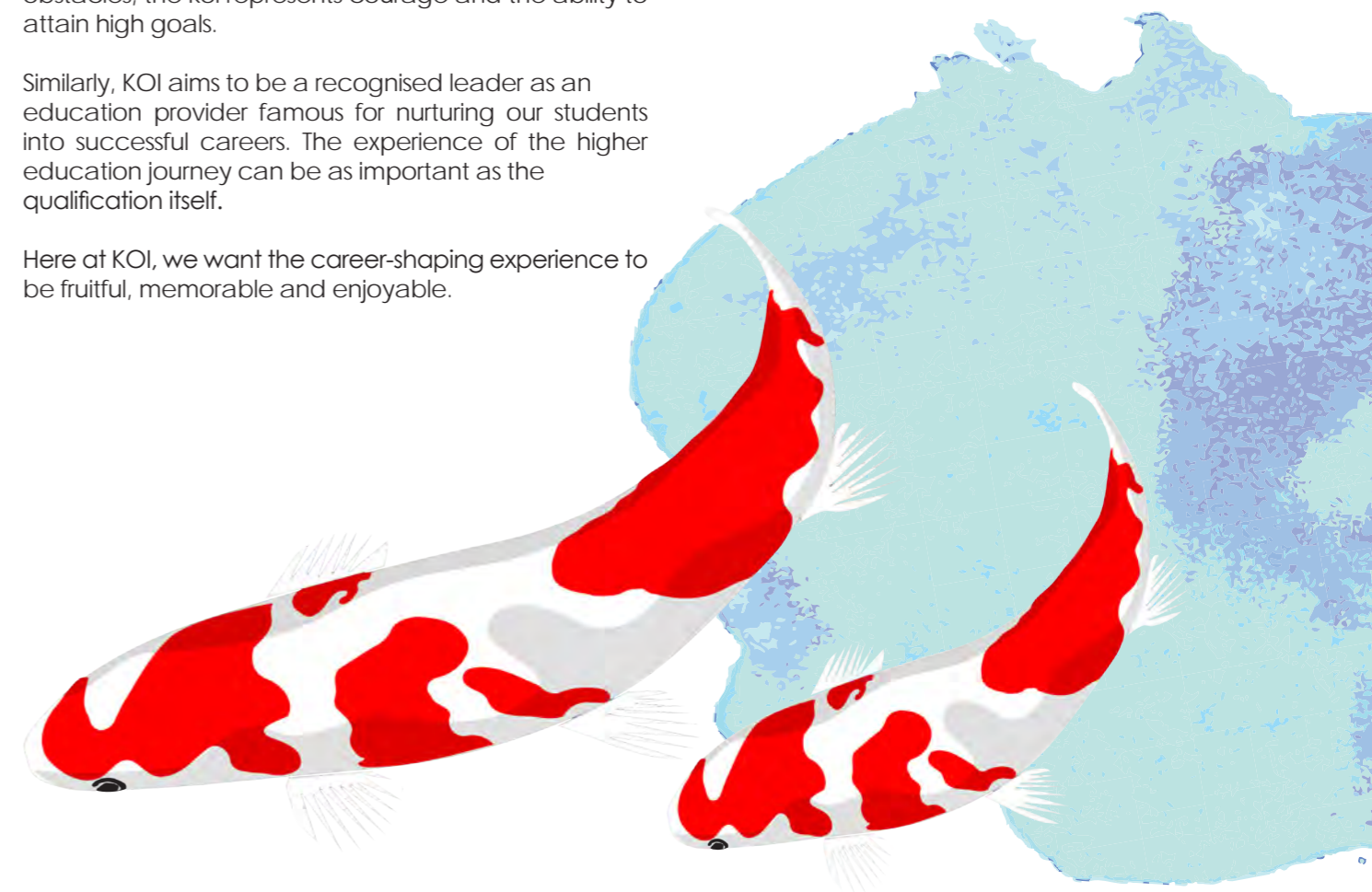
King's Own Institute (KOI) is a tertiary level institution located in central Sydney, Australia and offering high quality accredited degree, diploma and certificate courses in Accounting, Business, and TESOL (Teaching English to Speakers of Other Languages).

KOI is named after a regiment of the British army which the CEO & Dean was associated with as an Australian army exchange officer. KOI 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, KOI 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 KOI, we want the career-shaping experience to be fruitful, memorable and enjoyable.



Dr Douglas Reginald Hinchliffe
Professor
CEO & Dean, AIBM Director,
Academic Board Member

Welcome message from CEO & Dean

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

WHY CHOOSE KOI?

I chose KOI because I have some friends studying here who refer me to KOI as it has great students and also experienced teachers in the industry. Currently KOI has students from 68 countries from all over the world. KOI also offers affordable tuition fee for all courses.

Dinh Thi Thuy Lien,
Vietnam, MPA



- Sponsored professional internships for high performing students
- 198 computers available for students as of September 2016
- **FREE** English Development Classes
- **FREE** print/photocopying of 90 single sided pages (per week)
- Industry experienced lecturers

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 for 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.

10th Graduation Ceremony - 24 August 2016



Outstanding Academic Performance Award
Irish Ann Lipana, Bachelor of Business (Accounting)

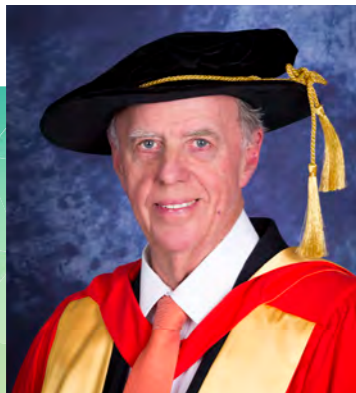


Outstanding Academic Performance Award
Nakao Thorn, Master of Accounting



Speaker on Behalf of Graduates
Nader Bouzeid Kassak,
Master of Professional Accounting

Academic Board



Dr Brian J. Spencer
BCom (App.Psych) UNSW,
BA(Hons), DUniv Macq,
FAICD, FAIM

AIBM Council Chairman and
Director, Academic
Board Member



Dr John H. Loxton
Emeritus Professor
BSc, MSc Melb,
PhD Cantab, FAICD

AIBM Director,
Academic Board Chairman



Dr Douglas R. Hinchliffe
Adjunct Professor
TPTC Vic, BEc, BEd., LaTrobe,
GDipEdAdmin Vic, MEd
Monash, MSc Florida State,
PhD Monash, GDipTESOL KOI,
GAICD, CPT

CEO & Dean, AIBM
Director, Academic
Board Member



Dr Alan S. Dunk
Professor
BBus NSWIT, MEc Syd, PhD
Macq, FCPA

Academic Board Member



Dr Edward M. Davis
Emeritus Professor
AM, MA PGCE Cantab,
MEc Monash, PhD
LaTrobe, IAMA

Academic Board Member



Joanna Dai
BEd Uni of Zabaikal
(Russia), MCom (InfSys &
Mgt) UNSW, AALIA (CS),
AACSB, JP NSW

Academic Board Member



Chandra Sundaresan
MCompSc UWS,
BIT (SoftwareEng) CQU,
AACSB

Deputy Dean, Director
Student Services and
Admissions, Academic Board
Member



Dr Margaret Drever
FCPA
PhD & MEc (UNE) GradDip
(Tech Ed) (UTS) BCom
(UWS)

Deputy Dean,
Academic Director &
Academic Board Member



**Dr William Hilton
(John) Jones**
BSc (Econ) London, MA,
PGCertTESOL, EdD Macq,
PGCertMLP ANU, JP NSW

Deputy Dean, AIBM
Academic Director &
Company Secretary,
Academic Board Secretary

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 their expertise.

The Academic Board is led by a distinguished educator and is supported by a Deputy Chair, Chairs and 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.

The Chair of the Academic Board is a member of Council, the CEO & Dean's Advisory Committee and all of the Standing Committees of the Academic Board and participates in the selection of staff for academic positions and in the process of central promotions.

The Chair hears student academic appeals and chairs the Students Appeals Committee (Exclusions and Re-admission).

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 and its Council of Directors and the CEO & Dean.

ENGLISH ENTRY* REQUIREMENTS

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

*** 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 ELICOS Partners which can also be accessed through www.koi.edu.au.

Please keep in mind that KOI does not arrange ELICOS 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 the 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 ELICOS course.

ACADEMIC ENTRY REQUIREMENTS



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

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
Master of Professional Accounting
Graduate Certificate of TESOL
Graduate Diploma of TESOL
Master of Arts (TESOL)

PROFESSIONAL RECOGNITION

The Bachelor of Business (Accounting) BBus (Acc), Master of Accounting MAcc 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.

It is compulsory for students to complete two consecutive trimesters in their first year of study after which 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 via the appropriate form before the end of week 10 of the trimester.

KOI support for their students is **CONTINUING** and does not **END** with **YOUR** graduation.



The fact that I am now an Australian makes me very proud and also lost for words. I believe it is a dream that all foreign students like to carry in their minds when they come to Australia. It's an extraordinary feeling and satisfaction to find that I am completely accepted here.

King's Own Institute (KOI) are perhaps the three most important words of my life as it means an address that has not only provided me with education but also offered me work (currently working as a Marketing Officer). I must give a great deal of credit for the success I have in my professional career to the education I received at KOI and also direct my praise to the outstanding lecturers who also teach at top universities in Australia.

Living and studying in Sydney was one of the most enlightening experiences of my life and I can proudly look back and say that my time at King's Own Institute was a worthwhile investment.



Salman Hatimali
KOI Marketing Officer
KOI Graduate, Bachelor of Business (Accounting)

KOI Internship Scholarships to AIPP Professional Internship Programs

Proven programs to fast-track your career success!

Did you know?

76% of students in Australia get their first job through contacts, or internships

AIPP Is Here to Help!

AIPP organises quality internship programs at reputable Australian companies often resulting in offers of employment in Marketing, Accounting, Finance, IT, Management, Engineering, & more!



Key Benefits of Doing an AIPP Internship:

- ★ Gain the local work experience you need to succeed in future job hunting
- ★ Develop your local interpersonal / technical skills to work in Australia
- ★ Access a broad range of networks leading to future career opportunities



Scholarship Offer:

AIPP Total Program Fees: \$1,500
Student Contribution: \$500 (Save \$1,000!)

Contact KOI to advance your career today!

W: koi.edu.au/internships | E: ask@koi.edu.au | P: 02 9283 3583 | CRICOS: 03171A



BACHELOR OF BUSINESS (ACCOUNTING)

CRICOS CODE 070366A

COURSE OVERVIEW



The Bachelor of Business (Accounting) program offers a broad understanding of the concepts and practices of accounting, supported by related areas in finance, law, economic, marketing, information systems, management and statistics. The program focuses on preparing students for accounting careers in the modern business environment and 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.

COURSE OUTLINE



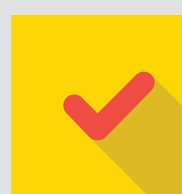
- Professional Communication Skills
- Introduction to Accounting
- Introduction to Marketing
- Introduction to Microeconomics
- Introduction to Management Accounting
- Financial Accounting
- Corporate Financial Management
- Organisational Behaviour
- Tax Law
- Contemporary Issues in Accounting
- Elective
- Elective
- Introduction to Management
- Introduction to Financial Accounting
- Introduction to Business Law
- Business Statistics
- Management Accounting
- Accounting Information Systems
- Law of Business Organisations
- Corporate Accounting and Reporting
- Business Project (Last trimester only)
- Auditing and Assurance Services
- Elective
- Elective

CAREER OPTIONS



- Accounting
- Auditing
- Financial advice
- Business analysing
- Taxation consulting
- Government departments
- Budget planning
- And more!

ADMISSION REQUIREMENTS



Academic Entry Requirements:
Higher School Certificate or equivalent with 55% minimum (comparable to an ATAR of 55) or overseas equivalent
English Entry Requirements:
Academic IELTS (or equivalent*) 6.0 overall with no individual band less than 5.5 *TOEFL, PTE, CAE, Australian Qualification Certificate IV or above



BACHELOR OF BUSINESS (MANAGEMENT & FINANCE)

CRICOS CODE 070367M

COURSE OVERVIEW



The Bachelor of Business (Management & Finance) program 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.

COURSE OUTLINE



- Professional Communication Skills
- Introduction to Accounting
- Introduction to Marketing
- Introduction to Microeconomics
- Organisational Behaviour
- Corporate Financial Management
- Introduction to Management Accounting
- Elective
- Investment Management
- Entrepreneurship
- Management Elective
- Elective
- Introduction to Management
- Introduction to Macroeconomics
- Introduction to Business Law
- Business Statistics
- Financial Institutions
- Business Ethics and Sustainability
- Logistics Management
- Elective
- Business Project (Last trimester only)
- Strategic Management
- Elective
- Elective

CAREER OPTIONS



- Business development
- Trade and marketing
- Merchant banking
- Insurance
- Imports and Exports
- Government departments
- Project management
- Investment analysis
- Business Consult
- And more!

ADMISSION REQUIREMENTS



Academic Entry Requirements:
Higher School Certificate or equivalent with 55% minimum (comparable to an ATAR of 55) or overseas equivalent
English Entry Requirements:
Academic IELTS (or equivalent*) 6.0 overall with no individual band less than 5.5 *TOEFL, PTE, CAE, Australian Qualification Certificate IV or above



GRADUATE CERTIFICATE IN BUSINESS

CRICOS CODE 076833G

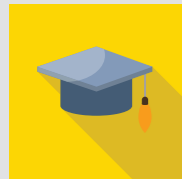
COURSE OVERVIEW



The Graduate Certificate in Business program 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.

COURSE OUTLINE

Students choose four (4) core subjects from the following options:



- Principles of Accounting
- Economics
- Business Law
- Statistics and Data Analysis
- Communication in Business

CAREER OPTIONS



- Business development
- Trade and marketing
- Merchant banking
- Insurance
- Exports and imports
- Government departments
- Project management
- Financial advice
- Investment analysis
- And more!

ADMISSION REQUIREMENTS



Academic Entry Requirements:

3 year Australian Bachelor degree (AQF Level 7) or overseas equivalent

English Entry Requirements:

Academic IELTS (or equivalent*) 6.5 overall with no individual band less than 6.0 *TOEFL, PTE, CAE, Australian Qualification 3 year Bachelor degree or above



GRADUATE DIPLOMA OF BUSINESS

CRICOS CODE: 087650B

COURSE OVERVIEW



The Graduate Diploma of Business program 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.

COURSE OUTLINE

Students choose six (6) core subjects from the following options plus 2 two (2) Electives:



- Principles of Accounting
- Economics
- Business Law
- Statistics and Data Analysis
- Strategic Marketing Management
- Communication in Business
- Financial Management
- Human Resources Management
- Organisations and Organisational Behaviour

CAREER OPTIONS



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

ADMISSION REQUIREMENTS



Academic Entry Requirements:

3 year Australian Bachelor degree (AQF Level 7) or overseas equivalent

English Entry Requirements:

Academic IELTS (or equivalent*) 6.5 overall with no individual band less than 6.0 *TOEFL, PTE, CAE, Australian Qualification 3 year Bachelor degree or above



MASTER OF ACCOUNTING*

CRICOS CODE 076831K

COURSE OVERVIEW



The Master of Accounting (12 subject program) is studied over three trimesters spread over one and a half calendar years, and may be completed in less time if the three trimesters are studied consecutively. The course is aimed at those with an approved degree at AQF Level 7 or above who want to continue to develop the knowledge and skills required for continuing professional education.

COURSE OUTLINE



- Financial Accounting
- Financial Management
- Statistics and Data Analysis
- Communication in Business
- Auditing and Assurance
- Accounting Theory and Issues
- Taxation Law
- Applied Business Research
- Managerial Accounting
- Companies and Securities Law
- Corporate Accounting and Reporting
- Accounting Information Systems

* Students enrolling into this course must have completed the equivalent of KOI subjects Principles of Accounting, Economics and Business Law. Only students who have completed an approved AQF Level 7 or above degree may enrol in the Master of Accounting course.

CAREER OPTIONS



- Financial accounting
- Management accounting
- Auditing
- Financial advice
- Strategic management
- Government departments
- Corporate recovery & insolvency
- Taxation
- Investment advice
- Market analysis
- Merchant banking

ADMISSION REQUIREMENTS



Academic Entry Requirements:
3 year Australian Bachelor degree (AQF Level 7) or overseas equivalent
English Entry Requirements:
Academic IELTS (or equivalent*) 6.5 overall with no individual band less than 6.0
*TOEFL, PTE, CAE, Australian Qualification 3 year Bachelor degree or above



MASTER OF PROFESSIONAL ACCOUNTING

CRICOS CODE 076835F

COURSE OVERVIEW



The program is designed to enable graduates with a recognised bachelor's qualification, graduate certificate or graduate diploma in any field, at a standard equivalent to AQF Level 7 or above, and acceptable to King's Own Institute, the opportunity to develop the knowledge and skills required for Associate Membership of professional accountancy bodies such as the Chartered Accountants Australia and New Zealand (CAANZ) and CPA Australia (CPA). There is a particular emphasis on the development of professional and personal skills which underpin success in accounting.

COURSE OUTLINE



- Principles of Accounting
- Economics
- Business Law
- Communication in Business
- Corporate Accounting and Reporting
- Managerial Accounting
- Accounting Information Systems
- Applied Business Research
- Financial Accounting
- Financial Management
- Statistics and Data Analysis
- Companies and Securities Law
- Auditing and Assurance
- Accounting Theory and Issues
- Taxation Law
- Capstone (Research) (Last trimester only)

CAREER OPTIONS



- Financial accounting
- Management accounting
- Auditing
- Financial advice
- Strategic management
- Government departments
- Corporate recovery & insolvency
- Taxation
- Investment advice
- Market analysis
- Merchant banking
- And more!

ADMISSION REQUIREMENTS



Academic Entry Requirements:
3 year Australian Bachelor degree (AQF Level 7) or overseas equivalent
English Entry Requirements:
Academic IELTS (or equivalent*) 6.5 overall with no individual band less than 6.0 *TOEFL, PTE, CAE, Australian Qualification 3 year Bachelor degree or above



GRADUATE CERTIFICATE OF TESOL

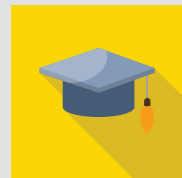
CRICOS CODE 083136G

COURSE OVERVIEW



The Graduate Certificate in TESOL program 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).

COURSE OUTLINE



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

CAREER OPTIONS



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

ADMISSION REQUIREMENTS



Academic Entry Requirements:
3 year Australian Bachelor degree (AQF Level 7) or overseas equivalent
English Entry Requirements:
Academic IELTS (or equivalent*) 7.0 overall with no individual band less than 6.5
*TOEFL, PTE, CAE, Australian Qualification 3 year Bachelor degree or above



GRADUATE DIPLOMA OF TESOL

CRICOS CODE: 083135J

COURSE OVERVIEW



The Graduate Diploma program 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.

COURSE OUTLINE



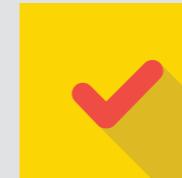
- Language Teaching Methodologies
- Linguistics for Language Teaching
- Learning an Additional Language
- TESOL Curriculum Development
- Language Testing and Assessment
- Research Methods of TESOL
- Elective
- Elective

CAREER OPTIONS



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

ADMISSION REQUIREMENTS



Academic Entry Requirements:
3 year Australian Bachelor degree (AQF Level 7) or overseas equivalent
English Entry Requirements:
Academic IELTS (or equivalent*) 7.0 overall with no individual band less than 6.5 *TOEFL, PTE, CAE



MASTER OF ARTS (TESOL)

CRICOS CODE 083134K

COURSE OVERVIEW



The Master of Arts (TESOL) program provides graduates with a professional qualification for Teaching English to Speakers of Other Languages. 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.

COURSE OUTLINE



- Language Teaching Methodologies
- Linguistics For Language Teaching
- Learning an Additional Language
- TESOL Curriculum Development
- Language Testing and Assessment
- Research Methods of TESOL
- Elective
- Elective

- Research Project* (Double Weighted Subject)
- Elective
- Elective

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

CAREER OPTIONS



Teach English to Speakers of Other Languages at a primary, secondary and higher education level in Australia or overseas.

Also gain opportunities in areas of:

- Academic advising
- Government advising
- Program directing
- Translating
- Text Book / Journal Writing
- Business English instructing
- Academic Manager

ADMISSION REQUIREMENTS



Academic Entry Requirements:

3 year Australian Bachelor degree (AQF Level 7) or overseas equivalent

English Entry Requirements:

Academic IELTS (or equivalent*) 7.0 overall with no individual band less than 6.5

*TOEFL, PTE, CAE



Nakao Thorn – Thailand
Outstanding Academic Performance –
The 10th Graduation August 2016
Master of Professional Accounting

“

One of the best things about KOI are the reasonable tuition fees. I can study, afford my family and work in the city. I met friends from many countries. It's very interesting to interact with them. I've been working in Accounting for 10 years at Steven J Miller & Co and learnt a lot during my master degree study and it definitely takes me further in my career

”



Rezyl Marie Evasco – The Philippine
Global Achievement in International
Simulation Award 2016
Bachelor of Business (Accounting)

“

Teachers at KOI are very friendly and approachable. Whenever I struggled with my studies, the teachers were always there to help me. Because of the flexible timetable, I was able to do my part time job and study at the same time. For any student who wants to study and work at the same time, I will definitely recommend King's Own Institute

”

LIFE IN SYDNEY

King's Own Institute meets 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, give students readiness for further career opportunities.

Sydney

- Gateway to exciting adventure on the south-east coast of Australia
- World's 4th most liveable city (QS Best Student Cities 2015)
- Culturally diverse - 4 million people and 35,000+ international students
- Living choices - city, beaches or bush - 500 suburbs - new / existing apartments / houses
- Variety of lifestyle opportunities and living experiences

Weather - Average Temperatures

- Summer (Dec - Feb) 17 - 26°C
- Autumn (Mar - May) 11 - 24°C
- Winter (Jun - Aug) 8 - 17°C
- Spring (Sep - Nov) 11 - 24°C

Work

Sydney has the largest economy in Australia and students can find job opportunities in part time or casual work in areas such as 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 minimum wage is currently \$17.70 per hour before tax (as of July 2016). KOI 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. **See page 11 Internships**

Leisure Time

There are endless choices of 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 swimming and surfing at golden beaches or relax in lush parklands.



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 re-heating facilities available and vending machines for that pick-me-up snack and drinks to keep energy levels up.

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.

Library

King's Own Institute has a specially designed and resourced library including quiet rooms and a silent room 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.

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 hand held devices. Every trimester, each student is given a unlimited free data allowance for internet usage.

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 is 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; 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.



“ I enjoy my student life experience at KOI so much. There are events for KOI students to join and to make friends. KOI recently organized a picnic for students in Luna Park where we all had fun. I feel so comfortable and centred when I study here at KOI ”

Monika NOVIKOVAITE,
Lithuania, MPA

FEES

COURSE NAME	CRICOS	DURATION	TRIMESTER FEE		TOTAL COURSE FEE	
			2017	2018	2017	2018
Diploma of Accounting	070368K	52 Weeks	\$6,000	\$6,500	\$12,000	\$13,000
Diploma of Management	070369J	52 Weeks	\$6,000	\$6,500	\$12,000	\$13,000
Bachelor of Business (Accounting)	070366A	156 Weeks	\$6,000	\$6,500	\$36,000	\$39,000
Bachelor of Business (Management and Finance)	070367M	156 Weeks	\$6,000	\$6,500	\$36,000	\$39,000
Graduate Certificate in Business	076833G	26 Weeks	\$7,000	\$7,500	\$7,000	\$7,500
Graduate Diploma of Business	087650B	52 Weeks	\$7,000	\$7,500	\$14,000	\$15,000
Master of Accounting	076831K	78 Weeks	\$7,000	\$7,500	\$21,000	\$22,500
Master of Professional Accounting	076835F	104 Weeks	\$7,000	\$7,500	\$28,000	\$30,000
Graduate Certificate of TESOL	083136G	26 Weeks	\$7,500	\$8,000	\$7,500	\$8,000
Graduate Diploma of TESOL	083135J	52 Weeks	\$7,500	\$8,000	\$15,000	\$16,000
Master of Arts (TESOL)	083134K	78 Weeks	\$7,500	\$8,000	\$22,500	\$24,000

Please note that future fees may vary. Administrative fees may also apply. Course fees remain unchanged for the duration of the eCoE. Please contact KOI Marketing: ask@koi.edu.au for more information and specific fees and charges that will apply to your enrolment.



PAYMENT OPTIONS

1. DIRECT DEPOSIT / TELEGRAPHIC TRANSFER

Bank: WESTPAC
Branch Name: Sydney Office
Branch Address: 341 George Street, Sydney
 NSW 2000, AUSTRALIA
Account Name: AIBM SYDNEY KOI
 STUDENT FEES ACCOUNT
BSB: 032000
Account Number: 603940
Swift Code: WPACAU2S

2. EFTPOS

You may pay by VISA, MASTERCARD or UNIONPAY Card. No surcharge fee applies for Credit Card.

3. CASH

4. WESTERN UNION

Paying course fees from outside of Australia <http://www.geoforeducation.com/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.)

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 new eCoE, a further \$150 Administration fee will apply.

DEFERMENT REQUESTS

Deferment requests can only be approved under exceptional circumstances. Any deferment of study will attract a \$150 Administration fee and require the full trimester fee payment. In the event of a delayed Visa as advised by the DIBP Case Officer a new eCoE will not attract the \$150 Administration fee.



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 (i.e. currently outside Australia) KOI student application form with all fields accurately completed A certified, notarised or attested copy of proof of English A certified, notarised or attested copy of your passport Certified, notarised or attested copies of all your academic documents	Onshore (i.e. currently in Australia) KOI student application form with all fields accurately completed A certified, notarised or attested copy of proof of English A certified, notarised or attested copy of your passport Certified, notarised or attested copies of all your academic documents
If applicable: A certified, notarised or attested copy of change of name documents	A copy of your current Electronic Confirmation of Enrolment(eCoE). A certified, notarised or attested copy of change of name 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: _____ Gender: Male Female

Previous Family Name: _____ (If Applicable) Date of Birth: DD / MM / YYYY

Given Names: _____ Nationality: _____

Address: _____
Number Street name Suburb Postcode

Email: _____ (BLOCK LETTERS)

2. AGENT DETAILS (If applicable)

Agent Name: _____ Telephone: _____

Email: _____ Contact Person: _____

OVERSEAS (INTERNATIONAL) STUDENTS ONLY

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

Country of Birth: _____ Passport No: _____ Name of nominated DIBP Office: _____

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 tell us which type:** _____

Migration Review Tribunal (MRT):
Are you involved in an MRT case? Yes No **If Yes 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: _____
OSHC provider company name Membership Number Expiry Date

If no – do you want KOI to arrange OSHC health cover? Please note: KOI can only arrange Single or Family Health Cover.
Yes Single Family No – I agree to arrange my own OSHC with a provider of my choice.

Compulsory Health Cover: It is an Australian Government Requirement that all overseas (international) students studying in Australia on a student visa are covered by Overseas Student Health Cover (OSHC) for the duration of their visa (see <http://www.health.gov.au/internet/main/Publishing.nsf/Content/Overseas+Student+Health+Cover+FAQ-1> for details). Payment of OSHC must be made if you accept an offer of study from KOI. If you are accompanied by family and children, you must have the compulsory family policy for OSHC. If you do not yet have health cover, KOI can help arrange visa-length cover with our preferred OSHC provider Australian Health Management (AHM) (www.ahmoshc.com.au).

DOMESTIC STUDENTS ONLY

4. GOVERNMENT STATISTICS – (Certified copies 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 If Yes, date of Permanent Residency: DD / MM / YYYY

If you are a Permanent Resident, what is your Visa Sub-class? _____ Country of Birth? _____

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)

<input type="checkbox"/> Bachelor of Business (Accounting)	<input type="checkbox"/> Bachelor of Business (Management & Finance)	<input type="checkbox"/> Graduate Certificate in Business
<input type="checkbox"/> Graduate Diploma of Business	<input type="checkbox"/> Master of Accounting (Standard)	<input type="checkbox"/> Master of Professional Accounting (Standard)
<input type="checkbox"/> Graduate Certificate in TESOL	<input type="checkbox"/> Graduate Diploma in TESOL	<input type="checkbox"/> Master of Arts (TESOL)
<input type="checkbox"/> 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 (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 State Year Qualification/Level ATAR-UAI or equivalent (if available)

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

Course/Award	Education Provider	Year Started	Year Completed
Course/Award	Education Provider	Year Started	Year Completed
Course/Award	Education Provider	Year Started	Year Completed
Course/Award	Education Provider	Year Started	Year Completed

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 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.

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

Is English your first language? Yes No **If NO, provide your current English Language proficiency**

IELTS _____ PTE _____ TOEFL _____ ELICOS _____ Other _____

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 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: ____/____/____

Office Use Only
Received by _____ Date ____/____/____



SSVF¹ Financial Capacity Form
For ONSHORE & OFFSHORE applications

www.koi.edu.au

King's Own Institute
Level 1, 31 Market Street, Sydney NSW 2000 Australia
T + 61 2 9283 3583 F +61 2 9283 3683
CRICOS 03171A

¹SSVF = Simplified Student Visa Framework ²DIBP = (Australian) Department of Immigration and Border Protection

Instructions and checklist for KOI applicants

KOI Financial Capacity Form must be completed and signed by the applicant and submitted together with the financial documents, if requested. All documents must be certified by the Financial Institution or Bank, a Notary Public or the Agent. Failure to provide these documents may result in delay in the application process or rejection of the application.* Any documents submitted in a language other than English will need to be a certified official translation.

1- Applicant marital status Single Engaged Married/De Facto Separated/Divorced Widow

2- Does the applicant have any dependants? Yes No If yes, How many?

3- Applicant spouse and / or dependants will: travel to Australia with the applicant **or** join applicant later **or** remain in home country (If No, go to Q5)

4- Are any of the family members travelling to Australia with the applicant? If yes, please provide the details below:

Name:	Relationship:
Passport No:	Date of Birth:
Name:	Relationship:
Passport No:	Date of Birth:

5- What type of financial documents are being provided?

Document type	Checklist (Y/N)	Amount (AUD)	Documents attached (Y/N)
Bank statement under the applicant's name, including any Fixed term deposits (Minimum 3 months)			
Bank statement under the name of an eligible family member, including any Fixed term deposits (minimum 3 months)			
Bank Loan (official letter from the Bank)			
Government loan under the applicant's name or the name of an eligible family member			
Evidence of salary under the applicant or an eligible family member's name (salary slips for the past 3 months)			
Total Amount (AUD):			

6- Details of the person or eligible family member(s) providing financial support?

Eligible person or family member	Y/N	Full Name	Proof of relationship attached (Y/N)
Applicant			
Father			
Mother			
Brother			
Sister			
Spouse			
Grandparent/s			
Uncle/Aunt (Only applicable if Australian citizen or permanent resident)			

7- Does the applicant have access to sufficient funds to support him/her and any person(s), if travelling with the applicant, for the total period of stay in Australia, including living costs associated with the studies in Australia?

This includes travel costs, living costs and others outlined on DIBP's website: <https://www.border.gov.au/Trav/Stud/changes-financial-requirements>

Yes No

8- Is the applicant aware of work restrictions while studying full time in Australia? Yes No

DECLARATION

FINANCIAL SPONSOR DECLARATION

I/We _____ resident/s of _____ solemnly and sincerely declare as follows:

(Full name of the sponsor) (Address)

a. That my/our nationality/citizenship is _____ and that I/we have been resident of _____

(Nationality) (Country)

b. That I/we currently hold the position of _____ at _____ with an annual income

(Job description) (Employer's name)

of _____ holding total current savings/education loan of _____

(Amount in AUD) (Amount in AUD)

c. That I am/we are sponsoring myself/my/our _____ known as _____, who will be undertaking further studies

(Relationship) (Student's name in full)

in _____ at King's Own Institute for _____ (months/year/s) and I/we shall provide myself/him/her with full

(Exact name of the course)

financial support during my/his/her stay in Australia which includes the tuition fees and living expenses.

Signature: _____

Date: ____/____/____

AGENT DECLARATION

• Are you satisfied that the applicant is able to meet the full financial requirements of their chosen KOI study program, including the associated living and travel expenses as specified by DIBP² at:
<https://www.border.gov.au/Trav/Stud/student-visas-1july2016>

Yes No

• Have you explained to the applicant the financial evidence he/she must be able to demonstrate in order to secure a student visa to study in Australia?

Yes No

• Has the applicant been informed about KOI tuition fee payment and refund policies?

Yes No

• Have copies of all original documents been checked and verified as authentic?

Yes No

Signature: _____

Date: ____/____/____

APPLICANT DECLARATION

I DECLARE THAT:

• All the information I have provided in this form is accurate and complete and is not false or misleading.

• The signature on this form is my signature and has not been signed on my behalf by another person.

• I have definite access to the funds as outlined above and I understand and agree that I will provide the evidence and all supporting financial documents to King's Own Institute prior to applying for my student visa in Australia.

Full Name: _____

Date of Birth: ____/____/____

Signature: _____

Date: ____/____/____

SSVF¹ GENUINE TEMPORARY ENTRANT (GTE) ASSESSMENT

For ONSHORE & OFFSHORE applications

¹SSVF = Simplified Student Visa Framework

A series of statements that should be understood and completed by the applicant. KOI has to ensure that all students intending to study at King's Own Institute are genuine students and meet all Genuine Temporary Entrant (GTE) criteria.

Applicant Given Name(s)

Applicant Family Name

Date of Birth

____/____/____

1. Statement of Purpose

The statement of purpose should include the following:

- Reason(s) for choosing King's Own Institute for my studies.
- Reason(s) for undertaking my selected course of study at King's Own Institute.
- Relevance of my selected course of study to my previous education.

SSVF¹ GENUINE TEMPORARY ENTRANT (GTE) ASSESSMENT

¹SSVF = Simplified Student Visa Framework ²DIBP = (Australian) Department of Immigration and Border Protection ³AQF = Australian Qualifications Framework

GTE Assessment

1. Applicant's personal details

- Has the applicant provided clear copies of Passport (Photo ID and Signatory page)? Yes No
- Has the applicant provided all the current academic transcripts and certificates (onshore/offshore)? Yes No
- Has the applicant provided any/all COE(s)? Yes No
- Has the applicant provided a valid visa grant letter? Yes No
- Does the applicant's name on academic documents match the official passport? Yes No
- Are all documents submitted by the applicant certified True Copies? Yes No
- Has the applicant completed more than 6 months of the principal course at another provider? Yes No
- If no, has the applicant provided or will provide a release letter? Yes No
- Is the applicant aware of the subjects he/she will study in this course? Yes No
- Is the applicant currently awaiting a decision on another Australian Visa Application? Yes No
- Has the applicant been reported for non-compliance? (this includes being reported for poor academic performance, non-commencement, non-payment and being excluded from studies)? *If yes, please specify* Yes No
- Does the applicant understand that earnings from part-time work are only to be used to supplement their living costs and must not be the primary source of income with which to pay tuition fees? Yes No
- Does the applicant understand that the visa may be rejected or cancelled by DIBP² if it is found that documents supporting the application are untrue/fraudulent? Yes No
- Does the applicant understand that a student's visa application may be rejected if he/she does not pass DIBP² health, financial and character checks? Yes No
- Does the applicant understand that their visa application may be rejected if DIBP² is not satisfied that he/she is a genuine student? Yes No
- Is the applicant aware that transferring to a lower AQF³ level course would be a breach of the student visa condition under SSVF¹ and may result in the visa being cancelled? Yes No

2. Does the applicant have any study gap/s? If yes, answer questions below Yes No

2.1 How long was the gap/s between previous studies and the intended study at KOI? Day(s) Month(s) year(s)

2.2 If the gap is more than 2 months, please provide the reason for the gap/s in studies? *please attach all necessary supporting documents:*

APPLICANT DECLARATION

I DECLARE THAT:

- All the information I have provided in this form is accurate and complete and is not false or misleading.
- The signature on this form is my signature and has not been signed on my behalf by another person.
- I am aware that I may not be able to transfer to another education provider unless I have completed 6 months or more of my course at KOI.

Full Name:

Signature: Date:



2017 - 2018 Academic Calendar

January 2017

S	M	T	W	T	F	S
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2017

S	M	T	W	T	F	S
			01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2017

S	M	T	W	T	F	S
			01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2017

S	M	T	W	T	F	S
						01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2017

S	M	T	W	T	F	S
						01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2017

S	M	T	W	T	F	S
						01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
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23	24	25	26	27	28	29
30						

July 2017

S	M	T	W	T	F	S
						01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2017

S	M	T	W	T	F	S
						01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2017

S	M	T	W	T	F	S
						01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2017

S	M	T	W	T	F	S
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017

S	M	T	W	T	F	S
						01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2017

S	M	T	W	T	F	S
						01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

January 2018

S	M	T	W	T	F	S
						01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2018

S	M	T	W	T	F	S
						01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March 2018

S	M	T	W	T	F	S
						01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

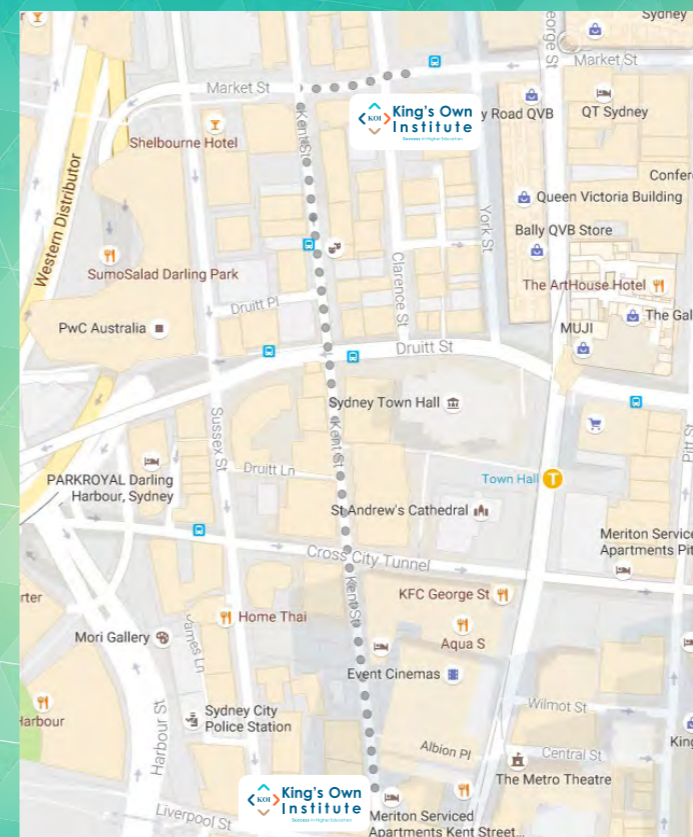
NSW Public Holidays
KOI Vacation
KOI Teaching Period
KOI Mid-Trimester Break
KOI Study Review Week
KOI Final Exams Week



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



KOI Kent Street
Levels 1 & 5, 545 Kent Street,
Sydney NSW 2000 Australia



KING'S OWN INSTITUTE MAIN CONTACT DETAILS

Address: Level 1, 31 Market Street
Sydney, NSW 2000 Australia
Phone: +61 2 9283 3583
Fax: +61 2 9283 3683
Email: ask@koi.edu.au
Website: www.koi.edu.au

- 8 mins (650 m) walk between KOI locations
- 5 mins walk to Town Hall Station
- 10 mins walk to Darling Harbour
- 5 mins walk to main shopping district
- 8 mins walk to Chinatown



SUCCESS IN HIGHER EDUCATION

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 WeChat

Market Street Location

Level 1, 31 Market Street
Sydney NSW 2000 Australia

Kent Street Location

Levels 1 & 5, 545 Kent Street
Sydney NSW 2000 Australia

T +61 2 9283 3583 F +61 2 9283 3683 E ask@koi.edu.au

CRICOS Provider 03171A

