



# International Student Written Agreement

ABN 49 003 577 302

All sections of this document constitute the written agreement between the student and  
The Centre of Academic Excellence trading as Kent Institute of Business and Technology.

## Personal Details

Family Name: .....

Given Name: .....

Date of Birth: .....

Gender:                      Male    /    Female

Nationality: .....

Passport Number: .....

## Address in Home Country

.....

.....

.....

Tel:

Fax:

E-mail:

## Address in Australia

.....

.....

.....

Tel:

Fax:

E-mail:

## Person to Contact in an Emergency

Name:

Relationship:

Address:

Tel:

E-mail:

## Enrolment Details

Course Name:

CRICOS Code:

Commencement Date:

Completion Date:

Course Duration:

Tuition Fee:

Course Name:

CRICOS Code:

Commencement Date:

Completion Date:

Course Duration:

Tuition Fee:

Course Name:

CRICOS Code:

Commencement Date:

Completion Date:

Course Duration:

Tuition Fee:

Course Name:

CRICOS Code:

Commencement Date:

Completion Date:

Course Duration:

Tuition Fee:

Total Duration:

Total Tuition Fee:

Enrolment Fee:

1<sup>st</sup> Instalment of Tuition Fee:

OSHC Fee (12 months):

Preferred Class Session: (Please circle) VET courses only  
Morning / Evening / Monday & Tuesday Full day  
/ Wednesday & Thursday Full day

Class session for Higher Education courses will be  
provided at the orientation.



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## Payment Details

Payment	Study Period	Due Amount	Due Date
Enrolment Fee (Special Agreement)			
OSHC			
1 <sup>st</sup> installment for Course			
2 <sup>nd</sup> installment for Course			
3 <sup>rd</sup> installment for Course			
4 <sup>th</sup> installment for Course			
5 <sup>th</sup> installment for Course			
6 <sup>th</sup> installment for Course			

## Education Details

### English Qualification

IELTS Score:

Other:

Please list your current qualifications:

Year

Qualification

Vocational courses require IELTS 5.5 or equivalent.

Higher Education courses require IELTS 6.0 or equivalent.

### Completed Education Level

High School / College / University



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## How to Accept Your Offer

This International Student Written Agreement is part of your Letter of Offer package from Kent Institute of Business and Technology.

1. Read your Letter of Offer and ensure that it details the correct course you wish to study, fees and other information.
2. Read the international Student Written Agreement.
3. Fill out and sign upon on all applicable pages upon acceptance of the International Student Written Agreement.
4. Return completed International Student Written Agreement to Kent Institute along with proof of fees paid.
5. Send all documents to Kent Institute – Level 5, 70-72 Bathurst St, Sydney NSW 2000 Australia. Alternatively, you may email to [info@kent.edu.au](mailto:info@kent.edu.au) or fax to +61 2 9262 9459.
6. Upon receipt of your paid fees and completed International Student Written Agreement, Kent Institute will issue you with your eCoE (electronic Confirmation of Enrolment).

## TERMS AND CONDITIONS OF ENROLMENT

### 1. RPL (for VET) and Credit Transfer/Advanced Standing (for Higher Education)

Students applying for RPL or Credit Transfer/Advanced Standing must provide original transcripts and subject descriptions and fill out a RPL or Credit Transfer/Advanced Standing Request Form before or within 4 weeks of course commencement. RPL/Credit Transfer/Advanced Standing will not be granted if students submit any of the documents after 4 weeks of course starting date. Full RPL policy and procedure may be found in electronic Vocational Education Student Handbook at [http://kent.edu.au/pdf/student\\_handbook.pdf](http://kent.edu.au/pdf/student_handbook.pdf). Full Credit Transfer/Advanced Standing policy and procedure may be found in electronic Higher Education Student Handbook at [http://kent.edu.au/pdf/student\\_handbook\\_hed.pdf](http://kent.edu.au/pdf/student_handbook_hed.pdf).

### 2. How to pay

The enrolment and the accommodation fee must be paid when you enrol. They are non-refundable. Your tuition fee and accommodation fee must be received by the Institute at least 7 days before your course commences. Places cannot be held for students until these fees are paid in full. Payment may be made in Australian Dollars by bank transfer, bank cheque or postal note made payable to: The Centre of Academic Excellence. Bank cheques may be mailed to the Institute and should have the student's name clearly marked on the back. For payment made by telegraphic transfer, the account details are: The Centre of Academic Excellence, Branch number: 012 – 245, Account number: 2594 44903, ANZ bank (Australian and New Zealand Banking Group, Burwood Branch NSW 2134).

### 3. Refund Policy

- a) Enrolment and accommodation booking fees are non-refundable.

**b) For Vocational Education Students:**

- i) Any application for cancellation or refund must be in writing except when the college is in default. Tuition fees will be refunded in full only if:
- The institute is notified before the commencement date of the course, AND
  - The student is not granted a student visa. In this instance, application must be accompanied by a Rejection Letter from the Australian Embassy, or Institute Default occurs if the course is cancelled by the institute on the agreed starting day or



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- at any time after it starts, but before it is completed and the student has not withdrawn before the default day. In this instance, the institute will follow the Provisions of the ESOS Act 2000 and the ESOS Regulations 2001 by refunding the whole amount received from the student including the enrolment fee and the refund will be made within two weeks.
- ii) Tuition fees will be 80% refundable if the Institute is notified by the student before the commencement date of the course.
  - iii) Tuition fees are not refundable or transferable after the commencement date except in the case of extreme illness, which precludes the student from staying in Australia. This must be supported by a doctor's certificate and refund of unused tuition fees will be sent to the student's home country.
  - iv) All applications for refund must be in writing and must be received by the Institute no later than one month after the commencement of the course. Applications received after one month will not be granted.
  - v) Where a student has been accepted into a package of courses, no refund will be granted for all the subsequent courses after commencement date of the first course.
  - vi) If the course has been deferred by the student, only the original commencement date will be recognised as the commencement date of the course for issuing a refund. Any new commencement dates made by deferral will not be acceptable for issuing a refund.
  - vii) Overseas Student Health Cover (OSHC) is refunded in full before arrival in Australia and not refundable after arrival.

**c) For Higher Education Students:**

- i) Any application for cancellation or refund must be in writing except if it is the institute default. Institute Default occurs if the course is cancelled by the institute on the agreed starting day or at any time after it starts, but before it is completed and the student has not withdrawn before the default day. In this instance, the institute will follow the Provisions of the ESOS Act 2000 and the ESOS Regulations 2001 by refunding the whole amount received from the student including the enrolment fee and the refund will be made within two weeks.
  - ii) Tuition fees will be refunded in full only if:
  - iii) The student is not granted a student visa and gives written notice before the commencement date of the course (refer to eCoE). In this instance, application must be accompanied by a Rejection Letter from the Australian Embassy.
  - iv) Tuition fees will be 90% refundable if the student gives written notice before the commencement date of the course (refer to eCoE).
  - v) Tuition fees will be 50% refundable if the student gives written notice after the commencement date of the course (refer to eCoE) but before the relevant census date.
  - vi) Tuition fees are not refundable or transferable after the census date except in the case that the student is refused a student visa for the reasons set out in section 28(4) of the ESOS Act, then the provisions of the ESOS Act, and not this policy, apply regarding any refund.
  - vii) Where a student has been accepted into a package course, no refund will be granted for the deposit (partial tuition fee of one trimester) for Bachelor course only except student visa being refused evidenced by a Visa Rejection Letter. A standard enrolment fee will be deducted from the deposit.
  - viii) Overseas Student Health Cover (OSHC) is refunded in full before arrival in Australia and not refundable after arrival.
- d) This agreement, and the availability of complaints and appeal processes, does not remove the right of the student to take action under Australia's consumer protection laws.

**4) Discipline**

The Institute reserves the right to expel any student for bad behavior without any refund of fees.

**5) Complaints & Appeals**

The Institute has a formal procedure to deal with complaints or appeals, such as disputes related to assessment results or any aspect of your stay at Kent Institute. Full details of the procedures will be found in the electronic Student Handbook.



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Vocational Education Student Handbook is at [http://kent.edu.au/pdf/student\\_handbook.pdf](http://kent.edu.au/pdf/student_handbook.pdf), and Higher Education Student Handbook is at [http://kent.edu.au/pdf/student\\_handbook\\_hed.pdf](http://kent.edu.au/pdf/student_handbook_hed.pdf).

## 6) Use of Personal Information

The information provided by the student may be made available to Commonwealth State Agencies and the Fund Manager of the ESOS Assurance Fund pursuant to obligations under the ESOS Act 2000 and the National Code; and the provider is required to, under S19 of the ESOS Act 2000, to inform the Department of Immigration about certain changes to the student's enrolment and any breach by the student of a student visa condition relating to attendance or unsatisfactory academic performance.

## 7) Privacy Policy

Kent Institute of Business and Technology will not disclose information about students to people outside the Institute, unless required by legal or academic obligations. If the student agrees to pay for OSHC through Kent Institute, this implies consent for Kent Institute to make available to the health insurer any information relating to the student and/or other members covered under the student's membership for the purposes of providing OSHC. Only staff who need students' personal information in order to carry out their duties and responsibilities, in the personal and/or academic interests of students, are permitted to have access to student files. By acceptance of this form, students consent that any images taken during the student's time of study will be solely used for marketing purposes only.

## 8) Insurance

All students must keep the Overseas Student Health Cover (OSHC) current at all times. The initial payment must accompany your tuition fees. Kent Institute does not accept any responsibility for any damage or injury resulting from an accident outside the Institute premises.

## GENERAL INFORMATION

### Cost of Living

As advised by the Australian Department of Immigration and Citizenship, DIAC, you should allow per year:

- AUD\$18,610 per year for the main student
- AUD\$6,515 per year for the student's partner
- AUD\$3,720 per year for the student's first child
- AUD\$2,790 per year for every other child

If you have children of compulsory school age, each child must be enrolled in a school as a full fee paying student.

The minimum fee for a government or non-government school is currently \$8,000.00 per year.

### Confirming your accommodation

Accommodation will only be confirmed when the full payment is received and the arrival date, time of arrival and the flight number are notified to the Institute at least 7 days in advance. When this information is received the student will be notified of the name, address and telephone number of the host family.



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## **Cancellation Policy – Accommodation**

- a) A minimum of 2 week notice of cancellation of homestay must be given, otherwise two weeks rent will be charged.
- b) Late arrivals may incur rent for the period booked or loss of homestay place to another student. Adequate notice must be given of anticipated delays to avoid inconvenience and expense to homestay families. In all cases, any additional costs incurred by homestay families due to delay or cancellation are payable by the student.

Please visit [http://kent.edu.au/gen\\_info.html](http://kent.edu.au/gen_info.html) for full prior to enrolment information.

## **STUDENT VISA CONDITIONS, AUSTRALIAN GOVERNMENT REGULATIONS**

All student visas are issued subject to certain conditions that come into effect as soon as the student lands in Australia. It is important that you understand the implications and the penalties that can follow if any of these conditions are breached. The following are the main conditions for student visas. You should not apply for a student visa unless you believe you can abide by them:

- You must satisfy course requirements and fulfill a minimum of 20 hours study per week.
- You must maintain a satisfactory level of attendance and academic progress. Attendance is compulsory as a requirement of assessments.
- You must remain financial at all times and maintain valid enrolment. **Failure to pay an amount payable to the Institute will result in a cancellation of your enrolment by reporting to DIAC via PRISMS under the section 47A of ESOS (TPS) Act 2012.**
- **You must commence course no later than 5 business days after start date shown on your CoE. Failure to do so will result in a cancellation of your enrolment by reporting to DIAC via PRISMS under the section 47c of ESOS (TPS) Act 2012.**
- You and your family members must not work without permission.
- Application for a student visa with permission to work can only be made in Australia after commencing studies. Please check [www.immi.gov.au](http://www.immi.gov.au) for the details of your work permission.
- You must study at Kent Institute for the first 6 months of your principal course or for the duration of the course if it is less than 6 months. Permission to change provider prior to completing 6 months will only be given to the student who has met the requirements in accordance with the Student Transfer/Release Policy of Kent Institute.
- You must maintain the Overseas Student Health Cover current for the duration of your stay in Australia.
- You must inform your education provider within 7 days of your arrival in Australia of your current residential address and must advise any changes of address within 7 days.
- You must always be aware that any breach of the student visa conditions can result in DIAC being notified by the Institute, your student visa being cancelled and you being asked to leave Australia.

## **Student Declaration**

I understand the terms of this agreement and the refund policy and confirm that I have been fully advised of the fees, refund conditions and conditions of enrolment and agree to be a student at Kent Institute.

Information is collected on this form and during your enrolment in order to meet Kent Institute obligations under the ESOS Act and the National Code 2007; and to ensure student compliance with the conditions of their visas and their obligations under Australian Immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorized or required by law.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_