



AGENT PORTAL

INSTRUCTIONS

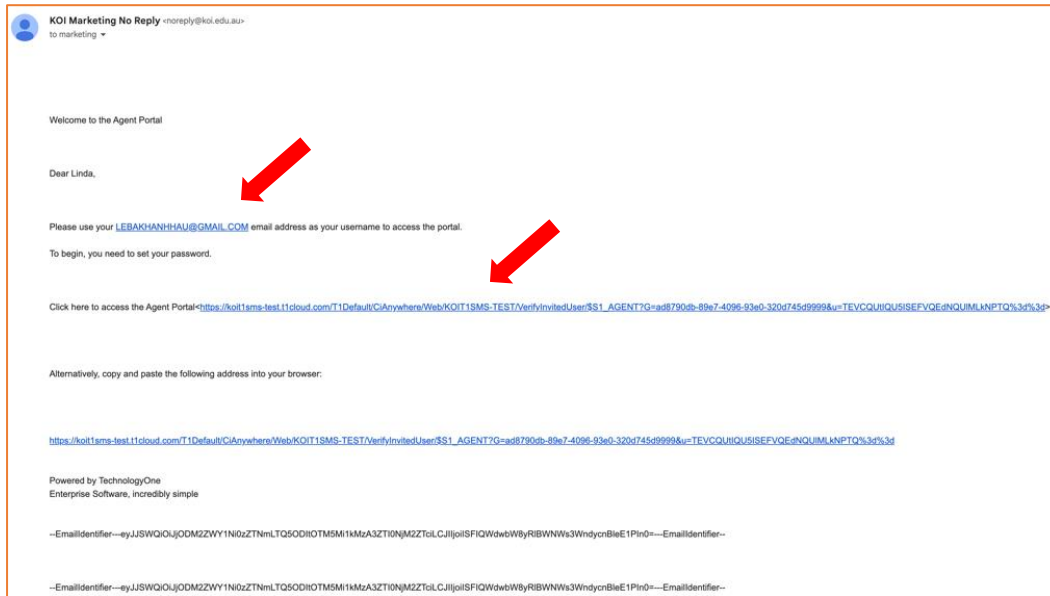
WWW.KOI.EDU.AU
CRICOS 03171A

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HOW TO SET UP YOUR ACCOUNT

You will receive a notification email about your username and reset password link.



Input your new password

Complete registration

Please enter a password to complete registration.

Enter a new password

COUNSELOR1@KOI.EDU.AU
Password

Confirm password

Ok Cancel

Then, login with the **Username** and **NEW password**

Your password has been successfully set

Log on using your details

User name or email address

Password

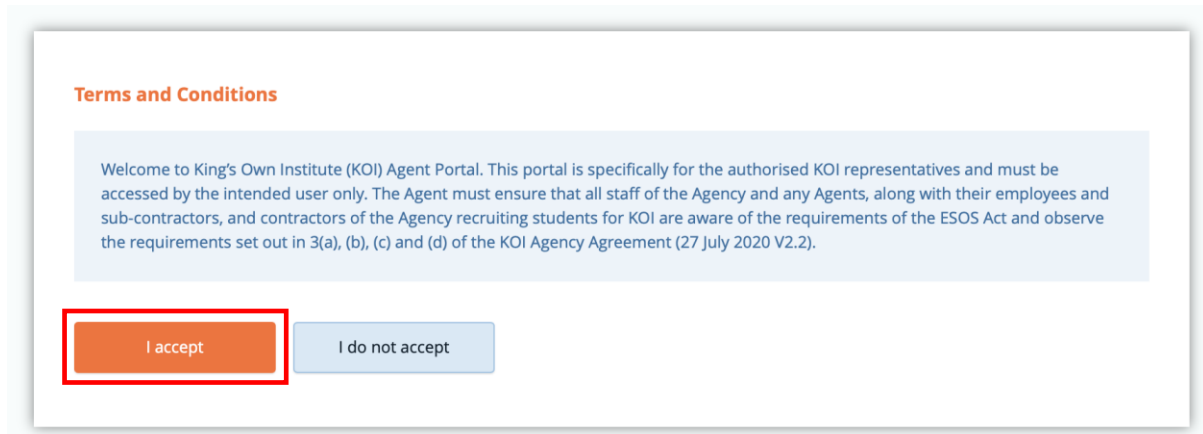
Log On

Keep me logged on Accessibility Mode ⓘ

[Don't have an account?](#) [Forgotten password?](#)

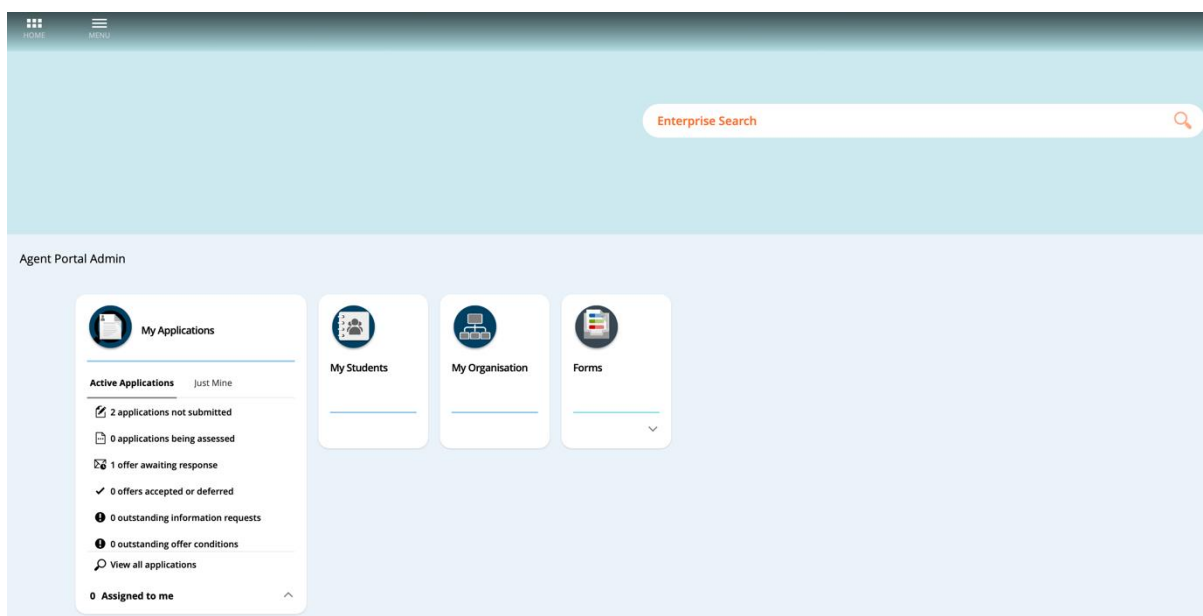
[View Terms and Conditions](#)

Read the terms and conditions, then click **“I accept”**



This is the dashboard of KOI Agent portal with

- **My Applications:** make new applications and view existing application status
- **My Students:** check all students' enrolment status and study progress
- **My Organisation:** view and update your company details, contacts, staff and agent agreement. Admin account can create new user for staff or sub-agents.
- **Forms:** find KOI forms. E.g KOI Agent Agreement, Change of Details ...

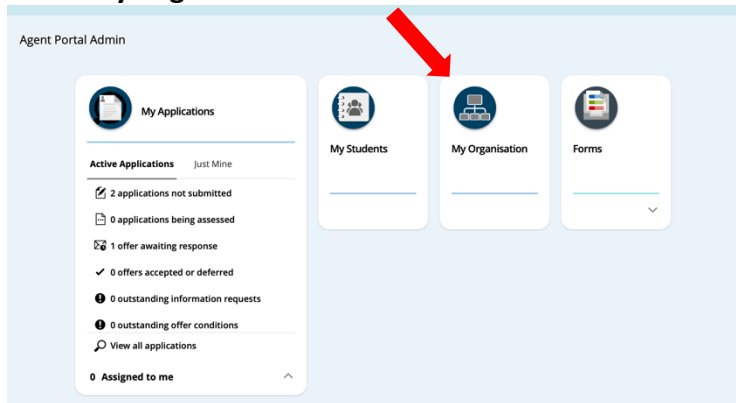


HOW TO CREATE A USER ACCOUNT

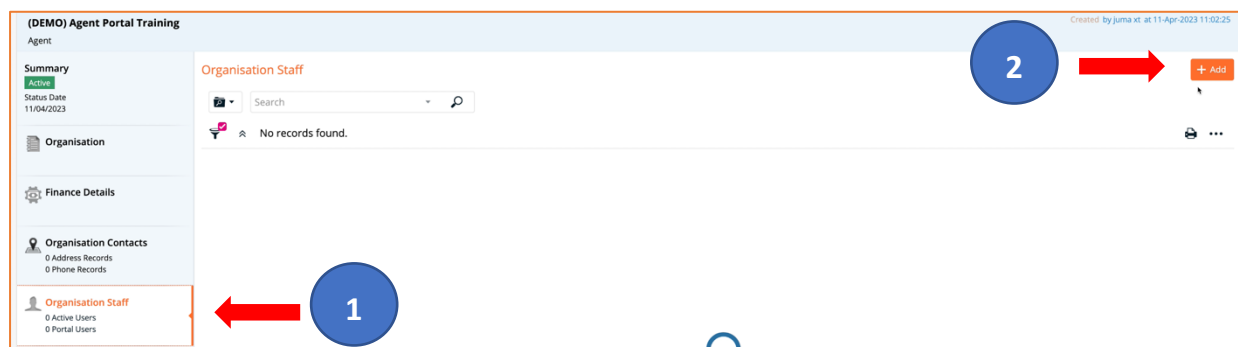
If you are a principal agent account, you are able to create new users for your counsellors or sub-agents.

To do that, you login to **KOI agent portal**.

Go to **My Organisation**



Then go to Organisation Staff and click **“Add”** button



Fill in **mandatory fields**:

- Contact type: select appropriate contact type (primary or sub-offices)
- Title, Given Name and Family Name
- Optional: position and department for your own reference

The screenshot shows the 'Create New Organisation Staff' form. The form has a 'Details' section with the following fields: 'Contact Type' (dropdown), 'Title' (dropdown), 'Given Name' (text), 'Family Name' (text), 'Position' (text), and 'Department' (text). There is also a 'Notes' text area. At the bottom, there are two checkboxes: 'Active' (checked) and 'System Correspondence Recipient' (unchecked). The form has 'Cancel' and 'Save' buttons.

For “**System Correspondence Recipient**” which is applied for users who are owner/director/manager and receiving all emails from KOI admissions regarding to applications, only nominated email can be selected. KOI Marketing has already set it up for your organisation. If you want to make changes, please send an email to marketing@koi.edu.au. One of our marketing officer will support you.

For admin/counsellor staff, “system correspondence recipient” will not be applied.

A screenshot of a user settings form. It contains two checkboxes: 'Active' which is checked, and 'System Correspondence Recipient' which is unchecked. The 'System Correspondence Recipient' checkbox is highlighted with a red rectangular border.

Click “**Save**” after filling all the details. You will see the user is created on the left.

A screenshot of a user list interface. At the top, it says '1 record.' Below, a card for 'Mr. Jason Smith (Counselor)' is shown with an 'ACTIVE' status tag. Underneath the name, there are labels for 'Contact Type' and 'Primary Contact'. A yellow tag with a 'S' icon and the text 'System Correspondence Recipient' is visible. A 'View' button and a refresh icon are at the bottom right of the card, with the 'View' button highlighted by a red border.

Now, click “**View**” and scroll down to add an email address (**only one email for each user**).

- Email type: **MUST** select “**General**”
- Enter email address and select “**Active**” status
- Must tick “**Preferred Email Address**” to enable the email function
- Click “**Save**”

A screenshot of the 'Organisation Staff' form. It includes a 'Notes' field, 'Active' and 'System Correspondence Recipient' checkboxes (both checked), and 'Contacts' fields for phone and location. At the bottom, the 'Emails' section is expanded and highlighted with a red border, showing 'No records found.' and an '+ Add' button.

A screenshot of the 'Create New Email' form. It has a 'Details' section with 'Email Type' set to 'General', 'Email Address' as 'jason.smith@koi.edu.au', and 'Status' set to 'Active'. The 'Preferred Email Address' checkbox at the bottom is checked and highlighted with a red border.

Note:

- You can create as many users for staff as you need.
- Only tick one system correspondence for a nominated user which is used for correspondence with KOI admissions.

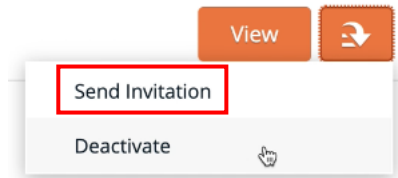
LAST STEP IS ACTIVATING THE AGENT PORTAL ACCOUNT FOR THE USERS.

Click **“More Options”** icon which is next to view button.



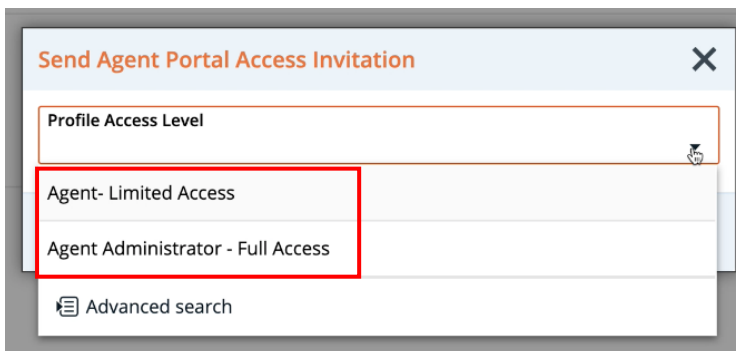
Then select **“Send Invitation”**.

Note: If you want to remove the user, select “Deactivate”.

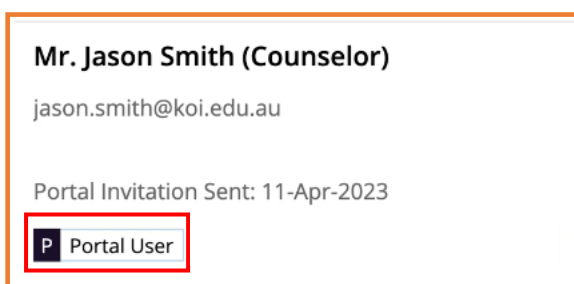


Once you click **“Send Invitation”**, system will ask you to choose the access level for the user.

- **Agent Administrator - Full access:** users are able to access everything on agent portal including creating new users accounts, monitor and deactivate users. Full access users can monitor every activity that a limited user account is doing including access to all their applications, OLs and CoEs.
This full-access is recommended for all the owners, office managers and all your important staff members.
- **Agent - Limited access:** users are able to send and manage the applications to KOI. They will directly receive all the OLs, CoEs and other correspondence from KOI Admissions. However, they cannot create or deactivate users. All their activities can be monitored by Full Access account.
You must set this limited-access for all your offshore offices (in different cities) and other third party associates.

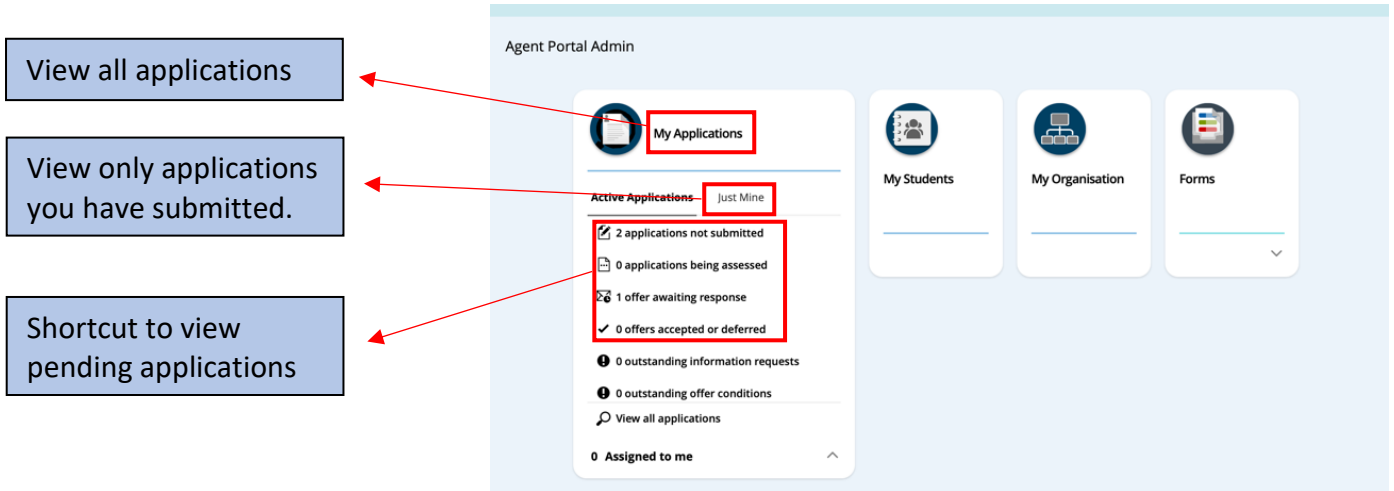


Finally, you will see the label **“Portal User”** under username and email address which means the agent portal for the user is successfully created.



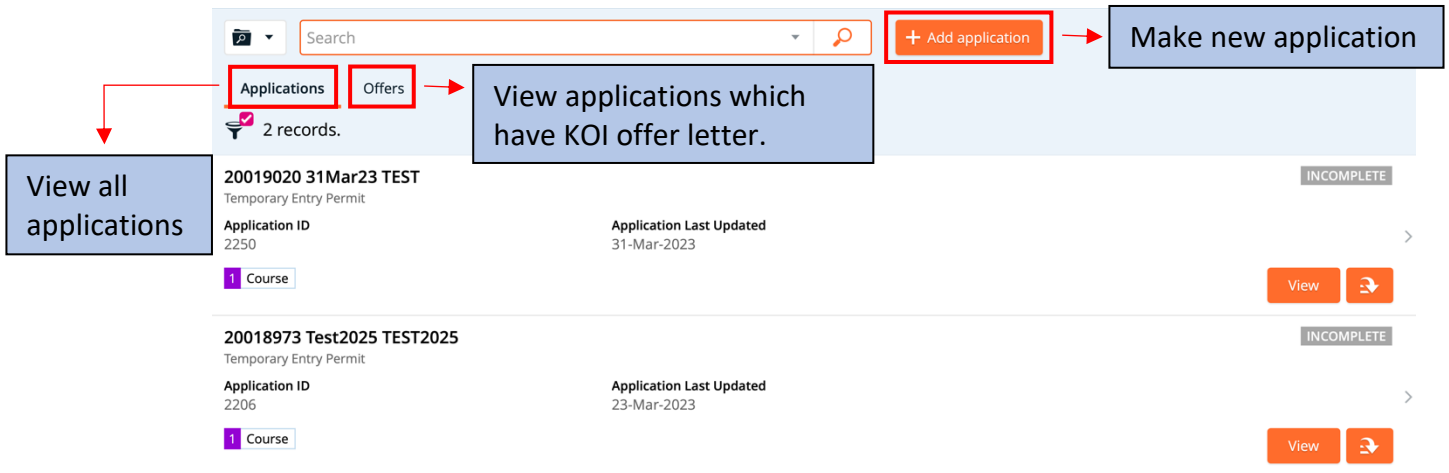
HOW TO MAKE NEW APPLICATION

Login Agent portal, to create or view applications, click **“My Applications”**



From application page below , click **“Add application”** to make new application.

- **Applications tab:** view all applications are under process
- **Offers tab:** view all applications which have Offer Letter.



Step 1: Fill student details

Citizenship Type: for international students, must be “Temporary Entry Permit”

Applicant Email: student personal email

Agent Contact Email: who will receive correspondence from KOI Admission

The screenshot shows the 'Create New Applicant' form. On the left, a sidebar lists three steps: Step 1 (Create New Applicant), Step 2 (Select Courses), and Step 3 (Select a Scholarship). The main form area is titled 'Create New Applicant' and includes an information icon and instructions: 'Please start by registering the new Applicant's Personal Details. To create new applications for existing Applicants, use the 'My Applications' screen. To find an existing Application, use the 'My Applications' screen. To find an existing Student, use the 'My Students' screen.' Below this is a 'Details' section with the following fields: Family Name (with a character count of 80), Given Name, Gender, Date of Birth (with a calendar icon), and Citizenship Type. Two email fields are highlighted with red boxes: 'Applicant Email' and 'Agent Contact Email' (with the value 'Counselor1@koi.edu.au'). A 'Next' button is at the bottom. Two callout boxes provide additional context: one points to the 'Applicant Email' field stating 'Student personal email which will receive correspondence', and another points to the 'Agent Contact Email' field stating 'Apart from “System correspondence”, this agent contact email will also receive correspondence from KOI admissions.'

This screenshot shows the 'Create New Applicant' form with the following fields filled out: Family Name: Jones; Given Name: David; Gender: Male; Date of Birth: 01-Jan-2023; Citizenship Type: Temporary Entry Permit; Applicant Email: david.jones@gmail.com; Agent Contact Email: Counselor1@koi.edu.au. A 'Next' button is visible at the bottom.

Click “Next” button after filling in the details

Step 2: Select a appropriate course, year, intake and location.

In this step, you will see a lot of courses in different years, intakes and locations.

However, to search and find the course, there is a filter function which will help you to find the course quickly.

To do it, click “filter icon”, then select course type, location, year and study period, you will see the course you are looking for.

Filter

156 records.

BA - Bachelor of Business (Accounting)
 2023 Trimester 2 Intake Newcastle Campus
 Trimester 2 Intake

Start Date 03-Jul-2023

Load Category Full Time

Attendance Mode Classroom Delivery with Online Component

Study Mode Standard

S Selections Available

BA - Bachelor of Business (Accounting)
 2023 Trimester 2 Intake, Sydney Campus
 Trimester 2 Intake

Start Date 03-Jul-2023

Load Category Full Time

Attendance Mode Classroom Delivery with Online Component

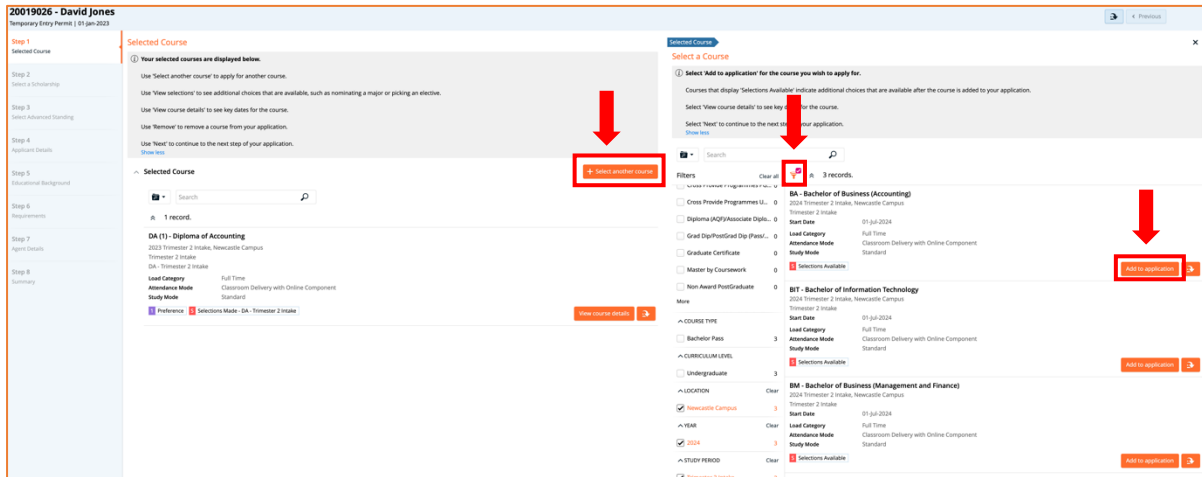
Study Mode Standard

S Selections Available

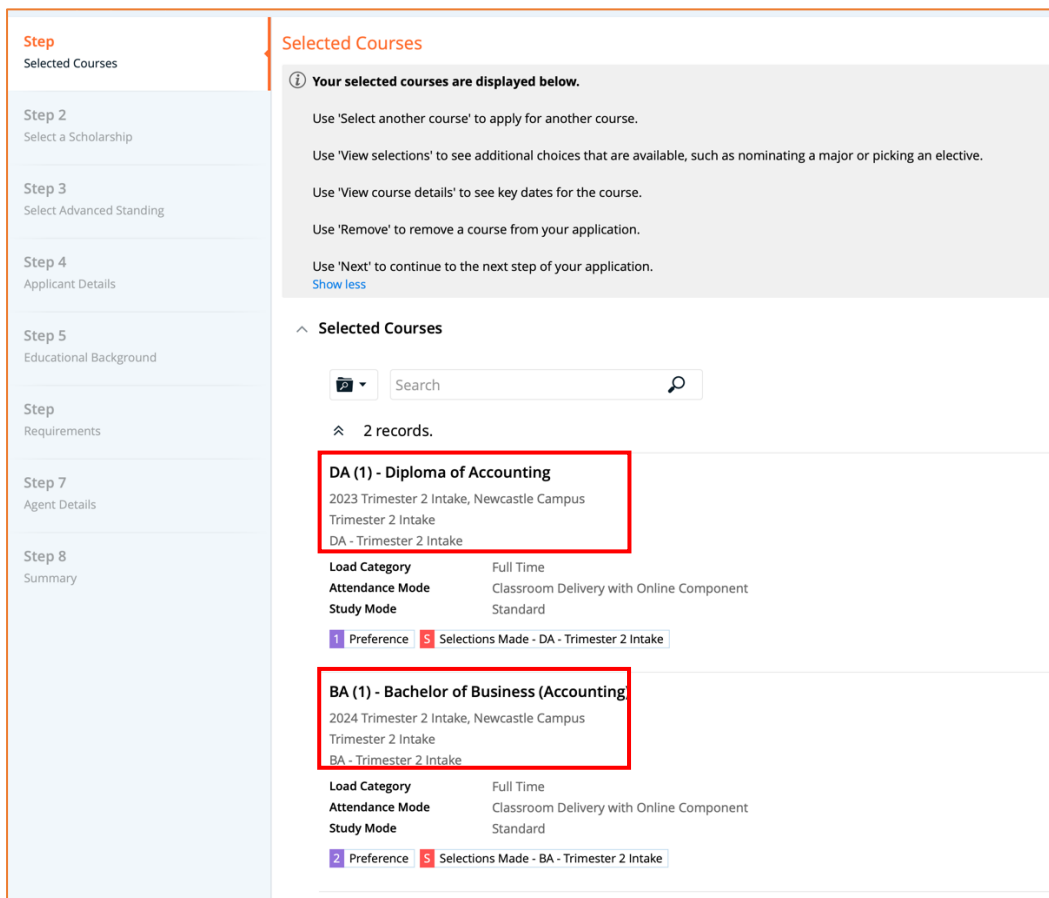
Step 2.1: Selected Course

After selecting a course, the page will take you to the Course Steps.

- In this selected course page, if you apply only one course, click **“Next”** and go to step 2.2.
- If you apply for package course (e.g Diploma of Accounting + Bachelor of Accounting), click **“Select another course”**. Then, filter and add the second course.



After selecting another course, you can see two courses which are applied for the application.



Step 2.2: Select a Scholarship

To apply for a scholarship, make sure you select a scholarship with correct intake. Click **“Add to application”**, then click **“Next”**

20019026 - David Jones
Temporary Entry Permit | 01-Jan-2023

Step 2
Select a Scholarship

Select 'Next' to continue to the next step when you are finished searching for scholarships.
[Show less](#)

Search

3 records.

KOI International Student Scholarship
KOI International Student Scholarship (KISS) rewards commencing undergraduate & postgraduate international students who have demonstrated outstanding academic merit in prior studies.

Online Application Dates	Year Offered	Bestowal Study Period	Owning Organisation Unit
28-Jul-2023 to 28-Jul-2023	2023	Trimester 2	Student Admissions

Description
KOI International Student Scholarship KISS

Eligible

Add to application

KOI International Student Scholarship
KOI International Student Scholarship (KISS) rewards commencing undergraduate & postgraduate international students who have demonstrated outstanding academic merit in prior studies.

Online Application Dates	Year Offered	Bestowal Study Period	Owning Organisation Unit
24-Nov-2023 to 24-Nov-2023	2023	Trimester 3	Student Admissions

Description
KOI International Student Scholarship KISS

Eligible

Add to application

Next >

If you want to modify, there is an option for you to remove and add a new one. Click **“Remove Scholarship”** button and add another one.

20019026 - David Jones
Temporary Entry Permit | 01-Jan-2023

Step 2
Selected Scholarship

You've selected the maximum number of scholarships
If you wish to select another scholarship, first remove a scholarship from your selected scholarships.
[Show less](#)

Selected Scholarship

Search

1 record.

KOI International Student Scholarship
KOI International Student Scholarship (KISS) rewards commencing undergraduate & postgraduate international students who have demonstrated outstanding academic merit in prior stu...

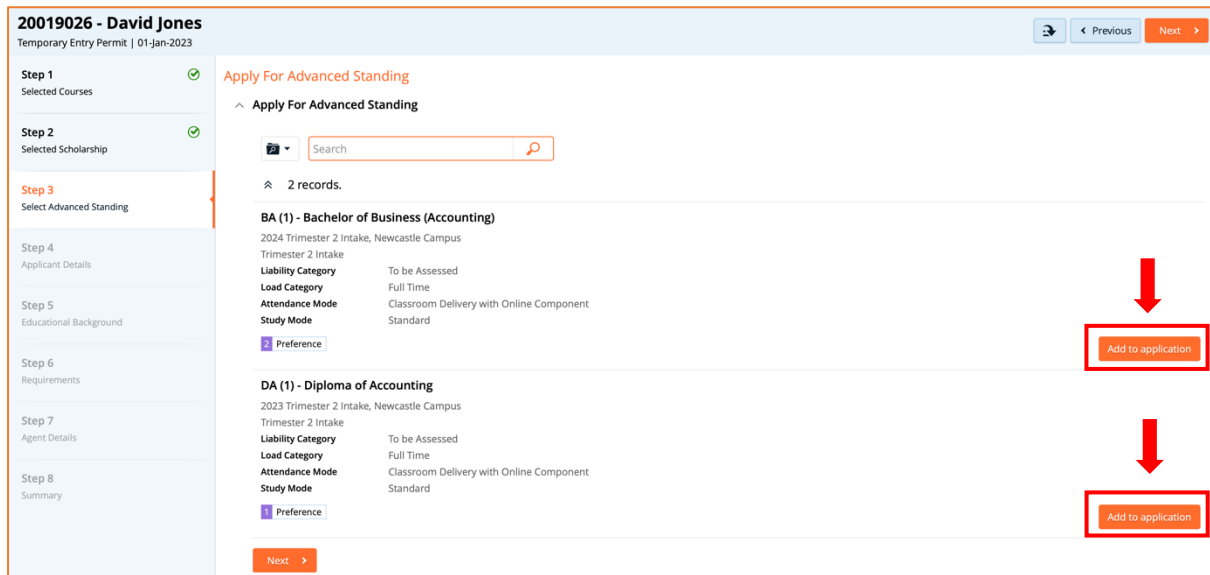
Online Application Dates	Bestowal Study Period
28-Jul-2023 to 28-Jul-2023	Trimester 2

Remove Scholarship

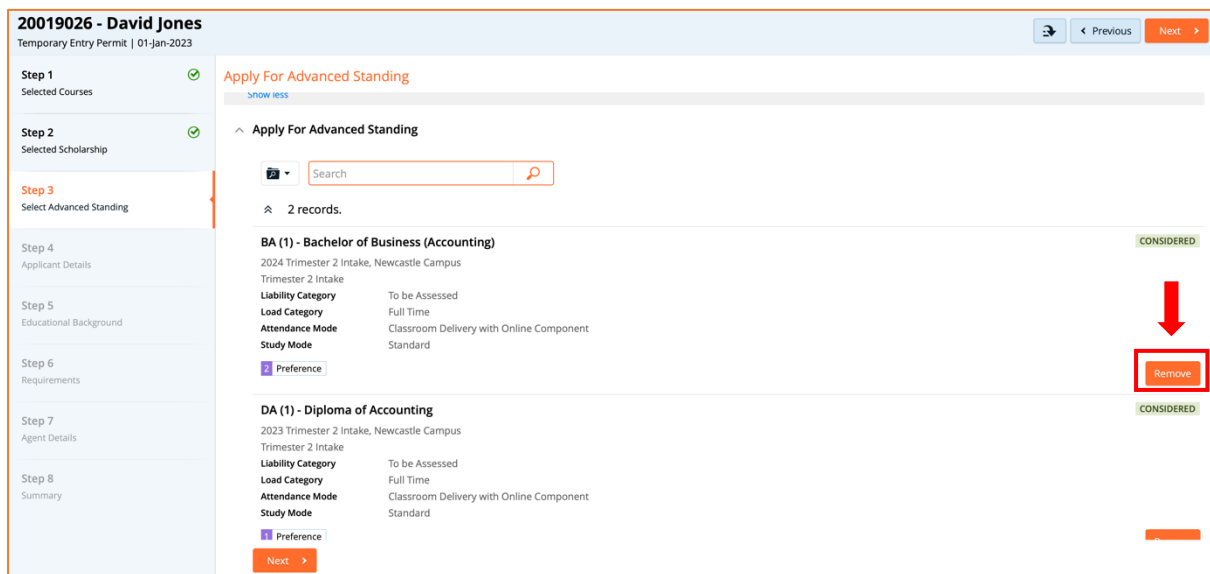
Note: this is where you can request for a scholarship. KOI admission will access all academic documents and issue outcomes on page 2 of KOI Offer Letter.

Step 2.3: Apply for Advanced Standing (Credit transfer)

If applicants want to have **Credit Transfer**, click **“Add to application”** button for all the courses.



There is also an option for you to remove. Click **“Remove”** button. Otherwise click **“Next”**.



Step 2.4: Applicant Details

Fill out all the mandatory fields, then click “Next”

For address, if onshore students, please input Australia residential address plus the offshore address under Citizenship Type section.

Note: if applicants are from offshore, you can input their offshore address here and below.

This is for offshore address

Step 2.5: Educational Background

If you have all academic documents ready for attaching in the next step, you can skip this step and click “**Next**”. However, it is recommended for you to fill out the Educational Background.

Step 1 Selected Courses ✔

Step 2 Selected Scholarship ✔

Step 3 Select Advanced Standing ✔

Step 4 Applicant Details ✔

Step 5 Educational Background

Step 6 Requirements

Step 7 Agent Details

Step 8 Summary

Educational Background

This step is optional, however if you provide an answer where it applies to you this may help us assess your application faster.
[Show less](#)

Previous Study Details

Item 1 ✕

Institution

Country ▼
Nepal

Institution ▼

Previous Institution Description
Public Highschool

Country Area

Item 2 ✕

Institution

Country ▼
Nepal

Institution ▼

Previous Institution Description
Public College

Country Area

Qualification

Description
High School Certificate

Effective From 📅
01-jan-2000

Institution Student ID

English language instruction

First Year of Study
0

Last Year of Study

Qualification Type ▼

Qualification Score

Qualification Score Type ▼

Qualification Completion Level ▼

Qualification completed

Qualification Notes

Qualification

Description
Diploma of Business

Effective From 📅
01-jan-2019

Institution Student ID

English language instruction

First Year of Study
0

Last Year of Study

Qualification Type ▼

Qualification Score

Qualification Score Type ▼

Qualification Completion Level ▼

Qualification completed

Qualification Notes
Not yet completed

English Language Test Results

Test Type ▼ Tested 📅
IELTS 01-jan-2019

Listening Score 6	Reading Score 6
Writing Score 6	Speaking Score 6
TWE Score	Overall Score 6

Incomplete test

Verified

Next >

Step 2.6: Requirements

All requirements have to be responded accordingly, before you can go to next step.

Requirements

Select 'Respond' to answer each requirement marked as 'Mandatory'.

Once all requirements are marked as 'Response Received' or 'Optional' you can proceed to the next step. Requirements marked as 'Optional' may help us assess your application faster if you provide a response.
[Show less](#)

6 records.

<p>KOI International Student Scholarship(KISS) Please provide all the supporting documents for further assessments

1 question must be answered 1 supporting document must be provided</p> <p>AN_KISS</p>	<div style="border: 2px solid red; padding: 5px;"> <p>MANDATORY</p> <p>Respond</p> <p>MANDATORY</p> <p>Respond</p> <p>MANDATORY</p> <p>Respond</p> <p>MANDATORY</p> <p>Respond</p> </div>
<p>Master of Information Technology (Specialisation) Please select the specialisation that would like to choose? 1 question must be answered</p> <p>MIT</p>	
<p>Passports, birth certificates, residency status,visa Please provide certified copies of passports (including the signatory page), birth certificates, residency status, visa 1 question must be answered</p> <p>MIT</p>	
<p>Academic Qualification Document for Course Entry Please submit all your academic documents, both the original and translated versions, as certified true copies. Additionally, include evidence of your English language proficiency. Please note that if you have any GTE+Financial supporting documents you can attach her 1 question must be answered</p>	

Scholarship:

Answer the questions and upload documents (if required). Then click “Save”

Requirement Details x

KOI International Student Scholarship(KISS)

Required for AN_KISS - KOI International Student Scholarship

Please provide all the supporting documents for further assessment

Questions for KOI International Student Scholarship(KISS)

Response 1

Requirement Response questions

Would you like to apply for KOI International Student Scholarship *

Yes

Location *

Offshore

Answer **yes/no** question and select **onshore/offshore**.

Documents for KOI International Student Scholarship(KISS)

Please attach supporting documents

Drag new attachments here

Click “**Add**” to upload relevant documents such as English certificate and academic records.

+ Add

Save

Passport, birth certificate, residency status:

Answer the questions and upload passport with **signature page**. Then click **“Save”**

Requirement Details

Passports, birth certificates, residency status

Required for DA (1) - Diploma of Accounting BA (1) - Bachelor of Business (Accounting)

Please provide certified copies of passports (including the signatory page), birth certificates, residency status

Questions for Passports, birth certificates, residency status

Response 1

Requirement Response questions

Enter your passport number *

123456789

Do you have a copy of the documents? *

Yes

Documents

Please attach supporting documents

Drag new attachments here

General Document Attachment Type

Passport - Hung.pdf

+ Add

Save

Input passport number and answer “yes” to upload it.

Click “Add” to upload the passport.

Academic qualification documents:

Requirement Details

Academic Qualification Document for Course Entry

Required for DA (1) - Diploma of Accounting BA (1) - Bachelor of Business (Accounting)

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.

Please provide both original and translated copies of the documents

Questions for Academic Qualification Document for Course Entry

Response 1

Requirement Response questions

Do you have a copy of your Academic Qualifications *

Yes

Questions

Response 1

Requirement Response questions

Internal Notes

Documents

Academic Qualification

Academic qualification includes certificate, testamur, transcript or similar evidence of academic achievement

Drag new attachments here

General Document Attachment Type

20007641 20230321103539313.pdf

20007641 20230321103539313 (1).pdf

+ Add

Save

Answer “Yes” and click “Add” to upload supporting documents, then click “Save”.

Overseas Student Health Cover (OSHC):

Select OSHC types and then click “Save”

Student Declaration:

Read all the information, then answer “Yes” and click “Save”

When you see all the requirements with the green “Response Received”, click “Next”.

Note: if one of the requirements is not responded, System will not allow you to go further.

Master of Information Technology (Specialisation)

If students select MIT course, students will need to **select one of the specialisations**: General, Data Analytics and Cybersecurity. Then, click **“Save”**

Master of Information Technology (Specialisation)
 Please select the specialisation that would like to choose?
 1 question must be answered

C MIT

Requirements

Requirement Details



^ Master of Information Technology (Specialisation)

Required for MIT (1) - Master of Information Technology

Please select the specialisation that would like to choose?

^ Questions for Master of Information Technology (Specialisation)

Response 1

Requirement Response questions

Specialisation

General (no specialisation)

Cybersecurity Specialisation

Data Analytics Specialisation



Step 2.7: Agent Details

Agent contact email is the staff’s email who makes the application. System will send correspondence to this email address (same email address from step 1) and also “System Correspondence” email address.

Leave notes if any, then click “Next”

20019026 - Mr David Jones
Temporary Entry Permit | 01-Jan-2000

Step 1 Selected Courses ✓

Step 2 Selected Scholarship ✓

Step 3 Select Advanced Standing ✓

Step 4 Applicant Details ✓

Step 5 Educational Background ✓

Step Requirements ✓

Step 7 Agent Details

Step 8 Summary

Agent Details

Student-Agent Relationship

Organisation
ueckjeujncvryrgagjkgbgupkdikqicuhfsvzghtqlytpmuik

Agent Status
Active

City

Country

Agent Contact Email 234
Counselor1@koi.edu.au

Notes

Next >

Step 2.8: Summary

Review all information, then “Submit”

Note: make sure you check everything before submitting. Once you submit the application, you cannot edit the application. If any changes, you will need to add another application.

Application Summary

Your application is ready to submit.

20019026 - Mr David JONES
Temporary Entry Permit | 01-Jan-2000 (23)
david.jones@gmail.com

Application ID 2259
Submitted Not recorded

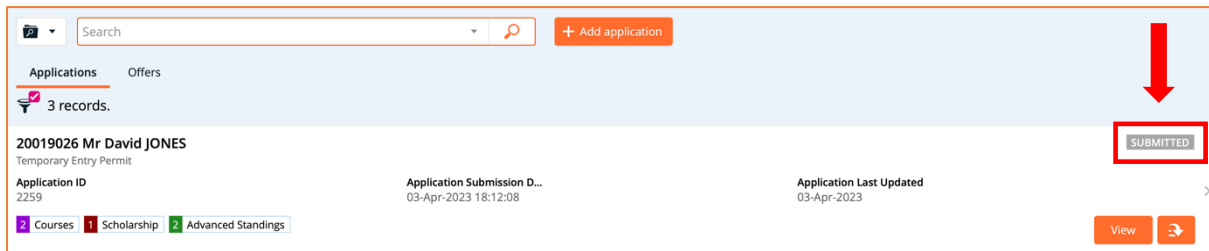
Agent - ueckjeujncvryrgagjkgbgupkdikqicuhfsvzghtqlytpmuik
Supplier of Candidate - Yes

Application Details


- DA (1) - Diploma of Accounting
2023 Trimester 2 Intake, Newcastle Campus
DA - Trimester 2 Intake
- BA (1) - Bachelor of Business (Accounting)
2024 Trimester 2 Intake, Newcastle Campus
BA - Trimester 2 Intake
- DA (1) - Diploma of Accounting
2023 Trimester 2 Intake, Newcastle Campus
BA (1) - Bachelor of Business (Accounting)
2024 Trimester 2 Intake, Newcastle Campus
- AK_ISS - KOI International Student Scholarship

Submit

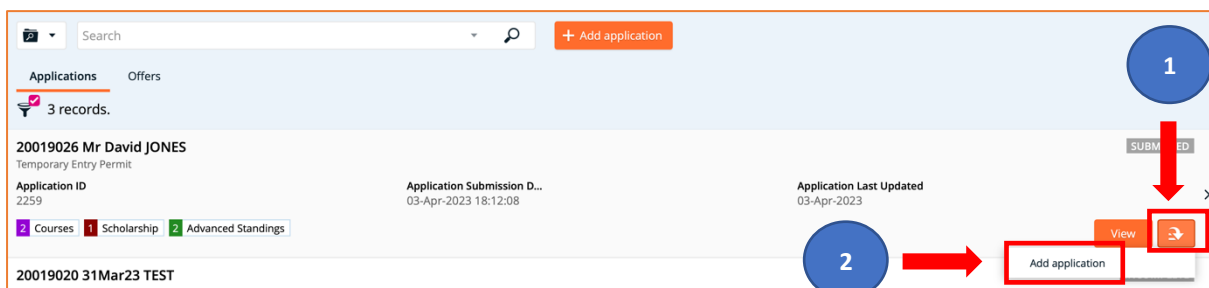
After submitting the application, you can see status changed to **“SUBMITTED”** in **“Applications”** tab.



DEFER OR CHANGE A COURSE

If you want to defer or change a course, from the student applications, click  and click **“Add application”** to make a new application for the student.

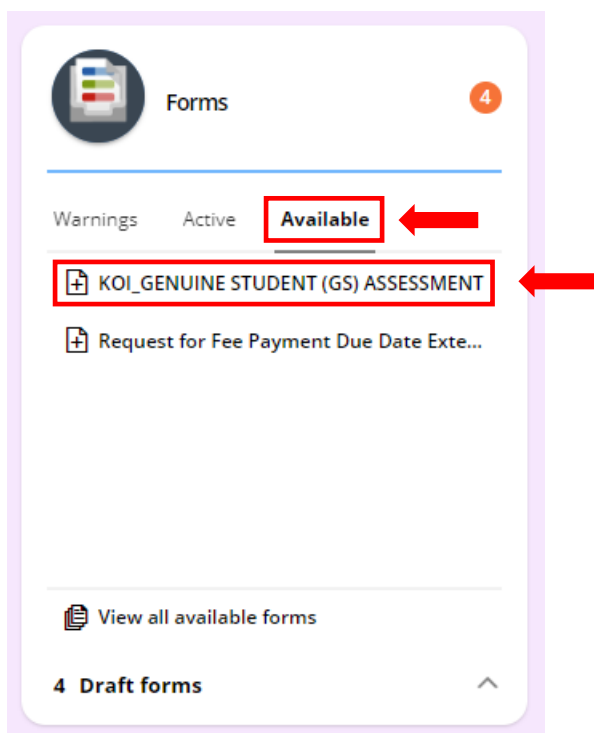
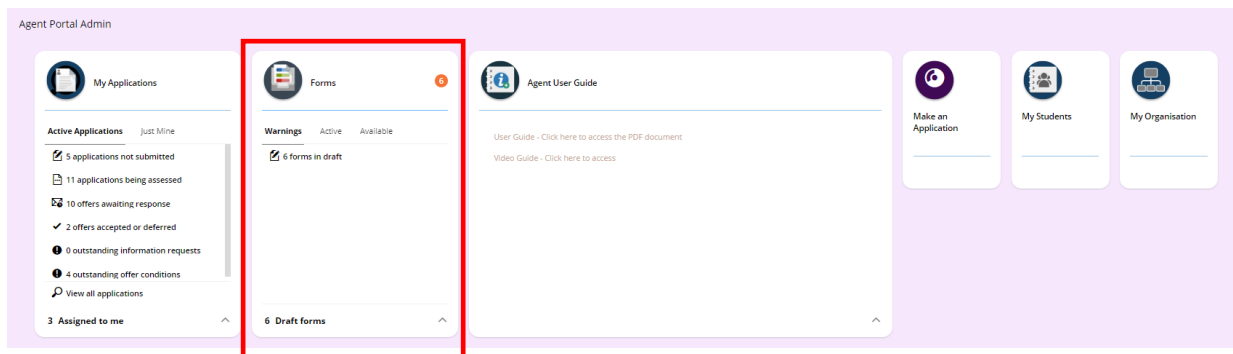
Then you will need to choose the new course with new intake, response to all requirements and submit it again.



HOW TO SUBMIT THE GENUINE STUDENT FORM

From agent portal’s dashboard,

- find the “Forms” panel,
- click “Available”
- click “KOI_Genuine Student (GS) Assessment”



Complete all the questions below, upload supporting documents, sign and then submit.

Genuine Student (GS) Assessment Form



I have read the guidelines above and would like to proceed with completing the GS test. *

- ✓ Student Section
- ✓ General Question 1
- ✓ General Question 2
- ✓ General Question 3
- ✓ General Question 4
- ✓ General Question 5
- ✓ General Question 6
- ✓ General Question 7 ←
- ✓ General Question 8
- ✓ GS Visa Question1
- ✓ GS Visa Question2
- ✓ GS Visa Question3
- ✓ GS Visa Question4
- ✓ GS KOI Assessment
- ✓ Financial matrix and sponsor details
- ✓ Source of funds
- ✓ Sponsor income

^ I declare that I am a Genuine Student and that my intention to travel to Australia is for the purpose of study only. I declare that the information

Student Signature*

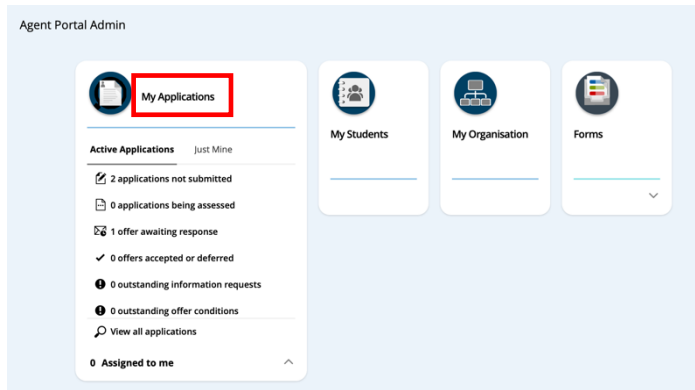
A large, empty grey rectangular box intended for the student's signature.

Clear

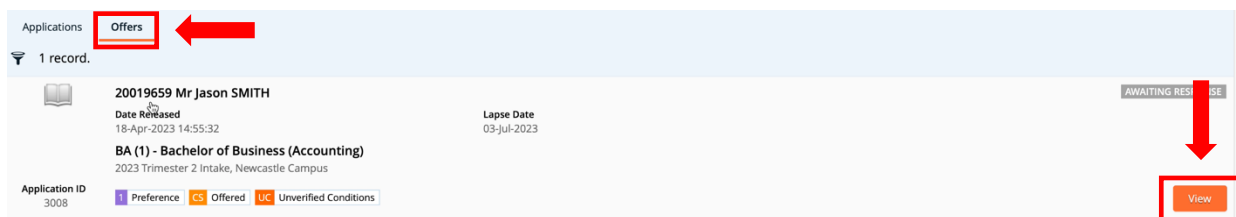
HOW TO ACCEPT OFFER LETTER

After you receive KOI Offer Letter, you may have some conditions which need to be satisfied prior to CoE issuance.

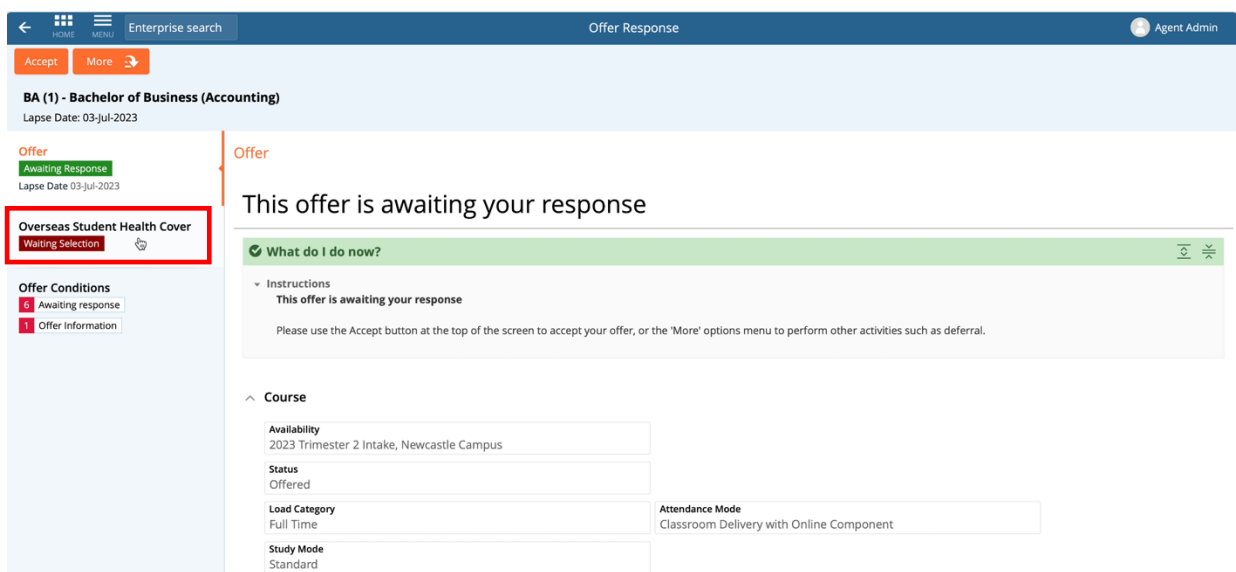
To accept KOI Offer Letter, you will need to **login to KOI agent portal**. Go to **“My Applications”**, then go to **“Offers”** tab.



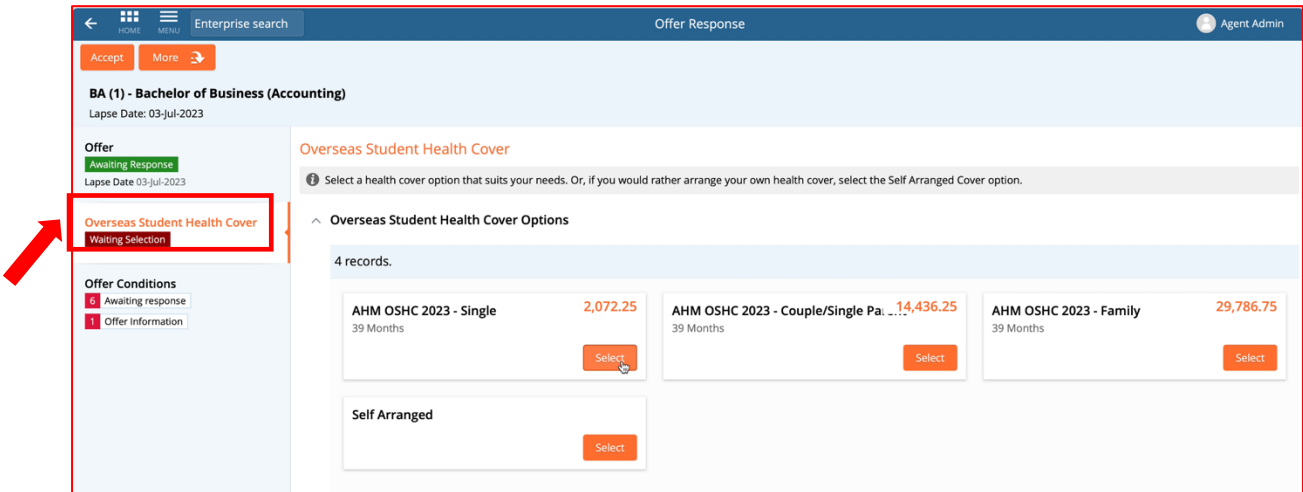
Search the application by student ID or student name which is indicated on offer letter. You will see the application with status **“Awaiting Response”**, then click **“View”**



In this window, you will see the **OSHC selection** and **Offer Conditions**.

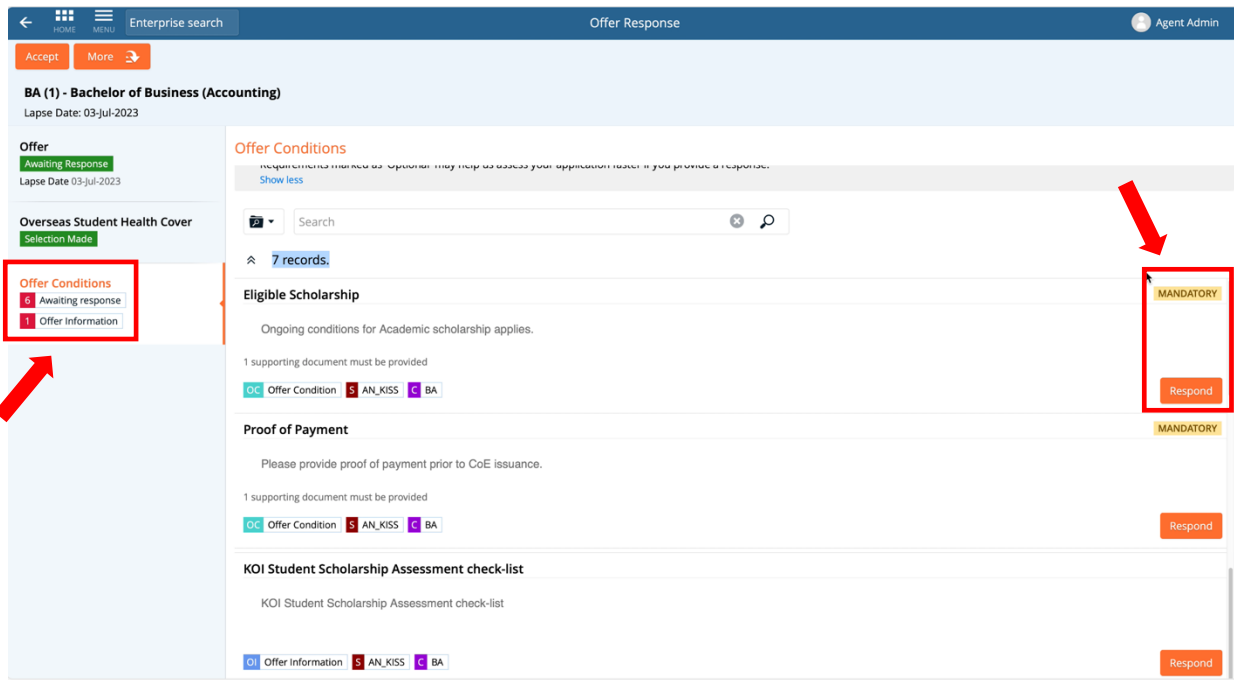


Even though you select OSHC in making application requirement step, You still need to **Click OSHC** to view and acknowledge the **FEES** and to select what cover is for the application such as **Single, Couple, Family or Self Arranged**.

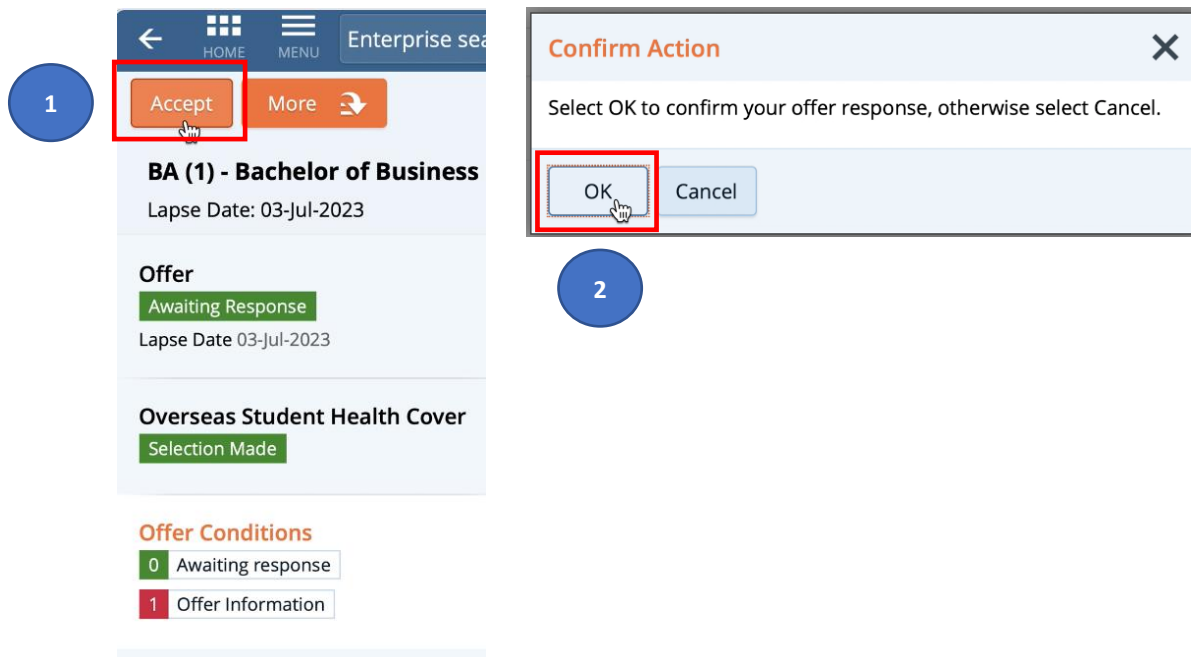


After that, you go to **Offer Conditions** to respond by uploading the required documents.

Note: please respond only to mandatory conditions. The optional conditions are just for your information.



When everything is responded, click **“Accept”** button on the top left and click **“OK”** to confirm.

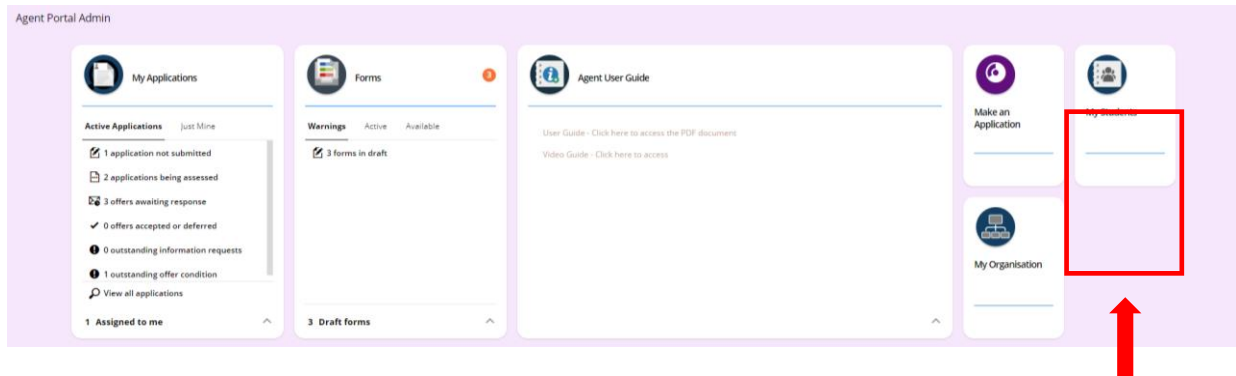


Congratulations!

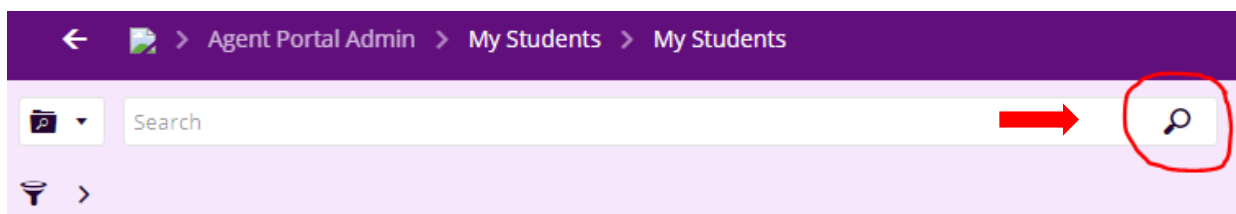
Upon accepting the offer, KOI admission team will be notified, and they will begin processing your application. This process includes reviewing your documents, verifying your eligibility, and preparing the necessary for the CoE.

HOW TO MANAGE STUDENTS

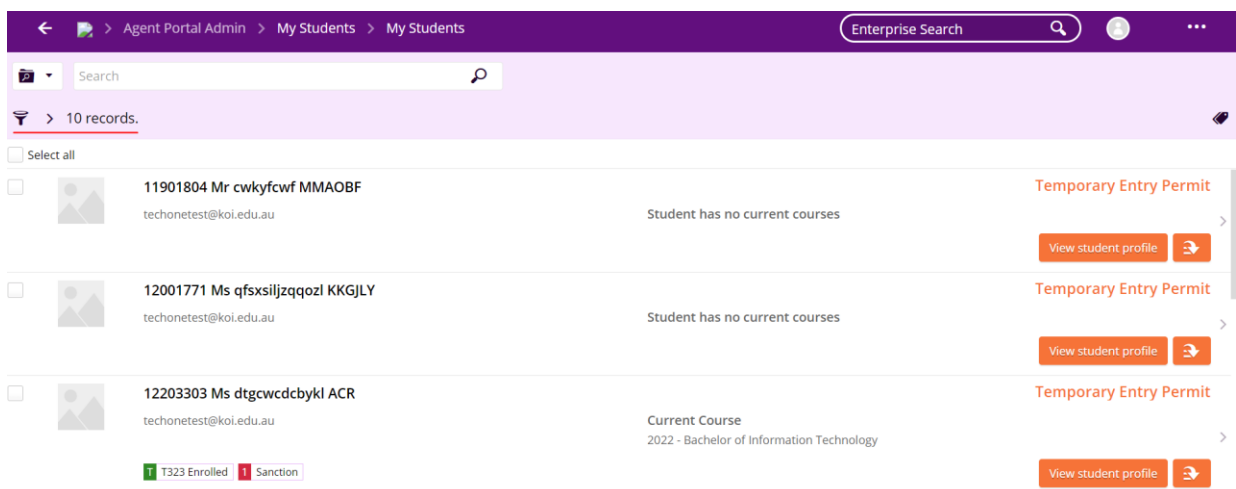
If you like to check your students' progress, payment and timetable, you can go to "My Students".



Then click search icon to see all the students.



Now, you can see all your students listed below.



- If you see the status “**Student has no current courses**”, it means students have not enrolled to the course.
- If you see the status “**Current course**”, it means students have enrolled to the course. Or you can see the status on under student name on the left.

12001771 Ms qfsxsiljzqqozl KKGJLY
techonetest@koi.edu.au → Student has no current courses

12203303 Ms dtgcwcdcbykl ACR
techonetest@koi.edu.au → Current Course
2022 - Bachelor of Information Technology

T323 Enrolled | Sanction

On the right hand side, you will see “**View student profile**”. Click more option button, you will see “**View student finances, View student study, View student calendar and View student’s application**”.

Temporary Entry Permit

View student profile >

View student finances

View student study

View student calendar

View student's applications

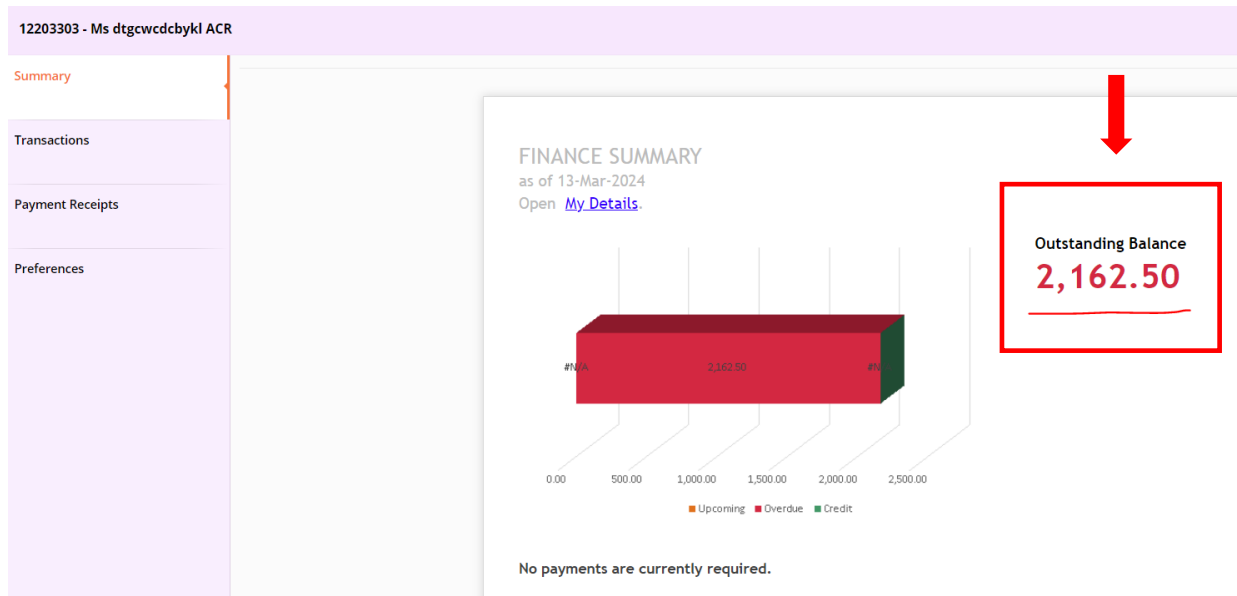
To check the student contacts such as onshore address, email address and onshore mobile number. Click **“View student profile”**

The screenshot shows a student profile for **12203303 - Ms dtgcwcdcblykl ACR** with a Temporary Entry Permit | 16-Jan-2004 (20). The page is divided into two main sections. On the left, under the **Summary** tab, there is a **Contacts** section highlighted with a red box. It lists: 1 Mary Street, Brisbane, NSW, 4000, AUSTRALIA; email: techonetest@koi.edu.au; and phone: 8724040056. A red arrow points from this box to the right. On the right, under the **Summary** tab, there is a **Student Details** section with fields for Student ID (12203303 (Ms dtgcwcdcblykl ACR)), Title (Ms), and Family Name (acr).

You also can see the scholarships and also communications between students and KOI.

The screenshot shows the same student profile for **12203303 - Ms dtgcwcdcblykl ACR** with a Temporary Entry Permit | 16-Jan-2004 (20). The page is divided into two main sections. On the left, under the **Summary** tab, there are sections for **Educational Background**, **Sanctions** (with a red badge indicating 1 Sanction), **Scholarships** (highlighted with a red box), and **Communication** (with 3 system-issued documents). A red arrow points from the **Scholarships** box to the right. On the right, under the **Scholarships** tab, there is a search bar and a dropdown menu. Below it, it shows **1 record.** and a **Course related scholarship** with a start date of 01-Jan-2023.

To check student payments, click **“View student finances”**. In the **“Summary”** you can see the outstanding balance or credits that students need to pay or have some credits in KOI account.



Go to **“Transactions”**, you will individual subject fee. Students or you can make the payment here for subjects or click **“Make a general payment”** on top right to input the amount students/you need to pay.

The screenshot shows the 'Transactions' page for student ID 12203303. The left navigation menu has 'Transactions' highlighted with a red box. A red arrow points from the 'Transactions' menu to the 'Make a general payment' button in the top right corner. Below, a table lists two 'Tuition Fee SYD' records. The first record is for 'ICT202 - Human Computer Interaction' with a total amount of 1812.50 and a due date of 30-Oct-2023. The second record is for 'ICT201 - Computer Organisation and Architecture' with a total amount of 1812.50 and a due date of 30-Oct-2023. Red boxes highlight the 'Pay Now' buttons for both records, with red arrows pointing to them.

Fee	Total Amount	Payments Received / Adjusted	Census Date	Due Date
Tuition Fee SYD for ICT202 - Human Computer Interaction	1812.50	125.00	24-Nov-2023	30-Oct-2023
Tuition Fee SYD for ICT201 - Computer Organisation and Architecture	1812.50	1337.50	24-Nov-2023	30-Oct-2023

