

## **Admissions and Enrolment Policy**

(includes special requirements for students on International Student Visas)

### **1. Purpose and Scope**

This Policy sets out the principles that apply to the recruitment, admission and enrolment to all coursework programs, and for cross-institutional and miscellaneous admission, whether by application directly to King's Own Institute (KOI) or through an agent.

KOI strives to ensure compliance with the Education Services for Overseas Students (ESOS) Act 2000 (as amended), the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code), and the Higher Education Standards Framework 2021 regulated by the Tertiary Education Quality and Standards Agency (TEQSA).

KOI upholds the principle that all applicants seeking to enrol are treated fairly and equitably. KOI has open, fair, clear and transparent procedures that are based on clearly defined entry criteria for making decisions about the selection of students.

Admission to KOI is based on academic merit or evidence of capacity for higher education study. KOI will ensure that throughout the process of selection and admission, applicants are treated courteously and promptly. Entry criteria and application procedures are published on the KOI website ([www.koi.edu.au](http://www.koi.edu.au)) or the information of students and those seeking to enrol with KOI.

### **2. Related Documents**

This Policy is to be read in conjunction with KOI's:

- Domestic Student Refund Policy
- International Student Refund Policy
- International Student Transfer Policy
- Credit Transfer Policy
- Course Progress and Intervention Policy
- Student Complaints and Appeals Policy
- Fairness and Equal Opportunity Policy
- Documents and Records Control Policy
- Privacy Policy.

### **3. Definitions**

Census date	The official deadline for finalising enrolment in a subject or course. KOI determines a census date for each trimester. The Census Date is advised in the <a href="#">Student Handbook</a> . NOTE: Earlier deadlines apply to enrolling in subjects and to payment of fees for international students (see Section 5).
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Compassionate or compelling circumstances	<p>Compassionate or compelling circumstances are generally those beyond the control of a student and which have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• serious illness or injury, where a medical certificate states that the student was unable to attend classes;</li> <li>• bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided);</li> <li>• major political upheaval or natural disaster in the home country requiring emergency travel which has impacted on the student's studies;</li> <li>• a traumatic experience, which could include:             <ul style="list-style-type: none"> <li>○ involvement in, or witnessing of, a serious accident; or</li> <li>○ witnessing or being the victim of a serious crime and this has impacted on the student (these cases should be supported by police or psychologists' reports)</li> </ul> </li> <li>• where KOI was unable to offer a pre-requisite subject, or the student has failed a prerequisite subject and therefore faces a shortage of relevant units for which they are eligible to enrol</li> <li>• inability to begin studying on the course commencement date due to delay in receiving a student visa.</li> </ul>
Cross-institutional study	Subjects undertaken at KOI by students enrolled in an award course at another higher educational institution. This study does not form part of an award course at KOI
Confirmation of Enrolment (COE)	For international students, an electronic confirmation of enrolment (eCoE) is sent by KOI as proof that you are enrolled in a course at KOI. KOI will send you a copy of the eCoE on receipt of payment. When you have your eCoE, you can apply for or renew your student visa by following the guide in the information pack.
Delegated person	The person given a delegation by the AIBM Council of Directors.
Due date (for payment of fees)	The due date for payment as shown on the Letter of Offer.
Domestic student	An Australian citizen, New Zealand citizen (or dual citizenship holders of either Australia or New Zealand), a permanent resident of Australia or an Australian humanitarian visa holder.
Full-time student	A student who enrolls in three or more subjects in a trimester is full-time for that trimester; a student who enrolls in one or two subjects in a trimester is part-time for that trimester.
Full-time study load	A full-time study load in a single trimester is four subjects.

International student	A student who is not a domestic student, including students on temporary residence visas (also known as an <i>Overseas Student</i> under the <i>ESOS Act</i> ).
Letter of Offer and Written Agreement	The Letter of Offer and Written Agreement (hereafter simply called the Letter of Offer or Offer Letter) sent to successful applicants to KOI, which details the course for which the offer of enrolment is made, any conditions which apply to acceptance of the offer, the duration of the offer, the course start and finish dates, the costs involved, the refund policy, and any recognition of prior learning, as well as general terms and conditions.
Non-award subject	A subject for which a student applies for admission, but which does not form part of an enrolment in an award course.

#### 4. General Principles

Selection of students for admission to award courses of KOI shall be based on academic merit. This does not prevent KOI, when making decisions about admission, from considering an assessed educational disadvantage of a particular applicant.

##### 4.1. Offers

To be admitted to an award course, a student must be made a formal offer of a place in the course. The authority to make an offer of a place in any course at KOI is delegated to the Vice-President (Operations) or delegate.

**Cross-institutional study.** Cross-institutional study is only offered with the approval of the student's current higher education provider, and students must satisfy the requirements of the course in which the cross-institutional subject is offered. KOI students who have failed a core subject twice may be directed to complete the subject at another registered higher education institution and receive advanced standing for that subject at KOI. A student may only commence cross-institutional study with the prior written consent of the Vice President (Operations) or delegate.

The Vice President Operations (or delegate) will deny the request for cross-institutional study if:

- The subject is of no relevance and benefit to the student's course;
- The student has already been granted the maximum number of credits as outlined in KOI's Credit Transfer Policy;
- The subject is not at an equivalent level based on the Australian Qualifications Framework (AQF) Qualification Type Specifications for higher education courses.

**Non-award enrolment.** Usually, non-award students must meet the requirements of the course in which the non-award subject is offered. Non-award enrolment may also be approved for students who demonstrate capacity for study to help them gain admission to an award course. For international students, there may be additional restrictions such as International Student Visa requirements.

##### 4.2. Right to Limit Admission or Enrolment and Vary Subject and Course Content or Structure

Subject to giving reasonable notice to students, KOI reserves the right to:

- impose limitations on admission to any course
- impose limitations on enrolment in any subject
- change the content of any subject or course
- change the method of assessment of any subject
- vary tuition fees for any subject or course
- withdraw any subject or course which KOI offers
- change the trimester availability of a subject or course
- otherwise vary arrangements for any subject or course.

## 5. Overview of Admission and Enrolment Process

Stage	Process
Application	Applicant applies for a place in a course by completing the KOI Student Application Form.
Selection	Application is assessed and eligibility for entry determined. If eligible for entry, selection is based on academic merit and other factors such as course quota or availability of space and teaching facilities.
Offer	If selected, a formal offer of a place in the course is made in an Offer Letter.
Acceptance	Applicant formally accepts offer by signing and returning the Written Agreement. International students must also make the required payment.
Deferment (if applicable)	An applicant may choose to defer commencement in the course (see section 4.6 Deferred Entry).
Enrolment	Applicant enrolls in subjects that form part of the course and commences study.

### 5.1. Application

Applications for enrolment into award courses, non-award subjects and cross-institutional study may be made either directly to KOI or via a registered agent.

Applicants must complete the Student Application form (available at [www.koi.edu.au](http://www.koi.edu.au)) attaching certified copies of all relevant documentation (stamped by an appropriate authority as certified copies of original documents). Required documents are indicated on the KOI website (include web address). Applications will not be processed until all documentation is received in the required format.

### 5.2. Selection

Entry to KOI is based on academic performance, English proficiency and visa conditions. Details for the required English proficiency and academic requirements relevant to the various award courses at KOI are found at <http://koi.edu.au/wp/future-students/admission-requirements/>.

English proficiency and academic requirements for entry into award courses will vary with the type and level of the course. These standards may be updated as required by changing industry and Australian Government standards.

In addition to the general admission requirements stipulated above, certain courses may specify additional requirements which applicants are required to meet to demonstrate their capacity for success in the course.

A phone or video conference call or an in-person interview held at a KOI campus may be required to ensure the applicant clearly understands the nature of the program and the commitment they are making, that any questions are addressed, and to provide a check on the applicant's English language proficiency.

An applicant may be required to undertake further assessment (by means of a quiz or essay) to support their application.

Applicants who satisfy the entry requirements of KOI will be given a formal offer of a place in their nominated course, non-award subject or cross-institutional study via a *Letter of Offer*, provided KOI has the capacity to deliver the course to the applicant. Note that some courses and subjects may be limited by quotas. Where the nominated course or subject is not available or appropriate, KOI may make an offer to an alternative course or subject.

Applicants for whom KOI does not intend to make an offer of a place in the applicant's nominated course, non-award subject or cross-institutional study will be advised in writing within 10 working days of the application being received.

### **5.3. Offer**

A formal offer of a place within the applicant's nominated course, non-award subject or cross- institutional study at KOI is made in a *Letter of Offer*.

Offers may be in the following form:

- a) Unconditional Offer which allows commencement in a specified future intake for the selected course. No further conditions need to be satisfied.
- b) Conditional Offer which outlines the conditions that must be satisfied to be admitted to the selected course. Evidence must be shown that the conditions have been satisfied before admission to the course.
- c) Package Offer which requires completion of an English Language Program at the required level, or another preliminary or articulation program before commencing the desired KOI course, or enrolment in a nested Diploma, Graduate Certificate or Graduate Diploma leading to the desired KOI degree course).

The *Letter of Offer* also details:

- the applicant's identification details
- the nominated course, non-award subject or cross-institutional study details
- dates for orientation, course start and finish
- normal course duration
- indicative fees and charges, due dates for payment and the refund policy
- specified course credit (refer to the [KOI Credit Transfer Policy](#) for more details)
- any other relevant details or conditions

The *Letter of Offer* will contain or accompany the required information as set out in Standard 3 of the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*. This includes

relevant KOI policies.

The information provided in the *Letter of Offer and Written Agreement* must be acknowledged by the student in the *Acceptance of Offer*.

#### **5.4. Acceptance and Admission**

On receipt of a formal offer of a place in a nominated course, non-award subject or cross-institutional study, an applicant shall either:

- accept the offer
- apply to defer commencement
- decline the offer
- take no action, in which case the offer shall lapse after the specified period.

To accept an offer, an applicant must comply with any specified instructions and deadlines and pay any prescribed fees as detailed in the letter of offer.

For applicants who require evidence of acceptance into a course of study for visa purposes, KOI will issue, on receipt of the *Acceptance of Offer* form and required tuition fees, a *Confirmation of Enrolment (eCoE)* to allow the student to apply for a Student Visa from an Australian Embassy, High Commission or the Department of Home Affairs (DHA). Students should seek information on the Student Visa application process from the Australian Department of Home Affairs website (<https://immi.homeaffairs.gov.au/>).

The student will also be provided with a receipt for fees paid along with information about enrolment (see also Section 5) and orientation.

For international students, when a Student Visa has been granted, students should make travel arrangements and take steps to obtain accommodation. KOI will provide students with a range of alternatives and information regarding accommodation and arrival reception at Sydney airport on request.

See also *Section 7 Refusal of Admission*.

#### **5.5. Deferred Entry**

Subject to the provisions set out below, an applicant who has received an offer for entry into the applicant's nominated course, non-award subject or cross-institutional study may apply to defer commencement of their studies.

The Deferred Entry option is available:

- When compassionate or compelling circumstances would affect the student's course progress or wellbeing;
- Only in respect of the course to which the student requesting deferment has been admitted, i.e. Deferred Entry is not transferable from one course to another.
- Only within available study periods, i.e. according to the normal course timetable. No special entry arrangements are available.
- On the provision that the student shall accept unconditionally any course changes that KOI implements during the period of deferment.
- For a period of deferment of not more than 12 calendar months unless otherwise approved by the Associate Vice President (Operations) or delegate.

For international students, deferred entry may require a revised eCoE. KOI will advise students seeking deferred entry to check with the Department of Home Affairs on any potential impacts on their visa. Please note that there is a fee for issuing a revised eCoE (see Section 6.3).

Requests for Deferred Entry must be made in writing and accompanied with reasons and supporting documentary evidence. KOI will assess the application based on the reasons and supporting evidence provided and provide a decision to the student in writing within ten working days. There is no automatic right to deferred entry. If the application is refused, KOI will provide reasons for its decision.

Any tuition fees paid in advance may be transferred to the next available intake. (See the Student Refund Policy.)

Confirmation of Deferred Entry will be issued by the KOI Admissions staff together with information relating to commencement of studies and enrolment. The student must accept the revised offer for deferred entry within fifteen days for KOI to issue a revised eCOE with the new commencement date for the course. KOI reserves the right to cancel deferred entry offers to applicants who do not comply with the terms and conditions of the deferred entry.

KOI may revoke the approval for a student's deferred entry should KOI decide to phase out the course or subject prior to the deferred student enrolling, or demonstrate that, for reasons beyond its control, it will not be possible for the applicant to complete the course in a reasonable timeframe should the entry be deferred. In either case, KOI will take all reasonable steps to provide the deferred student with a full refund of fees paid towards subsequent study or an alternative course to enrol in, subject to the student meeting the entry requirements of the new course.

## **6. Enrolment**

Applicants accepting an offer for their nominated course, non-award subject or cross-institutional study must complete the process by enrolling for the nominated study within the prescribed enrolment period.

During the enrolment process, students will be given course advice, enrolled into specific subjects and classes, required to pay the prescribed fees which are due for payment, issued with a timetable and Student ID card, and required to attend a compulsory orientation session. Enrolments are accepted over a 6-week period beginning 4 weeks before the commencement of trimester and ending at 5.00pm on the Friday of the second week of trimester. Late enrolment requests may be assessed by the Vice President (Operations) or delegate on a case-by-case basis and acceptance is not guaranteed. Students who are allowed to enrol late will be enrolled under the provisions for monitoring academic progress (MAP scheme) and placed on a learning contract to ensure appropriate monitoring and support (see *Course Progress and Intervention Policy*).

### **6.1. Enrolment in Subjects**

Once admitted to a course, the student is required to enrol in subjects that form part of the enrolled course. The normal full-time study load is four subjects per trimester. International students must enrol in four subjects per trimester unless they take an approved Break in Studies (see Section 5.4) or are approved for a reduced study load (see below). International students must enrol in four subjects in their first trimester.

A student is a full-time student in a trimester if they are enrolled in three or more subjects. A student enrolled in one or two subjects in a trimester is considered as part-time.

Students may request enrolment in more than four subjects in a trimester. Approval is not automatic. In assessing request, the Vice-President (Operations) or delegate will consider the student's previous performance and pattern of study.

KOI monitors the workload of international students to ensure that they complete their courses within the duration specified in their Confirmation of Enrolment (eCoE). International students who are undertaking a reduced study load in a trimester must obtain permission from the Vice-President (Operations) or delegate. A reduced study load may only be approved for the following reasons:

- final trimester of study
- top up trimester after successfully completing at least six subjects in the previous two trimesters or formally agreeing to enrol in a total of at least eight subjects in the current and two succeeding trimesters
- subjects not available (for example because a core subject is not offered, or there is a timetable clash)
- medical circumstances
- compassionate circumstances
- the result of an intervention strategy.

Provided these procedures are followed, KOI will issue a new eCoE to international students studying onshore if it becomes clear that their course cannot be completed within the current eCoE period. A new eCoE can be issued only for the following reasons:

- as the result of an intervention strategy
- compassionate reasons
- compelling circumstances
- leave of absence, or
- deferment of study.

Reducing a full-time study load may also affect the eligibility of domestic students for Centrelink benefits.

Enrolment into a subject is conditional upon satisfying all prescribed academic and other requirements for the subject and for the course of which it forms a part.

Where subjects are electives or are not compulsory for study in a particular trimester, enrolment in a particular subject may be refused if KOI does not offer the subject or the subject has reached its allowable capacity of students.

A student **must** be enrolled to attend classes in a subject.

A student admitted to an award course shall only enrol in subjects that can be credited towards completion of the award. A non-award enrolment shall not be permitted concurrently with an enrolment in a program of study leading to a KOI award unless approved by the Vice-President (Operations). Approval of a non-award enrolment in this situation shall only be given in exceptional circumstances.

It is the responsibility of the student to check that their enrolment is always correctly recorded on the student portal at all times, particularly prior to each census date. Students can check their enrolment through the Student Portal at <https://koit1sms.t1cloud.com/> (see instructions in the Student Handbook).

Any errors must be immediately brought to the attention of Student Services for advice and assistance in

rectifying errors.

Enrolment in subjects is final at the census date.

## **6.2. Variation to Enrolment**

Students may apply to change or add subjects during the enrolment period, following course advice from the Academic Manager or their Head of Program. Permission to change or add subjects may be dependent on course progression requirements and class availability.

Subjects can be added up to 5.00pm on the Friday of the second week of trimester. Subjects can be dropped without academic penalty up to the census date.

New students who wish to apply for credit should ideally do so as part of their application to study at KOI. Students may also apply for credit at enrolment but would then not normally be enrolled until their credits have been assessed and finalised. The award of credit for previous studies may also change the duration of the eCoE. (See the *Credit Transfer Policy*.)

For international students, withdrawal from individual subject(s) (other than changing subjects) i.e. reducing a full-time study load, will only be permitted under certain circumstances up until the Census or other dates prescribed and published by KOI (see Section 5.1 above and the *Refund Policy*). Domestic students should be aware that reducing a full-time study load may affect their eligibility for Centrelink benefits. Withdrawal from subjects without academic or financial penalty after the Census Date will only be permitted under exceptional circumstances.

Subject to the approval of the Vice-President (Operations), students may apply to change their course of study after completing their current trimester of study. The application must be submitted before the start of the next trimester. Approval of an application to change a course of study is not guaranteed.

## **6.3. Withdrawal of Enrolment**

Students may withdraw their enrolment in an award course, or in a subject, without academic penalty up to the Census or other dates prescribed by KOI. Domestic students will not incur a financial penalty if they withdraw from subjects before the census date. International students should refer to the International Students *Refund Policy* for information on refunds to which they may be entitled. Withdrawal from an award course, or subject, without academic or financial penalty after the Census Date will only be permitted when the student can demonstrate that there are compassionate or compelling circumstances.

International students who wish to withdraw their enrolment from their course must complete a *Request to Withdraw from Your Course* form via the Student Portal. They may also be required to attend an exit interview. If the reason for withdrawal is to transfer to another higher education provider, the student may also need to request a Release from KOI.

Students who withdraw and subsequently wish to resume their studies or commence new studies with KOI will be required to complete a new Student Application Form.

## **6.4. Maintaining Continuity of Enrolment**

To maintain continuity of enrolment in a course, a student must either:

- maintain a continuous enrolment from one study period to the next (trimester to trimester) in subjects that form part of the course, or
- obtain approval for a *Break in Studies* (approved leave) covering any study period during the course

in which a student does not intend to enrol in any subjects.

KOI recognises that students may, for a variety of reasons, need to postpone or interrupt their studies from time to time.

Students may apply for one or more periods of a Break in Studies from their course throughout the duration of their course (usually not more than 12 months altogether during their course). A Break in Studies is typically available after successful completion of the first two trimesters of the course. However, for students who have transferred from another provider, their most recent studies prior to enrolling with KOI may be considered when assessing this requirement. Approval for Break in Studies is always subject to satisfactory academic progression unless there are medical or compassionate reasons. Applications for a Break in Studies must be made by completing a *Leave of Absence Request Form* and submitted two weeks before the start of the trimester for which approval is sought. Break in Studies requests must have a definite start date and must be for a specified period (usually one trimester).

KOI will assess the application based on the reasons and supporting evidence provided and provide a decision to the student in writing within ten working days. If the application is refused, KOI will provide reasons for its decision.

When considering applying for a Break in Studies, it is the responsibility of the student to seek appropriate academic counselling before suspending their studies and to be aware of the potential impact of the absence on their status as a student (for example, student visa conditions or eligibility for Centrelink benefits) on their ability to successfully complete the course (including any implications for subject availability and course completion limits). KOI will advise students seeking a break in studies to check with the Department of Home Affairs on any potential impacts on their visa. A student seeking a Break in Studies must accept that KOI may make changes to the course during the period of Break of Studies.

The Vice-President (Operations) may attach conditions to the student's return to study. Unless approved in exceptional circumstances by the Vice-President (Operations) or delegate, a Break in Studies shall not be approved if the applicant has work outstanding in the course (e.g. unfinished or unmarked assessments, or deferred grades), has not completed the first two consecutive trimesters of study in their course, has not maintained satisfactory course progression, or where a break will mean the student is unable to complete their course within the specified time.

Unless approved in exceptional circumstances by the Vice-President (Operations) or delegate, a Break in Studies shall not be approved for a period more than one trimester at a time.

A student on an approved Break in Studies shall be considered to have maintained their enrolment in their course and KOI shall retain their rights as an enrolled student.

Enrolment must be completed during the formal enrolment period (i.e. before the end of week 2 of the trimester). Students who do not enrol in units for the current study period of their course and who do not have an approved Break in Studies may lose their place in the course at KOI. Should this occur, and the student is studying on an international visa, KOI will report the student to DHA via PRISMS. The eCoE will be cancelled.

## **6.5. Extension of course duration**

KOI may extend a student's enrolment if the student is unable to complete the course within the expected duration provided that

- The student provides evidence of compassionate or compelling circumstances, or

- KOI has implemented, or is in the process of implementing, an intervention strategy because the student is at risk of not meeting course progress requirements, or
- KOI has approved a deferral or suspension of the student's enrolment has occurred as described in Section 5.4 above.

If KOI extends the duration of the student's enrolment, KOI will advise the student to contact DHA to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

## 7. Fees

Up-to-date information about fees and charges is available to students online on the KOI website (<http://koi.edu.au/wp/future-students/fees-payment/>). Detailed fee information is also available via KOI Marketing [ask@koi.edu.au](mailto:ask@koi.edu.au). Students are expected to check the KOI website frequently for important information and updates.

Payments made to cover fees and charges are allocated to fees and charges in the order of the date on which they fall due, with the earliest fees and charges due being allocated first.

### 7.1. Tuition Fees

Tuition fees are subject to annual review as approved by Council. All fees listed in brochures and on the website are indicative and may be subject to annual increases.

Tuition fees for domestic students are charged per subject and payable by the relevant census date. International students must pay their fees for each study period in advance.

Students will be charged the full fee for repeating subjects.

### 7.2. Penalties for Non-Payment

Any student who has an overdue debt to KOI and does not make full payment shall cease to be entitled to any privileges of KOI and KOI may at its discretion cancel enrolment (automatically withdrawing access to KOI services including classes, email, Moodle, library, insurance, etc.), and refuse access to official documentation (examination results, graduation, etc.).

Late payment fees are imposed to encourage students to pay their invoices by the due date as shown on the invoice. A \$100 late payment fee will apply to any fees paid after the due date. Legally available debt collection courses of action may be used to recover overdue fees.

A student's enrolment may be discontinued for non-payment of fees. To be reinstated, cancelled students must pay all outstanding amounts, including late fees.

Appeals against cancellation and late payment fees must be submitted in writing to KOI within 20 working days of the notice of penalty.

### 7.3. Other fees and charges

The following non-tuition fees charges apply except where indicated and are correct as of 16 May 2025.

Item	Fee
Enrolment Fee - International Students only (includes credit transfer assessment if relevant)	\$250

Revised eCoE – International Students only (second or subsequent eCoE's issued for any reason including deferment)	\$150
Reinstatement of Enrolment Fee - International Students only	\$250
Credit Transfer Assessment after eCoE issued - International Students only	\$100
Credit Transfer Re-assessment– Domestic students after Census Date	\$100
Simulation software licence fee (if applicable)	At cost set by the software provider (indicative cost - \$68.00 in 2023)
ID Card Replacement	\$10
Late Payment Fee	\$100
Late Withdrawal Fee – International Students only	See 5.1 points 6 and 7 of the <i>International Student Refund Policy</i>
Replacement Testamur	\$25
Interim Official Transcript (Current and Incomplete)	\$10
Replacement Completion Letter	\$15
Replacement Official Transcript (Completed)	\$15
Replacement Cross-Institutional Transcript	\$15
Reference Letter	\$20
Library Overdue Penalties	\$2 per day
Library lost or damaged Item	\$100 per item
Additional Printing	10c per single sided page

## 8. Refusal of Admission and Cancellation of Enrolment

### 8.1. Withdrawal of Offer

An offer of admission may be withdrawn under any of the following circumstances:

- the offer is not accepted by the specified date
- the agreed conditions of offer are not satisfied by the specified date(s)
- the applicant provides false or misleading information
- non-payment of any specified fees.

### 8.2. Refusal of Admission

Irrespective of eligibility or any other provision in this policy, the Vice-President (Operations) or delegate

may refuse an application for admission from any applicant on any one or more of the following grounds:

- 8.2.1. the applicant has provided false or misleading information to KOI
- 8.2.2. the applicant has been reported as having provided false or misleading information to another higher education provider
- 8.2.3. the applicant has been found guilty of serious misconduct as a student previously at KOI or at another higher education provider
- 8.2.4. the applicant is a potential danger to students and/or staff
- 8.2.5. the presence of the applicant at KOI is potentially detrimental to the well-being of students and/or staff
- 8.2.6. the applicant's inability to satisfactorily complete KOI's Genuine Student (GS) assessment

The Vice-President (Operations) shall consider the nature of the concern and the length of time that has elapsed since any matter occurred giving rise to the concern.

### **8.3. Cancellation of enrolment**

A student's enrolment may be suspended, or a student may be excluded from KOI because of serious misconduct or continuing unsatisfactory course progress. Please refer to the *Student Academic Integrity Policy*, the *Student Non-Academic Misconduct Policy* and the *Course Progress and Intervention Policy* for details.

For international students, KOI is obliged by Standards 8,9 and 10 of the *National Code* to notify the student of KOI's intention to report for not achieving satisfactory course progress. Before initiating a suspension or cancellation of enrolment, KOI will inform the student in writing of that intention and the reasons for doing so and advise the student of their right of appeal through the complaints and appeals process. Unless the student's health or wellbeing or the wellbeing of others is likely to be at risk, KOI will only report a cancellation of enrolment in PRISMS due to unsatisfactory course progress only when the internal and external complaints and appeals processes have been completed, and the decision or recommendation supports KOI.

## **9. Appeals**

A student at KOI or a person applying to become a student at KOI has the right to lodge an appeal against any decision made under this policy (refer to the *KOI Complaints and Appeals Policy*).

This policy and the availability of complaints and appeals procedures do not remove the rights of the student to take action under Australia's consumer protection laws (including the ESOS Act 2000) or to pursue other legal remedies.

## **10. Privacy**

As set out in the Privacy Policy, KOI collects, stores and uses personal information relating to its students as part of the admissions and enrolment process. KOI manages, stores and retains personal information in accordance with the Documents and Records Control Policy. Student records are retained for at least six

years from the date on which a student leaves KOI.

KOI will maintain the confidentiality and privacy of student information. However, information collected from students may, as required in accordance with the Higher Education Support (HESA) Act 2003 and other legislation be provided to the Department of Education, Skills and Employment, Department of Home Affairs and Commonwealth, State or Territory Government agencies.

KOI is bound by the *Privacy Act 1988* and the *Australian Privacy Principles (APPs)* under the *Privacy Amendment (Enhancing Privacy Protection) Act 2012* with respect to the collection, use and disclosure of personal information. Please see KOI's Privacy policy [www.koi.edu.au](http://www.koi.edu.au) for more information.

## Document Control

Policy title	Admissions and Enrolment Policy
Policy owner	Vice-President (Operations)
Policy approver	AIBM Council on the recommendation of the Academic Board
Policy version date	13 June 2025 Version 2.7
Version approval date	13 June 2025
Version implementation date	13 June 2025
Date of next review	13 June 2028
Changes in this version	Added a provision for late enrolments Added the conditions and requirements for cross-institutional study. Added a provision for break in studies for transferred students Updated 7.3 to align with Standard of the National Code requirements