

KCBT Terms and Conditions for Internship

1. Educational Qualification:

- Applicant must be currently enrolled in **RII50520 Diploma of Civil Construction Design** or **RII60520 Advanced Diploma of Civil Construction Design** course with KCBT

2. Selection Process:

- 25 Applicants will be selected on first come first order.
- Applicant must maintain a satisfactory attendance and course progress.
- Applicant must not have any Outstanding fees in currently enrolled course with KCBT.

3. Internship Fees:

- A fee of \$1300 applies to this internship opportunity. Please note that this fee is non-refundable once the internship has been offered to the student.
- In the event of withdrawal of Internship application before receiving offer, full refund of \$1300 will be processed within 30 working days.

4. Work Authorization:

- Applicant must have the legal right to work in Australia for the duration of internship.
- Applicants are responsible for maintaining their visa requirements as per Department of Home Affairs (DoHA).

5. Application Process:

- Applicant must fill this form and submit to internship@kcbt.edu.au
- The KCBT Internship Team will review applications and notify applicants of the outcome within 5 working days.
- If approved, applicant will:
 - Receive an invoice from the Accounts Team.
 - Be required to pay the internship fee in full and send proof of payment to internship@kcbt.edu.au before the application due date.

Applicant Details and Declaration

Full Name:			
KCBT Student ID:		Contact Number:	
Current Address:			
Email ID:			

I hereby declare that I agree to Terms and Conditions of Internship program set by Keystone College of Business and Technology.

Applicant
Signature:

Date:

Office Use Only

Received By:

Position:

Date:

Proposed Actions:

Approved ☐

Not Approved ☐

Applicant notified of
application outcome:

☐ Email

☐ In Person

Date: