

## 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](mailto: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:
  1. Receive an invoice from the Accounts Team.
  2. Be required to pay the internship fee in full and send proof of payment to [internship@kcbt.edu.au](mailto:internship@kcbt.edu.au) before the application due date.

## Applicant Details and Declaration

<b>Full Name:</b>			
<b>KCBT Student ID:</b>		<b>Contact Number:</b>	
<b>Current Address:</b>			
<b>Email ID:</b>			

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

<b>Received By:</b>			
<b>Position:</b>		<b>Date:</b>	
<b>Proposed Actions:</b>	<b>Approved</b> <input type="checkbox"/> <b>Not Approved</b> <input type="checkbox"/>		
<b>Applicant notified of application outcome:</b>	<input type="checkbox"/> <b>Email</b>	<input type="checkbox"/> <b>In Person</b>	<b>Date:</b>