



## INTERNATIONAL STUDENTS

### Enrolment Agreement

**No fee is required with this form**

The information provided in this document will be treated as confidential and will only be shared with relevant staff members as and where necessary. The information provided by the Student to the Provider may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code. Should you have any changes, please inform the School immediately in writing. It is suggested you retain a copy of this application form for your reference.

#### Year and Level of Entry:

*Primary (Prep to Year 6)*

*Secondary (Year 7 to Year 12)*

CRICOS Course Code: \_\_\_\_\_

**Study Period:**

Semester 1, 2019 – 30 January to 22 June  
Semester 1, 2019 - January to June TBA  
Semester 1, 2020 – January to June TBA

Semester 2, 2019 - 17 July to 7 December  
Semester 2, 2019 - July to December TBA  
Semester 2, 2020 – July to December TBA

Course Start Date \_\_\_\_\_

Course End Date \_\_\_\_\_

#### Student details:

Student's name in full  
*(as appears on passport)*

\_\_\_\_\_ *(Family name)*

\_\_\_\_\_ *(Given names)*

Preferred name \_\_\_\_\_

Date of birth \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone No.: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Country of birth \_\_\_\_\_

Citizenship \_\_\_\_\_

Under which visa/status will the student be coming to Australia to study? Please tick appropriate box.

Student

Permanent resident

Please complete the following, where applicable:

Visa number \_\_\_\_\_ Expiry date \_\_\_\_\_

Passport number \_\_\_\_\_ Expiry date \_\_\_\_\_

As a condition of enrolment, the student authorises Shelford Girls' Grammar to check visa entitlements electronically via Department of Home Affairs for the duration of enrolment. <https://www.homeaffairs.gov.au/>

Private health insurance Yes  No

Private Health Fund name \_\_\_\_\_ Membership number \_\_\_\_\_

Since 1 July 2017 all new student visa applications must be done online and contain all details of the student's Overseas Student Health Cover (OSHC). The new OSHC regulations require all international student visa applicants to provide evidence of their OSHC for the entire duration of their student visa, including that of the ELICOS provider.

Shelford is unable to process our Confirmation of Enrolment (CoE) without proof of this cover.

## Academic details:

Present school \_\_\_\_\_ Present level \_\_\_\_\_

School reports enclosed

## Proficiency in English:

Language/s spoken at home \_\_\_\_\_

Major language of teaching at secondary school \_\_\_\_\_ for \_\_\_\_\_ years  
(Please indicate the number of years at secondary school)

English Assessment test enclosed  
(AEAS English Test)

Date of test \_\_\_\_\_

## Parent details

### Father

Title: (Prof/Dr/Mr/etc.) \_\_\_\_\_

\_\_\_\_\_  
(family name) (given names)

Address \_\_\_\_\_

Telephone

Home ( ) \_\_\_\_\_

Business ( ) \_\_\_\_\_

Mobile \_\_\_\_\_

Facsimile \_\_\_\_\_

Email \_\_\_\_\_

Occupation \_\_\_\_\_

### Mother

Title: (Prof/Dr/Mrs/Ms/etc.) \_\_\_\_\_

\_\_\_\_\_  
(family name) (given names)

Address \_\_\_\_\_

Telephone

Home ( ) \_\_\_\_\_

Business ( ) \_\_\_\_\_

Mobile \_\_\_\_\_

Facsimile \_\_\_\_\_

Email \_\_\_\_\_

Occupation \_\_\_\_\_

## Agent Contact Details

Agency Name \_\_\_\_\_

Agent's name in full: \_\_\_\_\_ Agent No. \_\_\_\_\_  
(Family name) (Given name) (RMA)

Address: \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

Facsimile: \_\_\_\_\_ Email: \_\_\_\_\_

## Other Contact Details

Please provide the name of a relative or other person who can speak English and who can be contacted if parents do not speak English.

Contact's name in full: \_\_\_\_\_  
(Family name) (Given name)

Residential address: \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

## Welfare and Accommodation Requirements

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Shelford has an obligation under the ESOS Act and the National Code of Practice to ensure all international students have appropriate accommodation and welfare arrangements in place for the entire period the student is enrolled at the school. In accordance with the School's Accommodation and Welfare Policy, Shelford Girls' Grammar approves the following welfare options for international students:

- Junior School (Prep – Year 6) when the student is accompanied by a parent (mother and/or father)
- Senior School (Years 7 – 12) when the student is accompanied by a parent (mother and/or father)
- If the student is aged 15 years and above, and not accompanied by a parent, the School will approve welfare arrangements through issuing a Confirmation of Accommodation and Welfare (CAAW) letter, which must remain in place until the student finishes schooling at Shelford.

Will the student be in the care of

a parent

Yes  No

School approved homestay

Yes  No

### PLEASE NOTE:

- a) **As a student at Shelford Girls' Grammar, this requirement applies to ALL students under the age of 18 years and to those who have turned 18 years of age. Students are to live in homestay for the duration of their course.**
- b) Students should not arrive in Australia before the approved start date, and if under 18 years of age before completing the enrolled course, should not remain in Australia without prior approval after the approved finish date. (*National Code Standard 5 – Younger Students*)

## Change of Address and Up-to-Date Contact Details

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- (a) The student is obliged to notify the school of any change of address while enrolled at the school. This is to ensure that any notifications sent to the student advising of visa breaches are sent to the student's current address.
- (b) Where Shelford Girls' Grammar has approved the student's welfare and accommodation arrangements, the student requires both the School's and the parent's approval for any changes to welfare and accommodation arrangements.
- (c) The school is required by law to request confirmation of current address and contact details in writing for each student (and parent or legal guardian if a student is under 18 years of age) at least every six months.
- (d) Preferred method of contact for confirming contact details in writing every six months, as required by law:

Name of contact \_\_\_\_\_

Email  \_\_\_\_\_

Fax  \_\_\_\_\_

## Tuition Fees (ALL FEES ARE QUOTED, AND SHOULD BE PAID, IN AUSTRALIAN DOLLARS)

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### 1. 2019 Enrolment fees

At the time of enrolment all students pay the following two charges:

- Enrolment fee \$ 2,600
- Administrative charge \$ 1,100

These fees include VCE entry charge where applicable.

### 2. 2019 Tuition Fees

Fees are paid by the Semester (half-yearly) in advance. Fees per annum:

Junior School	Prep to Year 2	\$25,405
	Year 3 to Year 6	\$28,002

Middle School	Years 7 to 9	\$35,438
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Senior School	Years 10 to 12	\$37,772
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The tuition fees cover all tuition costs, camps, excursions, some text books and technology levy.

Where required, additional English lessons are provided; in individual cases it is sometimes necessary to charge for intensive English classes to ensure the student's level of English is of an acceptable.

### 3. 2019 Non-Tuition Fees

For Homestay fees, which are an additional extra, please check the AHN website, [www.homestaynetwork.org](http://www.homestaynetwork.org)

School Uniform is an additional extra – suggested amount AU\$900.

- 4.
- a) fees are payable in Australian Dollars
  - b) if student changes visa status (e.g. becomes a temporary or permanent resident) she will continue to pay full overseas student fees for the duration of that calendar year.
  - c) refund of tuition fees in the event of visa refusal or school default is prescribed by legislation (Education Services for Overseas Students (ESOS) Act 2000 and Regulations 2001
  - d) any refund of tuition fees or non-tuition fees for student default will be paid as per Shelford Girls' Grammar's Refund Policy which is part of this agreement.
  - e) refunds will be reimbursed in Australian dollars and the payment sent to the applicant's home country unless otherwise requested in writing.
  - f) refunds will be paid to the person specified in the written agreement.

## School Policies

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As a condition of enrolment, the student, and parents/guardians agrees to abide by all school policies listed below for the duration of their enrolment and to disclose any medical or health conditions that may affect studies or student welfare. The policies include and are located on our website for your information:

- Enrolment Policy
- Accommodation and Welfare Policy
- Orientation Policy
- Pastoral Care and Support Policy
- Course Progress and Attendance Policy
- Complaints and Appeals Policy
- Cancellation, Suspension and Deferment Policy
- Refund Policy
- Transfer Policy
- ESOS Student Fact Sheet

## Privacy

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Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2018; 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 2018. 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 Protection Service. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

For more information on privacy, please refer to Shelford Girls' Grammar Privacy Policy at [www.shelford.vic.edu.au](http://www.shelford.vic.edu.au)

## Declaration by Parents/Guardians and Student

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I/We request that the named student be registered for admittance to Shelford Girls' Grammar. I/We have read the terms and conditions of enrolment and have noted the contents. We jointly and severally agree to abide by these and any regulations from time to time in force at the School and to pay all fees and other monies falling due to the School in respect of the girl enrolled.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Name and address to which account should be sent

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