

# Application Form for International Students



Melbourne | Australia

Completing an Application Form is the first step towards enrolling at ELTHAM College. Please complete and return all pages to the International Registrar with the required attachments. (see Conditions of Enrolment Applications section).

**International Registrar, ELTHAM College, P.O. Box 40, Eltham VIC 3095**

Telephone: +61 3 9437 1421 Facsimile: +61 3 9433 9895

Email: internationalregistrar@elthamcollege.vic.edu.au

## Office Use Only

Date: \_\_\_\_\_

ID: \_\_\_\_\_

## International Student Details

Surname	_____	Date of Birth	_____
Given Names	_____	Sex	Male / Female
English Names (if any)	_____	Religion	_____
Email address	_____		
Current School	_____	Current Year Level	_____
Country of Birth	_____	Nationality	_____
Visa No. (if available)	_____	Expiry Date	_____
Passport No. (if available)	_____	Expiry Date	_____
Current Address (if living in Australia)	_____		
Mobile Phone Number (if living in Australia)	_____		
Proposed Year of Entry (eg 2016)	_____	Proposed Level of Entry (eg Year 10)	_____

## Representative Agent

Name of Agency	_____	City/Country	_____
Contact Person	_____	Email	_____

## English Pathways and Australian Perspectives

The number of English Pathways and Australian Perspectives classes that will be included in the student's academic program will be determined after consideration of an AEAS report, academic reports, any previous English tuition and placement test on arrival.

Please list any previous experience with tuition in English and indicate the duration of the course below.

_____
_____

## English as an Additional Language (EAL) Eligibility

Families need to be aware that international students will not qualify to undertake English as an Additional Language (EAL) classes in their final years of Senior School (VCE) if English has been the student's major language of instruction for a total period of not more than seven years over the period of their education (both in Australia or overseas). Students who enter mainstream classes from an early age (Junior School) will build a strong foundation of language during their years of study at ELTHAM, enabling them to cope well with the demands of mainstream English in Senior School.

## Homestay Accommodation In Australia

All international students at ELTHAM College are required to live with a Homestay family arranged and approved by the College unless they will be living close to the College with a parent, a person who has legal custody of the student or a relative nominated by the parents. If the student will not be living with a Homestay family arranged or approved by ELTHAM College, the following section must be completed.

### Accommodation in Australia Details

Will a parent be accompanying the student to Australia and be living in the same house as the student for the length of the student's visa?

Yes /  No

Upon arrival in Australia, will the student be living in the same house as the person who has legal custody of the student

or relative nominated by the parents?  Yes /  No If yes, please complete contact details.

Title  Surname  Given Names

Address

Telephone: Home  Business  Mobile

Email (please print)

Relationship to student? (eg. Aunt, Cousin, Family friend etc)

### Father/Legal Guardian Details

Title  Surname  Given Names

Residential Address

Postal Address

Occupation  Type of industry

Telephone: Home  Business  Mobile

Email (please print)

Relationship to student? (eg. Father, Stepfather, Grandfather etc)

Single Parent  Yes /  No Sole Custodian  Yes /  No Languages spoken at home

### Mother/Legal Guardian Details

Title  Surname  Given Names

Residential Address

Postal Address

Occupation  Type of industry

Telephone: Home  Business  Mobile

Email (please print)

Relationship to student? (eg. Mother, Stepmother, Grandmother etc)

Single Parent  Yes /  No Sole Custodian  Yes /  No Languages spoken at home

## English Speaking Representative

If parents/legal guardians do not speak English, please nominate an English Speaking representative.

Title  Surname  Given Names   
Company (if appropriate)  Email (please print)

Do you authorise this representative to receive emails in English regarding your child's progress on your behalf?  Yes / No

Do you authorise this representative to contact the school on your behalf?  Yes / No

## Permissions

Do you give permission for your son/daughter's images to be used for marketing/promotional purposes?

Do you give permission for your son/daughter's name to be used for marketing/promotional purposes?  Yes / No

Yes / No

## Conditions Of Enrolment

### 1 Application And Entry Requirements

Application for admission must be made on an ELTHAM College application form and forwarded with AEAS report, academic school reports, and a copy of the student's birth certificate or passport.

Prospective students must meet the necessary requirements to obtain an appropriate study visa, and must be deemed by the College to meet suitable English language and academic requirements. Upon arrival at the College, students will sit an additional placement test to determine the level of language support necessary. English Pathways and Australian Perspectives classes may be included in a student's program as a result of this testing. Any student commencing at the college after Semester 1 of Year 11 will need to undertake a full program of VCE subjects and must, therefore, have sufficient language skills to enter directly to all mainstream classes without the assistance of English Pathways classes.

### 2 Offer Of Place

Students who meet the necessary academic level for their requested level of entry will be provided with an offer of a confirmed place which specifies the year level of entry, date of entry, completion date of course, fees payable upon acceptance and estimated course costs. If it is determined that your child requires adjustments or specialised support services to enable him or her to participate in education at the College, and reasonable adjustments cannot be made by the College or the adjustments or services required would impose an unjustifiable hardship on the College, the College reserves the right to require the parents/legal guardians, as a condition of enrolment, to pay directly or reimburse the College for the cost of such adjustments or services from time to time, in addition to the normal tuition fees.

### 3 Acceptance

Acceptance of the offer and payment of fees is due within three weeks from the date of offer. When payment and all the documents listed on the Acceptance Procedure are received, an electronic Confirmation of Enrolment (eCOE) will be issued for the student to apply for a Student Visa.

### 4 Homestay

Within the caring culture of ELTHAM, international students are required to live with an ELTHAM College Homestay family. Upon acceptance of a confirmed place, the College will provide a signed Welfare Letter for students under 18 years old confirming that appropriate arrangements have been made for the student's accommodation, support and general welfare during their stay in Australia. As an alternative to Homestay, parents/legal guardians may elect for a student to live with a relative who has been nominated on the student's visa application. The definition of 'relative' must comply with Department of Immigration and Border Protection regulations. In this case, the College will not be responsible for the student's care and welfare outside of school hours.

### 5 Course Credits

Students entering Year 11 or 12 in the School Program may be eligible for course credits toward their Victorian Certificate of Education (VCE) studies. Credit is granted at the discretion of the Victorian Curriculum & Assessment Authority and must be applied for according to VCAA policies and procedures. If eligible, students must provide original statements of results for certification by the College Principal. All documents must be in English or have been translated to English by a recognised translation authority.

### 6 School Fees

School fees and other charges must be paid in accordance with the Schedule of Fees for International Students produced by the College each year. For the School Program, payment of two terms tuition fees must be paid on acceptance of a place. One term's fees will be held as a bond, and the other term's fees will prepay tuition for the first term. Thereafter, fees will be due and payable before the first day of the following term. School fee invoices are usually sent at least two weeks before the start of the term. The bond will be refunded to the family at the end of the student's enrolment at the College provided that all fees as invoiced have been paid. Students who leave at the end of a year will have the bond refunded by December of that year.

Payment for all short-term enrolments (under three months duration) are payable in full prior to commencement at the College.

## 7 Attendance

International students are required to attend all classes. If a student is absent because of sickness, the Homestay parent/guardian must contact the College. For a prolonged absence (3 days or more), a doctor's certificate is essential. Students returning to the College after school holidays must be ready to start classes on the first day of each term. Students are not permitted to return home for holidays before the end of each term. If, under exceptional circumstances, a student is required to return home during term time, permission from the Director of Senior Years must be requested in writing by parents/guardians well ahead of time.

## 8 Deferring, Suspending or Cancelling Enrolment

Once enrolled, the College will only allow students to defer or temporarily suspend their studies including granting a leave of absence in the following limited circumstances:

- Compassionate or compelling circumstances.
- Misbehaviour of the student.

## 9 Leaving The College

If a student leaves the College during the school year, notice must be given to the Principal in writing at least 12 weeks in advance, or by the last day of the term preceding departure, whichever is greater. If this written notice is not given, a full term's tuition fee will be payable. This is not applicable to short-term enrolments.

## 10 Refund Policy

1. Confirmed place cancelled prior to start date

The following is refunded: The Fee bond (equivalent to one term's fees), Entrance fee, Membership of Eltham College Company fee, Homestay Bond (if applicable) and Overseas Student Health Cover payment.

**Please be aware that should a confirmed place not proceed, you will not receive a refund of the first term's prepaid tuition fees unless the reason for not proceeding is that the student visa is refused.**

2. Student visa refused, confirmed place cancelled prior to start date

The following is refunded: The Fee bond (equivalent to one term's fees), Entrance fee, Tuition fees paid in advance (one term's fees), ELTHAM College Company Membership fee, Homestay Bond (if applicable) and Overseas Health Cover payment.

3. Refund after a student has started the course (College unable to provide the course)

In the unlikely event that ELTHAM College can no longer provide the course, a partial refund of unexpended pre-paid tuition fees, Homestay Bond (if applicable) and fee bond, will be made within two weeks of the day on which the course ceased being provided.

Refund of course money relates to payments made directly by the student/parent or collected by education agents on behalf of the College. The Student Acceptance form (agreement), and the availability of complaints and appeals processes, do not remove the right of the student to take action under Australia's consumer protection laws. All claims for a refund must be made in writing clearly identifying the reason for the refund and must include supporting evidence where appropriate. The date of notification of the request or refund is the date the request is received by ELTHAM College. All refunds will be made payable to the applicant in Australian dollars and will be finalised within four weeks of the written application.

## 11 School Rules And Regulations

It is a condition of the enrolment of the student that the parents, on their own behalf and on behalf of the student, agree to abide by the College rules. A list of the College's Rules and Regulations for International Students is provided to parents when a place is offered. Additional rules and conduct codes are provided in the Orientation Reference Book which the student receives on arrival at the College. The College, through the Principal, retains the right to temporarily or indefinitely suspend the student from College or otherwise discipline the student on the grounds of the student's unsatisfactory conduct, performance or failure to observe any College rule.

## 12 Immigration Legislation

ELTHAM College is a Registered Provider (CRICOS Code No. 00138D) and will comply with all requirements and legislation related to International full-fee paying students studying in Australia on Student Visas as set down by the Education Services for Overseas Students (ESOS) Act 2000.

## Collection Notice

### Compliance to the Private Amendment (Private Sector) Act 2000

- 1 The College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for your son/daughter.
- 2 Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
- 3 Certain laws governing or relating to the operation of schools require that certain information be collected. These include Public Health and Child Protection laws.
- 4 Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about students from time to time.
- 5 The College occasionally discloses personal and sensitive information to others for administrative and educational purposes, medical practitioners and people providing services to the school, including specialist visiting teachers, sports coaches and volunteers.
- 6 If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
- 7 Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as academic and sport achievements, pupil activities and other news is published in College newsletters, magazines and on our website.
- 8 Parents may seek to access personal information collected about them and their son/daughter by contacting the College. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the student, or where students have provided information in confidence.
- 9 Information received from you may be used for fundraising activities. The College will not disclose your personal information to third parties for their own marketing purposes without your consent.
- 10 We may include your contact details in a class list. If you do not agree to this, you must advise us now.
- 11 If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and that they can access that information if they wish and that the College does not usually disclose the information to third parties.
- 12 Personal information about the student may be shared between the College and the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. This information includes personal and contact details, course enrolment details and changes, and the circumstances of any suspected breach by the student of a student visa condition.

## All Applicants Must Sign Below

### Please note:

- 1 This application and all other enrolment forms must be signed by both parents. Agents must NOT sign on behalf of the parents as these forms are legally binding documents.
- 2 The following must be attached to the Application Form:
  - AEAS report
  - Student's academic reports
  - Copy of the student's birth certificate or passport
  - Completed Homestay Permission Notice
- 3 Notification must be given immediately of any change to details provided on this form.

I/We, the under signed, have read the Conditions of Enrolment and agree to be bound by these conditions and to co-operate with the College in all matters of discipline. Furthermore, I/We agree to the Homestay parents acting as custodial parents to my/our child while studying at the College. This includes the right to have the daily care and control of my/our child.

\_\_\_\_\_ /\_\_ /\_\_

Signature of Father/Legal Guardian

Date

\_\_\_\_\_ /\_\_ /\_\_

Signature of Mother/Legal Guardian

Date

