



Application for Enrolment Form

Student's Details

Family Name (Surname)

Given Name

Preferred Name

Date of Birth

Sex (Please tick): Male Female

Passport Number

Country of Issue

Do you have a Visa? Yes No

If yes, specify type

(eg student, visitors, temporary/permanent resident, etc.)

This application is for (please tick)

High School Preparation only - Length of Study.....

High School Preparation + Entry into Mainstream Study
- Year level.....

*Direct Entry into Mainstream Study - Year level.....

**(Student must meet minimum English language entry requirements)*

Year of Entry 20..... Term 1 2 3 4 *(please circle)*

Educational History

How many years of schooling has the student completed?

How long has the student been learning English?

Please attach a copy of the most recent academic report.

Accommodation: Do you prefer Boarding Homestay
(Subject to availability)

Parent Details: Father's Full Name (below)

Occupation

Address

Telephone (Home)

Mobile

Telephone (Bus)

Facsimile

Email

Parent Details: Mother's Full Name (below)

Occupation

Address

Telephone (Home)

Mobile

Telephone (Bus)

Facsimile

Email

The student resides in home country with: (please tick)

Both Parents Mother Father

Other *(Please give details below)*

Name

Address

Telephone

Mobile Fax

Email

Local Contact Details

Do you have a friend or relative in Australia?
 Yes No *(If yes, please give details.)*

Name

Address

Telephone (Home)

Mobile

Telephone (Bus)

Facsimile

Email

Relationship to Student

Education Agent's Contact Details

Have you been assisted by an Education Agent?
 Yes No *(If yes, please give details.)*

Declaration

All students and parent(s)/legal guardian (if student is under 18 years of age) must read and sign this written agreement.

I declare that to the best of my knowledge the information supplied is correct and complete. I recognise that it is my responsibility to provide all necessary documentary evidence of my/our child's studies and hereby authorise All Saints International Centre to obtain further information where necessary. I understand that personal information may be made available to relevant Commonwealth and State agencies by All Saints International School, as requested. I also confirm I have received and understood information from the school regarding the following:

- the course(s) in which I am to be enrolled
- conditions on enrolment in the course(s)
- all course and course-related fees
- All Saints Anglican School's Refund Policy
- All Saints Anglican School Accommodation Policy
- grounds on which my enrolment may be deferred, suspended or cancelled
- All Saints Anglican School Code of Behaviour

I agree to pay all fees owing and by the due date. I have read, understood and agree to be bound by the above conditions of enrolment.

Signature of Father/Guardian _____ Date: _____

Signature of Mother/Guardian _____ Date: _____

Signature of Student _____ Date: _____



Registration for Enrolment Form



International Student Refund Policy

This policy outlines refunds applicable to course fees (tuition and non-tuition fees) paid to the School including any course fees paid to an education agent to be remitted to the school.

- 1) Any service fees a student (or parent(s)/legal guardian if the student is under 18) pays directly to a third party (e.g. education agents) are not within the scope of this refund policy.
- 2) The application for enrolment fee is non-refundable.
- 3) Payment of Course Fees and Refunds
 - a) Fees are payable a period of 1 Semester in advance, unless a shorter advanced payment period is approved by the Director of International Education.
 - b) An itemised list of school fees is provided in the written agreement.
 - c) All fees must be paid in Australian dollars unless requested otherwise and agreed to by the School. Refunds will be reimbursed in the same currency as fees were received.
 - d) Refunds will be paid to the person who enters into the written agreement unless the School receives written advice from the person who enters the written agreement to pay the refund to someone else.
 - e) If the student changes visa status (e.g. becomes a temporary or permanent resident) he/she will continue to pay full overseas student's fees for the first 3 years of study at the school, unless otherwise approved by the Director of International Education.
- 4) All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to the Director of International Education.
- 5) Student default because of Visa Refusal
 - a) If a student produces evidence of visa refusal (or provides permission for the School to verify visa refusal with the Department of Immigration) and fails to start a course on, or withdraws from the course on or before the agreed starting day, the school will refund within four weeks of receiving a written claim from the student the total amount of course fees received by the school before the student's default day, excluding the application fee.
 - b) If a student whose visa has been refused withdraws from the course after it has commenced, the School will retain the amount of tuition fees proportionate to the amount of the course the student has undertaken and will refund of any unused tuition fees* paid to the School with respect to the student, within the period of four weeks after the day of student default.

**Calculation of the refund due in this case is prescribed by a legislative instrument (s.10 of Education Services for Overseas Students (Calculation of Refund) Specification 2014).*
- 6) Student Default
 - a) Any amount owing under this section will be paid within 4 weeks of receiving a written claim from the student (or parent(s)/legal guardian if the student is under 18).
 - b) Non-tuition fees will be refunded on a pro rata basis proportional to the amount of time the student has been studying in a course, except where a non-refundable payment on behalf of the student has been made.
 - c) If the student does not provide written notice of withdrawal and does not start the course on the agreed starting date, one term's (50% of 1 semester) tuition fees will be non-refundable.
 - d) If tuition fees up to 1 semester have been received in advance by the School and the school receives written notification of withdrawal by the student (or parent(s)/legal guardian if the student is under 18), the school will:
 - i) Retain an administration fee of \$250 if written notice is received up to four weeks prior to commencement of the course
 - ii) Retain 75% of one term's tuition fee if written notice is received less than four weeks prior to commencement of the course.
 - iii) Retain 50% of any tuition fees received, up to a maximum of one term's fees (50% of 1 semester), if written notice is received within 1 term following the commencement date of the student's course.
 - iv) No amount will be refunded if written notice is received more than 1 semester after the commencement date of the student's course.
 - e) If tuition fees have been prepaid for more than 1 semester, refund provisions under (d) will apply for the first 1 term and any balance of unused tuition fees after this will be refunded.
 - f) Unless otherwise approved by the Director of International Education, no refund of tuition fees will be made where a student's enrolment is cancelled for any of the following reasons:
 - i) Failure to maintain satisfactory course progress (visa condition 8202). (Please see Course Progress and Attendance policy)
 - ii) Failure to maintain satisfactory attendance (visa condition 8202).
 - iii) Please see School Course Progress and Attendance Policy
 - iv) Failure to maintain approved welfare and accommodation arrangements (visa condition 8532). Please see School Student Accommodation and Welfare policy
 - v) Failure to pay course fees.
 - vi) any behaviour identified as resulting in enrolment cancellation in accordance with the School's Behaviour Management Plan.
- 7) School Default

Any default by the School must be compliant with the current provisions of the ESOS Act 2000 and the ESOS regulations 2001 (as amended).]

 - a) If for any reason the School is unable to offer a course on an agreed starting day for the course, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by the school, a full refund of any unused tuition fees* received by the school with respect to the student will be made within 14 days of the agreed course starting day.
 - b) If for any reason the School is unable to continue offering a course after the student commences a course, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by the school, a full refund of any unused tuition fees* received by the school with respect to the student will be made within 14 days of the school's default day.
 - c) In the event that the school is unable to fulfil its obligations of providing an agreeable alternative course for the student, or a refund, the student will receive assistance from the TPS (please see: <https://tps.gov.au>)

**Calculation of the refund due in this case is prescribed by a legislative instrument (s.7 of Education Services for Overseas Students (Calculation of Refund) Specification 2014). <http://www.comlaw.gov.au/Details/F2014L00907>.*
- 8) This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.



Overseas Student Enrolment Procedure



1. **APPLICATION** - Applications for enrolment must be made on the approved Application Form. This must be correctly completed and may be sent to the School via post, email or fax. The application form must be accompanied by the following supporting documents:
 - i. Copies of Student Academic Reports for the last two years of study
 - ii. Appropriate proof of identity and age; preferably in the form of a passport copy
 - iii. Any other material you feel will enhance your application such as:
 - Copies of certificates, prizes or awards you have received
 - Letters of recommendation from your School Principal or teacher
 - iv. Students will be required to undertake a School English Placement test on arrival at the School to determine at what level they should enter the School's 'High School Preparation Programme', or whether they can gain direct entry into the Mainstream School. Please view our Entry Requirement Policy available in the International Section of the School website www.asas.qld.edu.au

Important: You do not have to pay the \$250 application fee until you are officially offered a place at our school.

2. **INTERVIEW** - Pre-enrolment interviews with students will be held whenever possible.
3. **ACCEPTANCE** - If an application is successful, the Director of International Education will issue a "Letter of Offer".
4. **PAYMENT OF FEES**

Payment can be made by:

 - (a) Bank draft made payable to "FOAS Extended Learning Trust", or
 - (b) Transfer of funds by Telegraphic Transfer (TT) to: BANK:
Westpac Bank
BRANCH ADDRESS: Robina Town Centre
BRANCH NUMBER: 034-232
ACCOUNT NUMBER: 124550
ACCOUNT NAME: Friends of All Saints Extended Learning Trust
 - (c) After fees have been paid, please fax a copy of the bank draft or the bank receipt/transfer document to:
Director of International Education Fax No :+61 7 55690 377
5. **CONFIRMATION OF ENROLMENT (COE)** - Once fees have been received by the School a COE will be issued.
6. **CONFIRMATION OF ACCOMMODATION AND WELFARE (CAAW)**- A CAAW letter will be issued for students who are under the age of 18 will not be living with parents or other legal guardians whilst studying at the School.

****You will need the Letter of Offer, COE and CAAW to submit with your application for a Student Visa to study in Australia.***