



GOLD COAST CHRISTIAN COLLEGE

APPLICATION AND ENROLMENT PROCEDURE

for SHORT TERM STUDENTS

Step 1 – Complete the International Student Enrolment Application Form

This can be downloaded from our website. Please ensure all questions are answered and application is signed by both parents and student.

Step 2 – Send the completed Application Form and Application Fee

Please ensure you send all necessary documentation along with the non-refundable AUD\$100 application fee to the College. Applications will not be processed until this is received.

Bank: Westpac – Burleigh Waters

BSB Number: 034-002

Account: 72-9319

Swift Code: WPACAU2S

Account Name: Gold Coast Christian College

Reference: Student's name

Step 3 – Letter of offer issued

The application will be taken to the Principal and, if successful, a position will be offered via Letter of Offer

Step 4 – Enrolment Fee and Deposit payment (20%)

To confirm your acceptance of the offer, and guarantee a placement, the non-refundable AUD\$300 enrolment fee and 20% deposit of the remaining fees will need to be paid. Please ensure when paying by **electronic transfer or direct deposit** that the **students name is clearly indicated**.

Step 5 – Letter of Confirmation issued

Once the Enrolment Fee and 20% deposit is received a Letter of Confirmation will be issued.

Full payment is due 1 month prior to student's start date and before the commencement of any Short Term enrolment, as detailed in the Letter of Offer.

Step 6 – Homestay Application

A Homestay application form can be requested from our office. Please read these carefully and send in your completed and signed application form along with the \$250 application fee (non-refundable). The College will place the child with a suitable English speaking family. Homestay payments are made directly to the College and must be paid in advance.

Enrolment Application Checklist

Please ensure all documents are attached to the Enrolment Application.

- Passport
- Visa document (if available)
- English language proficiency (if available)

Refund Policy

If a student withdraws before commencement of any Short Term enrolment the administration fees (Application and Enrolment fees) and the 20% deposit, as detailed on the Letter of Offer, are non-refundable and a refund of any other fees paid will be offered.