



PENINSULA

— GRAMMAR —



**INTERNATIONAL ENROLMENT,
APPLICATION & FEES | 2019**



PENINSULA
— G R A M M A R —

LEARN . GROW . FLOURISH

CRICOS PROVIDER CODE: 00333A

ENROLMENT AT PENINSULA GRAMMAR

Peninsula Grammar is unique, built on the foundations of learning, integrity, kindness and positivity.

The Peninsula Grammar journey is an exceptional one that ensures every student knows success. Our reputation for offering an outstanding boarding experience for international students is renowned.

We believe that it is the right of every child to pursue personal excellence in a supportive and nurturing environment and we provide this for all of our students. We pride ourselves on being a school where students can achieve academic success.

ABOUT US

Peninsula Grammar is an open-entry coeducational school from 3YO Kindergarten through to Year 12.

Our student body currently comprises over 1400 students.

The School is divided into a series of sub-schools, comprising:

- Junior Years – 3YO Kinder to Year 4
- Middle Years – Years 5-8
- Pre Senior Year – Year 9
- Senior Years – Years 10-12.

ENTRY LEVEL

We will only accept applications from international students who are a minimum of 14 years of age upon entry.

LEGISLATION GOVERNING OUR ENROLMENT OF INTERNATIONAL STUDENTS

We are governed by the ESOS Act of the Federal Government, please find more information via their website: <https://www.legislation.gov.au/Details/C2017C00292>

This Act is supplemented by a National Code that is updated from time to time, most recently in 2018, available at <https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/Pages/default.aspx>

OUR COURSES AND ENTRY POINTS

Students will graduate after completing the Victorian Certificate of Education (VCE). Our school does not provide VCAL or IB qualifications.

International students will normally begin their study at Peninsula Grammar at one of three levels:

1. Intensive English Course: English Language Centre <https://www.peninsulagrammar.vic.edu.au/english-language-centre.html>
2. Year 10: Year 10 Curriculum Handbook 2019 <https://www.peninsulagrammar.vic.edu.au/2018/PDF/handbooks/Year-10-Curriculum-handbook-2019.pdf>
3. Year 11: VCE Course Selection Handbook 2019/2020 (This information applies to both Years 11 and 12) <https://www.peninsulagrammar.vic.edu.au/2018/PDF/handbooks/VCE-course-selection-handbook-2019-20.pdf>

You may also find our Senior Years handbook beneficial. <https://www.peninsulagrammar.vic.edu.au/2018/PDF/handbooks/Senior-Years-handbook-2018.pdf>. Our booklets provide more information about each of these courses and are available as PDFs on our website or from our Admissions Office.

Peninsula Grammar occasionally accepts international students directly into Year 12. For this to occur the student must have completed the equivalent of Year 11 in their home country as verified by the Victorian Curriculum and Assessment Authority (VCAA). If the VCAA approves, the student will be granted credit for Year 11 studies in their home country. For more information about claiming credit for equivalent Year 11 please visit:

<https://www.vcaa.vic.edu.au/Pages/vce/vcerecognition/credit/apply.aspx>

CRICOS COURSE CODE

Our CRICOS Course Code is: 016642A.

MODE OF STUDY

The mode of study will be the traditional classroom model where students study in classes of 25 students or less with a specialist teacher.

If students choose to study a language other than English, apart from French and Chinese first language, they will be required to undertake that study by distance education or through the Victorian School of Languages that operates on weekends.

OUR LOCATION AND FACILITIES

Peninsula Grammar operates on a single campus, 55kms from the Melbourne CBD in the beautiful, seaside suburb of Mount Eliza on the Mornington Peninsula. The campus occupies 35 hectares of parkland.

Our school's facilities comprise of five Learning Areas – Early Childhood Centre, Junior Years, Middle Years, Pre Senior Year 9 and Senior Years – an outstanding VCE Senior Centre, Science building and Performing Arts Centre. Our school also has a Pavilion used for school and community events, two boarding houses and excellent sporting facilities, including two gymnasiums, two heated swimming pools, athletics fields, two football/cricket ovals, four soccer pitches and tennis courts.

Mount Eliza is a popular tourist region with its many wineries, beaches and golf courses. More information on the region can be found at:

<https://www.mornpen.vic.gov.au>

ASSESSMENT

Students will be assessed by a combination of continuous school-based assessment throughout each year and examinations are held at the end of each semester.

ENGLISH LANGUAGE REQUIREMENT

All applicants will be interviewed prior to acceptance, either in person or by a Skype interview or similar technology. School reports from at least the last three years will also be reviewed, as will other documentation from their former school/s.

In addition to the interview, applicants may be required to undertake a written test that will take the form of an essay about a topical issue. They may also be required to undertake an IELTS or AEAS assessment depending on the outcome of the interview and the writing task.

Most international students who enter Peninsula Grammar spend approximately 20 weeks in our Intensive English Program prior to entering mainstream classes. We find that this is normally the best way for them to adjust to study in Australia.

CONDITIONS AND PREREQUISITES

(a) This Offer is conditional upon providing a copy of final official school semester reports with an overall average of 60% where 50% is a pass mark including a minimum score of 50% in English and meeting Mathematics (Australian Year equivalent) standard.

(b) As a condition of enrolment, the student authorises the School to check visa entitlements electronically for the duration of enrolment on the Department of Home Affairs website.

ACCOMMODATION

Most international students are accommodated in either our female boarding house, Heather Reilly House, or in our male boarding house, Jaffray House. We have information booklets about each of these boarding houses on our website.

Some of our international students are accommodated in Homestay arrangements. You can find our *Welcome to Homestay* booklet on our website at <https://www.peninsulagrammar.vic.edu.au/2018/PDF/handbooks/Welcome-to-Homestay-handbook-2018-2019.pdf>

Decisions about where international students will be accommodated, and the procedure for management for each international student's experience are described in our International Enrolment Agreement.

TERM DATES

Our annual term dates can be found on our school's website to inform our international student families.

MAINTAINING FINANCIAL RECORDS

As specified in our International Enrolment Agreement, the parent/guardian of each international student is required to hold copies of all Peninsula Grammar legal and financial documents including our Enrolment Agreement and receipts for payment made to Peninsula Grammar.

MAINTAINING CONTACT DETAILS

As specified in our International Enrolment Agreement, international student families are obliged to keep us informed at all times regarding current contact details (i.e. address, telephone number and email address). By regulation we must be informed within seven days, however we would prefer if we were informed within 24 hours. This applies to your home country contact details and your contact details while residing in Australia.

ENROLMENT PROCESS

STEP ONE - INITIAL CONTACT WITH THE SCHOOL

Enquiries are welcomed by the International Admissions Office, by telephone either +613 9788 7858 or by email to enrolments@peninsulagrammar.vic.edu.au.

Extensive enrolment information is available on our website: www.peninsulagrammar.vic.edu.au.

We will be happy to arrange a personal tour of the School if you wish. You are welcome to attend our Open Days during the year.

Please return the International Enrolment Application together with the Enrolment Fee to our International Admissions Office. Please do not delay as positions are limited and your early response may assist your application.

Kindly familiarise yourself with the details of our services, our obligations to you and your rights and responsibilities in relation to the enrolment before making an application. By applying, being accepted and later signing our Enrolment Agreement, you are agreeing to all of our terms. Details are available on our website www.peninsulagrammar.vic.edu.au. Hard copies will be forwarded upon request.

We are governed by an Act of the Federal Government of Australia. The Act is known as the ESOS Act. You can access it at <https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>

STEP TWO - REGISTRATION AND WAITING LISTS

On receiving your International Enrolment Application you will be issued with a prompt response in regard to current availability.

STEP THREE - CONFIRMING ENROLMENT

Depending on placement availability, a Letter of Offer, Enrolment Agreement and Invoice will be forwarded to you.

You are welcome to meet key people prior to acceptance of an offer of a place, if you wish.

We will confirm your child's place in the School on receipt of the signed Enrolment Agreement accepting the offer of a place, the Entrance fee, Tuition and Boarding fees (see next page) plus all completed medical forms. Again, your timely response will help to assist your child's enrolment.

SPECIAL NEEDS

Please advise us when you register for enrolment if your child has any special needs, or if any special needs become apparent after you have registered. This information is essential so that the School may determine how best to meet the specific needs of your child, and whether in the circumstances the School is the most appropriate environment educationally, socially and developmentally.

REGULATIONS - FEE STATEMENT 2019

TERMS & CONDITIONS

Your child's enrolment is subject to the terms and conditions set out in:

- This Enrolment and Fee Statement, approved by our Board of Directors and published annually on our website;
- The Enrolment Agreement, a copy of which is provided to you upon enrolment; and
- School Policies, which are available upon request.

Please be aware that these terms and conditions are subject to change from time to time. You will be required to accept revisions to the Enrolment and Fees Statement, the Enrolment Agreement (if any) and School Policies each year. You are welcome to contact our Registrar on 9788 7702 or Business Manager 9788 7706 if you have any questions. In signing the Enrolment Agreement, you agree subject to any agreement in writing to the contrary, all signatories will be jointly and severally responsible for all terms, conditions, fees and charges outlined in this agreement.

OUR FEES (INTERNATIONAL STUDENTS)

Peninsula Grammar's Fees comprise five components:

- 1. Enrolment and Entrance Fees**
- 2. Annual Tuition Fees**
- 3. Annual Compulsory Charges** (eg. camps/transport/capital developments etc.)
- 4. Optional Charges** (eg. private Music/Sport lessons etc.)
- 5. Boarding Fees (if applicable).**

1. ENROLMENT AND ENTRANCE FEES

A non-refundable, non-transferable Enrolment Fee of \$100* per student (Day & Boarding) is payable when an Application to Register for Enrolment is completed with the School. There is a discounted family fee of \$150* if multiple siblings are registered at the same time for enrolment at the School. A non-refundable, non-transferable Entrance Fee of \$850 is payable on acceptance into the School to cover the administrative cost of our admissions process. This is not offset against tuition fees.

HEALTH INSURANCE

All international students are required to hold valid Australian private health insurance during their time at the School. This will be arranged by the School and charged on the student billing account on enrolment at the School.

The estimated cost is in the range of \$700-\$800 per annum and this will need to be paid at commencement at the School for the term of the enrolment.

COMPUTER EXPENDITURE

Students in Years 9 to 12 are required to purchase a laptop computer. The laptop must meet defined school specifications, which will be outlined in our letter of offer and information technology policy.

SCHOOL UNIFORM

Students attending Peninsula Grammar must purchase the required school uniforms. Initial uniform purchases are made under supervision and must be paid on the day of purchase. The estimated initial cost is \$1,250* per student; however, this may vary depending on co-curricular involvement. Ongoing uniform requirements must be paid for at time of purchase.

2. ANNUAL TUITION FEES

Tuition Fees are charged in two instalments per year. These instalments in 2019 will be issued on 16 January 2019 and 30 July 2019. Monthly invoices will be sent for other incidental costs incurred. These are payable in full within 30 days from the issue date.

New students to the School are required to pay six months tuition fees in advance to confirm their enrolment at the School. These fees are for students that are **NOT** Australian Citizens or students with permanent residence status that are **NOT** entitled to Government Grants.

Net tuition fees for International Students in 2019 are:

YEAR LEVEL	ANNUAL FEES	INSTALMENTS X 2
Year 9, 10, 11, 12	\$34,528	\$17,264

For current students, fees are not pro-rata to exclude days when a student is absent from school due to illness or any other reason, nor if the student does not commence on the first day of any term. Tuition fees will be applied pro-rata for new students who commence at the School after the first day of Term 1 on the condition the student commences on the date specified in the letter of offer.

3. ANNUAL COMPULSORY CHARGES

CAPITAL DEVELOPMENT LEVY

An annual Capital Development Levy of \$680 per family is charged in two instalments per year. These funds are used by the School to maintain and develop the grounds and the facilities of the School.

SOFTWARE LICENSING FEE

A fee of \$194* for students in Years 9 to 12 will be charged with billing 1 per student. This fee is to cover the licensing costs associated with school-used software and applications.

TRANSPORT FEES

This fee is payable with billing 1 and is an inclusive charge for all bus travel for the year to sporting fixtures, academic excursions, the outdoor education camps and off-campus lessons. Students from Years 9 to 12 will incur a fee of \$382 per student.

VCAA FEES

Students completing a VCE subject will be required to pay Victorian Curriculum Assessment Authority (VCAA) fees each year. These fees are published by the VCAA each year and will be charged as an incidental cost on the billing account.

BOOKLISTS

Students will be required to purchase textbooks, online materials stationary and calculators depending on year level and subject selection. Booklists will be prepared and distributed by the School each year. The estimated cost is in the range of \$400-\$600* per annum.

CAMPS

Students in Year 9 and 10 are expected to attend an outdoor education camp. Camp fees are charged as an incidental cost on the billing account.

YEAR LEVEL	CAMP FEES
Year 9	\$1,250
Year 10	Varies, dependent on elective selected by student

4. OPTIONAL CHARGES

VOCATIONAL EDUCATION TRAINING (VET)

The VET program is an optional program for VCE students that involves a more practical hands-on approach to learning. For new enrolments into this program in 2019, the School will contribute the first \$830 of the cost of the program each year with the remainder charged to the billing account. Additional charges may be incurred for course specific materials.

TOPSA (THE OLD PENINSULA SCHOOL ASSOCIATION)

This is a one-off charge of \$325 for Life Membership to TOPSA, our alumni, to be charged with billing 2 for all Year 12 students. Year 12 students who leave the School prior to billing 2 and Year 10 and 11 students, who leave during 2019, will be offered the option of Life Membership to TOPSA.

MUSIC - PRIVATE INSTRUMENTAL LESSONS

Music fees will be billed each semester in advance in bill 1 and bill 2. Please contact the Music Department on 9788 7733 for further information on costs and enrolment.

LEARNING SUPPORT

Additional fees may apply if extensive support from the Department of Learning Support is required. Costs will be discussed in advance if such support is required.

5. BOARDING FEES

Peninsula Grammar offers boarding facilities for both domestic and international students. Boarding Fees are charged in addition to annual tuition fees. Boarding places are limited and only available from Year 9 to 12.

	ANNUAL FEE	INSTALMENTS X 2
Accommodation	\$17,922	\$8,961
Catering	\$9,682	\$4,841

In certain circumstances, the boarding house may remain open during the September School Holidays. Additional fees and charges may be incurred.

BOARDER RETREAT

In addition to compulsory year level camps, boarding students are required to attend a yearly retreat. This incurs a yearly charge of \$490, which will be charged on bill 1.

EXCURSION LEVY

A compulsory excursion levy fee of \$300* for boarding students will be charged with billing 1 per student. This fee covers the cost of all compulsory excursions for students in the boarding house.

AIRPORT TRANSFERS

Airport transfers may be arranged by the School for students returning to and from the School. A fee of \$80* per student will be incurred for each trip to or from Melbourne Tullamarine Airport and charged to the student billing account.

HOMESTAY

Homestay may be selected as an alternative to the School's boarding facilities. Homestay is provided through an external provider and all charges including a school service fee will be charged to the student billing account. For more information, please contact the **Business Office** on **9788 7782** or email accounts@peninsulagrammar.vic.edu.au

LIVING COSTS

The Australian government Department of Home Affairs calculates the following to be a guide to basic annual living costs for those seeking to reside in Australia:

- student/guardian - AUD \$20,290.

This is for comparative purposes.

BILLING DATES 2019

Accounts are sent to parents/guardians on the following dates

BILL 1 2019 - 16 JANUARY 2019

BILL 2 2019 - 30 JULY 2019

Monthly invoice/statements will be sent for other incidental costs incurred. These are payable in full within 30 days from the issue date.

PAYMENT OPTIONS

For your convenience, Peninsula Grammar offers a range of payment methods:

PAYMENT BY BPAY

The School encourages the use of BPay. This is an easy and secure method of paying fees. Please contact your participating financial institution for terms and conditions. Our biller code and your reference number appear on your account.

PAYMENT YEARLY

If annual tuition fees (and boarding fees, if applicable) for 2019 are paid in full before Friday 16 February 2019 a 2.5% discount will apply. Late payments will not attract a discount. For a payment quote for fees paid in advance, please contact the **Business Office** on **9788 7782** or email accounts@peninsulagrammar.vic.edu.au

PAYMENT BY CREDIT CARD

The School accepts payment by EFTPOS as well as MasterCard and Visa. Payment by credit card can be made:

1. Online at www.peninsulagrammar.vic.edu.au. Go to '**Payment/School Fee Payments**' on the main navigation. You will need your BPay reference number.
2. Telephone **1300 731 858** and follow the prompts. You will need your BPay reference number.
3. Via BPay (refer above)
4. At the School Business Office.

If you require further information on payment options please contact the Business Office on **9788 7782** or email accounts@peninsulagrammar.vic.edu.au

REFUND POLICY

Notification of cancellation, withdrawal, leave of absence, or deferral of enrolment at the School or enrolment in an Extra Subject must be made in writing and addressed to the Principal.

HOW AND WHEN TO APPLY FOR REFUNDS

In the event of course cancellation or a student withdrawing or being asked to withdraw from a course, the refund policy will be initiated by the School.

The School will provide a refund to or in relation to the Student in the circumstances set out in the School's International Students Refund Policy and in accordance with the obligations imposed on the School by the ESOS Act as applicable.

- Tuition Fees and Boarding Fees will be refunded in full if the Student's visa application is unsuccessful or the Student is unable to commence for any other reason. The School must be supplied with the relevant letter of visa/rejection from DOHA.
- Where the Student has commenced the course, the School will be entitled to one term's Tuition Fees and Boarding Fees, should the Student withdraw without providing one Term's written notice.
- If the Student is unable to commence at the School, any Tuition and Boarding Fees paid in advance will be refunded less any monies paid by the School on behalf of the Student including but not limited to Health Insurance Fees. An amount of \$500 will also be deducted for administration costs.
- No refund is payable where the Student's enrolment is cancelled for:
 - a Student default reason including the Student's visa being cancelled by the relevant immigration department, misbehaviour by the Student or failure by the Student or Caregivers to pay Fees.
 - failure of the Student to maintain satisfactory course progress;

- failure of the Student to maintain satisfactory attendance;
 - failure to maintain approved welfare and accommodation arrangements.
- Refunds will be paid by the School within four weeks after receiving a written claim from the Student or Caregiver.
 - If the School is unable to provide a course in full to the Student after commencement for a reason which is the fault of the School, the Student / Caregivers will be offered full refund of the Fees then paid to date with respect to that course. The School may also offer the Student enrolment in an alternative course in which case the Student / Caregivers may choose whether they prefer a refund of Fees or to accept a place for the Student in the alternative course.
 - In the event that an Extra Subject ceases to be provided after it starts and before it is completed, the School will endeavour to arrange for another subject to be provided to the Student as an alternative.
 - Should the alternative course of study / Extra Subject be acceptable to the Student, no refund of Fees for the original enrolment will be made by the School, nor will any additional fees be charged to the Student / Caregivers for the alternative program / subject.
 - Refunds payable where the School is unable to provide a course or suitable alternative will be paid within two weeks of the course or Extra Subject ceasing to be provided by the School.
 - Any claim for a refund must be made in writing to the Principal.
 - The School will provide a statement explaining how a refund amount has been calculated.
 - Any outstanding debts to the School will be deducted from the refund.

All refunds will be paid in Australian Dollars to the same person that initially made the payment of the Fees.

If the Student / Caregivers wish to contest any decision by the School in relation to a request for a refund, the Student / Caregivers may access the School's dispute resolution mechanism.

If the School is unable to provide a refund or a place in a suitable alternative course, the TPS Director will seek to place the Student in a suitable alternative course. If this is not possible, the Caregivers may be eligible for a refund as calculated by the TPS Director via OSTF.

ESOS FRAMEWORK

- The Education Services for Overseas Students Act 2000, or ESOS Act, establishes legislative requirements and standards for the quality assurance of education and training institutions offering courses to international students who are in Australia on a student visa. ESOS also provides tuition fee protection for international students.
- The Australian Government has released the revised National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018), which commenced on 1 January 2018

- The legislation is designed to protect and enhance Australia's reputation for quality education and to provide tuition protection and support the integrity of the student visa program.

PROTECTION FOR OVERSEAS STUDENTS

As an overseas student on a Student Visa, you must study with an education provider and in a course that can be found on the Commonwealth Register of Instructions and Courses for Overseas Students (CRICOS) at <http://cricos.education.gov.au/> CRICOS registration guarantees that the course and the education provider at which you study meet the high standards necessary for overseas students. Please check carefully that the details of your course, including its location, match the information on CRICOS.

YOUR RIGHTS AND RESPONSIBILITIES

The ESOS Framework protects your rights, including:

- Your right, before enrolling, to receive current and accurate information about the courses, fees modes of study and other information from your provider and your provider's agent. If you are under 18, to ensure your safety you will be granted a Visa only if there are arrangements in place for your accommodation, support and welfare.
- Your right to sign a written agreement with your provider before or as you pay fees, setting out the services to be provided, fees payable and information about refunds of course money. You should keep a copy of the signed agreement and copies of all payment receipts.
- The ESOS Framework sets out the standards Australian education providers offering education services to overseas students must obey.
- For more information on the ESOS Framework please see <https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>

WITHDRAWAL AND LATE FEES

WITHDRAWAL

A minimum of one term's written notice is required to withdraw a student's enrolment from the School. This withdrawal notification must be provided in writing to the Principal. If the student is to be withdrawn at the conclusion of a term, notice must be given no later than 3.00pm on the Friday of the last week of the preceding term. Where the required notice is not provided a late notice of withdrawal fee of 25% of the annual tuition and, where applicable, boarding fee is payable.

LATE FEES

Any late payments will incur an administration charge of \$300* for every 30 days the payment is overdue.

Where a tuition fee account is in arrears, the student is not permitted to incur additional costs by participating in non-curriculum elective activities.

Our collection activities will pursue all avenues, including legal action to recover outstanding debt to the School.

LEGAL MATTERS

If legal matters arise which affect your child's enrolment (including changes to guardianship or access), or which may impact upon your child's education you are required to promptly advise the Business Manager and Principal in writing. Hard copies of relevant legal documentation must also be provided. Unless advised otherwise, the School will proceed on the basis that both parents have equal parenting rights in relation to the student, and that both parents are jointly and severally liable for payment of fees and charges. Unless provided with legal documentation to the contrary, the School will not accept an enrolment, nor a withdrawal of enrolment, unless consent of both parents is provided.

DOMESTIC STUDENTS

This business notice is applicable to International students only. Please refer to the document entitled **Enrolment and Fee Statement 2019** for domestic students.

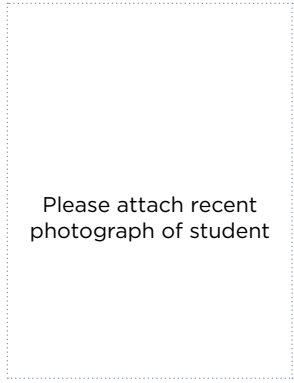
PRIVACY

Peninsula Grammar respects your privacy and that of your child. The School adheres to the National Privacy Principles, as set out in the Privacy Act 1988. Information collected on this form will be used and stored in accordance with the Act and Peninsula Grammar's Privacy Policy. If you wish to receive a copy of the School's Privacy Policy, please refer to our website or contact the Admissions Office.

*Throughout this document, * indicates GST inclusive*

FOR FURTHER INFORMATION

ABOUT	HOW
Peninsula Grammar School <ul style="list-style-type: none"> - For policies and procedures 	Contact the Admissions Manager: <ul style="list-style-type: none"> - 03 9877 7777 - enrolment@peninsulagrammar.vic.edu.au
The Education for Overseas Students Framework (ESOS) <ul style="list-style-type: none"> - For your ESOS rights and responsibilities. 	ESOS Helpline <ul style="list-style-type: none"> - +61 262 405 069 - https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx
Immigration matters Department of Home Affairs <ul style="list-style-type: none"> - For Visa matters 	<ul style="list-style-type: none"> - https://www.homeaffairs.gov.au/ - Contact the Department of Home Affairs
Boys boarding	https://www.peninsulagrammar.vic.edu.au/2018/PDF/handbooks/Jaffray-House-handbook-2018.pdf and available as a hard copy from our Admissions Office
Girls boarding	https://www.peninsulagrammar.vic.edu.au/2018/PDF/handbooks/Heather-Reilly-House-handbook-2018.pdf
International Student Transfer Policy	https://www.peninsulagrammar.vic.edu.au/2018/PDF/policies/International-Student-Transfers-Policy-July-2018.pdf and available as a hard copy from our Admissions Office
Approved Agents	https://www.peninsulagrammar.vic.edu.au/2018/PDF/PG-Agent-List.pdf
Homestay Provider Fees	https://www.peninsulagrammar.vic.edu.au/2019/PDF/Enrolment-and-Fee-Statement-International-Nov-2019.pdf and available as a hard copy from our Admissions Office
Victorian Registrations and Qualifications Authority (VRQA) <ul style="list-style-type: none"> - School quality assurance matters 	www.vrqa.vic.gov.au
The Tuition Protection Service (TPS)	https://www.directory.gov.au/portfolios/education-and-training/department-education-and-training/higher-education-research-and-international/tuition-protection-service



APPLICATION TO REGISTER FOR INTERNATIONAL ENROLMENT

STUDENT DETAILS

Family name	
Given name/s	Preferred name
Date of Birth	Male/Female
Country of Birth	Language/s spoken at home
Nationality	Religion/Denomination
Current residential address	
	Postcode
Applying for Year Level	Commencement Date
Requesting Boarding: <input type="checkbox"/> Yes <input type="checkbox"/> No	Requesting Homestay: <input type="checkbox"/> Yes <input type="checkbox"/> No

PARENT/GUARDIAN ('CAREGIVER')

Caregiver 1:

Full name	Male/Female
Residential Address	
Home telephone	Mobile telephone
Email	
Occupation	Employer/Business name
Occupation address	
Occupation telephone	Occupation email
Relationship to student:	Does the student reside with this Caregiver? <input type="checkbox"/> Yes <input type="checkbox"/> No

Caregiver 2:

Full name	Male/Female
Residential Address	
Home telephone	Mobile telephone
Email	
Occupation	Employer/Business name
Occupation address	
Occupation telephone	Occupation email
Relationship to student	Does the student reside with this Caregiver? <input type="checkbox"/> Yes <input type="checkbox"/> No

GUARDIAN IN MELBOURNE

Relationship to Student:

i.e. family member- mother/father/brother/sister/uncle/aunt/cousin - if not a blood relative please complete below

Relationship to Student if 'Other'

(i.e. Family Friend or Guardian Company - not family related)

Full Name/s:

Male/Female

Residential Address:

Business Address if applicable:

Telephone:

Mobile telephone:

Email:

ADDITIONAL INFORMATION

Does the student reside with any person other than Caregiver 1 and/or 2? Yes No

If yes, full name

Male/Female

Residential Address

Home telephone

Mobile telephone

Email

Occupation

Employer/Business name

Occupation address

Occupation telephone

Occupation email

Relation to student:

If the student does not live with both Caregivers, please provide relevant information as to custody and access arrangements. **If there is an applicable court order in relation to this student, please provide a copy.**

REPORTS AND ACCOUNTS

To whom should the School send **reports** and other **correspondence**? Caregiver 1 Caregiver 2 and/or Agent

To whom should the School send **accounts**? Caregiver 1 Caregiver 2 and/or Agent

SCHOOL AFFILIATIONS

Is either Caregiver or any grandparent a past student of the School? Yes No

Name/s (*when enrolled*)

Years of attendance/past House affiliation

Name/s (*when enrolled*)

Years of attendance/past House affiliation

Does the student have siblings who are current or former students of the School, or who are registered for enrolment? Yes No

If yes, names

Years of attendance

Is either Caregiver a current or former staff member? Yes No

Is any member of your family affiliated to one of our Houses? Yes - specify House: _____ No

STUDENT'S NEEDS

Has the student taken part in any extension or gifted and talented children's program? Yes No

Does the student have any special learning needs? Yes No

Does the student have a disability, including an intellectual, physical, mental, behavioural or emotional disability? Yes No

Has any year level been repeated? Yes No

Has the student ever received support from a therapist or other specialist, such as a speech therapist, occupational therapist, physiotherapist, behavioural therapist, psychologist, etc? Yes No

Does the student have any medical conditions or allergies? Yes No

If you have answered yes to any of the above questions, kindly provide details below, or attach any relevant documents to this form.

Is there any other information about your child of which the Scxhool should be aware? Yes No
Please provide details

The School acknowledges its rights and obligations under the Disability Standards for Education pursuant to the Disability Discrimination Act 1992.

QUESTIONNAIRE

How did you become aware of Peninsula Grammar?

- | | |
|---|--|
| <input type="checkbox"/> General reputation of the School | <input type="checkbox"/> Recommendations from friends or family |
| <input type="checkbox"/> Internet search | <input type="checkbox"/> Newspaper advertisements or editorials |
| <input type="checkbox"/> Relocation consultant | <input type="checkbox"/> The Good Schools Guide or other publication |
| <input type="checkbox"/> School signage | <input type="checkbox"/> Other: (please specify) |

What prompted you to enrol at Peninsula Grammar? Please feel free to choose more than one criterion.

- | | |
|---|--|
| <input type="checkbox"/> Academic excellence | <input type="checkbox"/> Music Program |
| <input type="checkbox"/> Sports program | <input type="checkbox"/> Coeducation |
| <input type="checkbox"/> Location | <input type="checkbox"/> Extension programs for gifted/talented children |
| <input type="checkbox"/> Foreign language program | <input type="checkbox"/> Access to special needs assistance |
| <input type="checkbox"/> Drama program | <input type="checkbox"/> Social events for families |
| <input type="checkbox"/> Laptop program | <input type="checkbox"/> High quality facilities and grounds |
| <input type="checkbox"/> Uniform policy | <input type="checkbox"/> Recommendation |
| <input type="checkbox"/> Religious affiliations | <input type="checkbox"/> General reputation of the School |
| <input type="checkbox"/> Student safety, wellbeing & pastoral care | <input type="checkbox"/> Fees |
| <input type="checkbox"/> Range of subject choices for senior students | <input type="checkbox"/> Community service program |
| <input type="checkbox"/> Scholarship program | <input type="checkbox"/> Other: (please specify) |

CHECKLIST

Please return:

- Completed International Enrolment Application & Fees Form and Entrance Fee, signed by both Caregivers if applicable
- Passport sized photograph of the student
- Copy of birth certificate or passport
- Copy of most recent school report and NAPLAN results if applicable.

PRIVACY

Peninsula Grammar respects your privacy and that of your child. The School adheres to the National Privacy Principles, as set out in the Privacy Act 1988. Information collected on this form will be used and stored in accordance with the Act and Peninsula Grammar's Privacy Policy. If you wish to receive a copy of the School's Privacy Policy, please refer to our website or contact the Admissions Office.

CAREGIVERS ACKNOWLEDGEMENT AND AGREEMENT

The Caregiver/s request that the student be registered for enrolment as a student at Peninsula Grammar.

The Caregiver/s acknowledge and agree that:

- This is an application for enrolment only and the student will be placed on a waiting list. No guarantee of a place is expressed or implied by the School.
- If a place at the School is offered to the student, the Caregivers will be required to complete and sign an Enrolment Agreement and relevant medical information forms, which must be submitted with payment of the Entry Fee.
- Participation in a broad range of activities such as outdoor education, excursions, work experience, camps, and sporting programs is an essential part of a student's training and involvement in the School community, and a compulsory part of the School curriculum, and that existing students from Term 4 in Year 6, and new students commencing in the Middle or Senior Years are required to participate in the School's Saturday morning sports program.
- The School requires all students in Years 7 to 12 to purchase a laptop computer as specified by the School.
- Where an offer of enrolment is made, in the case of boarders, one half-year instalment's boarding fee as well as one half-year tuition fee is required to be paid in advance in addition to the Entrance Fee and is not refundable if the student fails to take up the place offered to him or her other than in the circumstances set out in the School's International Students Refund Policy.
- They have disclosed to the School all relevant information regarding the student, including any special needs that the student may have, which may affect the School's ability to educate, supervise or care for the student. If this information is not provided, or inadequately or inaccurately provided, the School reserves the right to refuse or terminate the student's enrolment at the School, and charge additional fees relating to additional care and support services and staff that may be required to be provided to the student without prior notice to the Caregivers. The Caregivers agree to provide further information to the School if any special needs arise or alter over time.
- The School may contact previous schools attended by the student to obtain further information about the student.
- We have read and agree to the terms set out in the School's Admissions Policy.

In signing this document, the Caregivers represent to the School that they are the sole legal guardians of the student and are authorised to enrol the student at the School. If this situation changes, the Caregivers will immediately provide to the School a written notice of the change, in addition to written consent from any other legal guardian of the student to the student's enrolment, or continued enrolment.

Signature of Caregiver 1: _____ Signature of Caregiver 2: _____

Date: _____ Date: _____

SCHOOL CONTACT DETAILS

The Peninsula School ACN 004 451 192 trading as Peninsula Grammar - *a school in association with the Anglican Church of Australia*

CRICOS Provider Code: 00333A

20 Wooralla Drive, Mount Eliza, VIC 3930, Australia.

Tel: +61 3 9788 7777

Fax: +61 3 9788 7894

Email: info@peninsulagrammar.vic.edu.au

Principal - Mr Stuart Johnston

Our motto: **Quod Bonum Tenete - Hold fast that which is good**

www.peninsulagrammar.vic.edu.au

LAPTOP – PERSONAL NOTEBOOK INFORMATION

Peninsula Grammar requires all students to have a personal notebook for usage during their time at the school. Please note that there will be an additional setup fee of \$88 to cover the configuration of the notebook to our network.

The following list outlines the requirements that will need to be met in order for us to setup a non school issued notebook for usage in the School. Notebooks that are supplied that do not meet the requirements will be unable to be configured and a notebook that meets the below specifications will need to be purchased.

MINIMUM SPECIFICATIONS REQUIRED

- Australian (English) version of Windows 10 Professional or higher installed

Or

- Australian (English) version of Mac OSX Sierra or higher
- Parallels on Mac installed if doing IT subjects
- Physical US (English) Keyboard layout
- Australian Standard power adapter
- International Warranty
- Ability to be repaired within Australia.

Upon reading this information, considering it carefully and then signing our Enrolment Agreement, we require that you:

- Agree that if your child arrives at the School without a suitable notebook, that we provide one either:
 1. **On a lease basis.** If for a short period for a charge that you will be notified of by invoice – note any damage or breakage that occurs during the lease period will be charged in full to the leasee; or
 2. **As a purchase.** If for an extended period for a charge that you will be notified of by invoice.



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