

ENROLMENT AND CONFIRMATION PROCESS

Applications can be made directly to the Registrar located at St Margaret's School or through our education agents.

1 Parents complete an Enrolment Application form and submit it with the following documentation:

- ◇ payment of non-refundable Application fee, \$100 AUD
- ◇ copy of the most recent school reports and also copies translated to English
- ◇ copy of a valid passport or birth certificate
- ◇ copy of the AEAS English Proficiency Test results.

2 St Margaret's and Berwick Grammar School may choose to host an interview with the parents and the student. This can be done via telephone or video conference if the student is not in Australia.

3 St Margaret's School or Berwick Grammar School provides a 'Letter of Offer' to the parents.

4 Parents return of the 'Acceptance of Offer' form with additional documentation:

- ◇ payment of the non-refundable Acceptance fee, \$300 AUD
- ◇ payment of the non-refundable Foundation fee (refer to Fee Structure)
- ◇ copy of Overseas Student Health Cover certificate.
- ◇ Guardianship Nomination form (if applicable)
- ◇ Guardianship Acceptance form (if applicable)

5 St Margaret's and Berwick Grammar School will provide an electronic 'Confirmation of Enrolment' (CoE). A CoE will not be issued for students under the age of 13. The CoE is required by the Australian Department of Immigration and Border Protection when applying for a student visa.

6 Students enrol in the English Language Intensive Course for Overseas Students (ELICOS). (if applicable)

7 Students finalise their travel arrangements to Australia.

8 Students undertake an English Bridging Program and Cultural Immersion Program in Australia.

ENROLMENT APPLICATION FOR OVERSEAS STUDENTS



1. Details of student applicant (please use BLOCK LETTERS)

Application to enter year level	<input type="text"/>	Year	<input type="text" value="20__"/>	St Margaret's School	<input type="checkbox"/>	Berwick Grammar School	<input type="checkbox"/>
Family name / surname	<input type="text"/>			Given names	<input type="text"/>		
Preferred name	<input type="text"/>			Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Country of birth	<input type="text"/>			Date of birth	<input type="text" value="DD/MM/YYYY"/>		
Country of citizenship	<input type="text"/>			Nationality	<input type="text"/>		
Language spoken at home	<input type="text"/>			Religion	<input type="text"/>		

Applicant's address in home country

Applicant's telephone number in home country (including international and area codes)

Please complete the following, where applicable:

Passport number	<input type="text"/>	Expiry date	<input type="text" value="DD/MM/YYYY"/>
Australian visa number	<input type="text"/>	Expiry date	<input type="text" value="DD/MM/YYYY"/>

Under which status / visa will the student be applying?

Student visa	<input type="checkbox"/>	Business visa	<input type="checkbox"/>	Temporary resident	<input type="checkbox"/>	Permanent resident	<input type="checkbox"/>	Australian citizen	<input type="checkbox"/>
Private health cover:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Provider	<input type="text"/>	Membership number	<input type="text"/>	

2. English proficiency

Language/s spoken confidently	<input type="text"/>	Date of English proficiency test (AEAS)	<input type="text" value="DD/MM/YYYY"/>					
Study of English at school for	<input type="text"/>	years						
Proposed period for student to undertake the English bridging program:	Term 1	<input type="checkbox"/>	Term 2	<input type="checkbox"/>	Term 3	<input type="checkbox"/>	Term 4	<input type="checkbox"/>

3. Academic records

School currently attending	<input type="text"/>	Location of school (country)	<input type="text"/>
Current year level	<input type="text"/>	Date of completion	<input type="text" value="DD/MM/YYYY"/>
The course your child would like to study at university (if known)	<input type="text"/>		

4. Special needs

Does your child have any special needs?

Yes

(please attach a copy of specialists' reports)



No

If yes, please give further details:

Academic

Physical

Social

Emotional

English language support

Other

Explanation:

5. Parent details

Parent 1 / Guardian 1

Mr

Mrs

Ms

Miss

Other

Family name / surname

Given names

Relationship to applicant

Address (if different to applicant)

Telephone (including international and area codes)

Home

(+) ()

Mobile

(+) ()

Work

(+) ()

Email

Occupation

Company

Parent 2 / Guardian 2

Mr

Mrs

Ms

Miss

Other

Family name / surname

Given names

Relationship to applicant

Address (if different to applicant)

Telephone (including international and area codes)

Home

(+) ()

Mobile

(+) ()

Work

(+) ()

Email

Occupation

Company

6. Application payment details

Name/s of person/s to whom accounts should be addressed

Mailing address for accounts

Credit card details

Visa MasterCard

Amount \$ AUD

Card number

Expiry date /

Name on card

Signature

Date DD/MM/YYYY

7. Please return the following documents

- Completed and signed Enrolment Application form (this form)
- Application fee of \$100.00 (non-refundable). Cheques / money orders made payable to St Margaret's School.
- Copy of birth certificate or passport with birth date (translated to English)
- Copy of Australian visa (if already received)
- Copy of most recent school report (translated to English)
- Copy of English Proficiency Test results
- Copy of specialists' reports (if any)



To:
The Registrar
St Margaret's School
PO Box 138
Berwick Victoria 3806
Australia
T: +61 3 9703 8111
F: +61 3 9703 8121
E: international.enrol@stmargarets.vic.edu.au

OFFICE USE ONLY

Student code: _____

Family code: _____

Application fee paid: \$ _____ AUD
cash / cheque / credit card / money order

Date of application: _____

8. Marketing and promotion

Family name / surname Given names

By signing this form, you consent to St Margaret's School and Berwick Grammar School using photographs and footage / vision, in which the above named student may appear for publications and marketing purposes. This includes, but is not limited to the school newsletters, magazines, prospectus, website and photographic displays at educational and marketing events both in Australia and internationally. You are aware that displays may include the student's full name and that materials will be made available to the public. If you have any questions as to how the school might use the photographs, please phone the Public Relations Officer at St Margaret's School.

Parent 1 Name Signature DD/MM/YYYY

Parent 2 Name Signature DD/MM/YYYY

9. Communication

To receive school reports, newsletters and other school communication, please indicate whom they should be sent to:

Both Parents	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father	<input type="checkbox"/>	Guardian	<input type="checkbox"/>
Other	<input type="checkbox"/>	Please specify	<input type="text"/>				
Email	<input type="text"/>						

10. Privacy statement

Information is collected on this form and during your enrolment in order to meet our obligations under the Education Services for Overseas Students Act 2000 and the National Code 2007; 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 ESOS 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 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

The National Privacy Principles contained in the Commonwealth Privacy Act require St Margaret's School and Berwick Grammar School to advise all families, future, current and past, of the need from time to time to disclose personal information to other people providing services to the school, or others who provide information related to your child's educational needs. Information such as medical and personal details of students and their families will be held by the school, before and during the course of the student's enrolment. The school will also hold information to assist with maintaining the school's past student database.

The school has a duty of care throughout your child's period of enrolment and may need to disclose to others such as organisers of excursions, camps and sports programs information to assist in the duty of care of your child. There will also be times when information may need to be provided regarding fundraising and social activities.

11. Declaration statement (Application will not be processed unless Declaration is signed)

I/We
acknowledge that I/we have made a full and frank disclosure of all required and relevant information in this application. I/We are aware that failure to make a full and frank disclosure may result in the cancellation of this application and/or cancellation of a student's enrolment. I/We also acknowledge that I/we have read and understood the information from the school, and agree to abide by all school policies for the duration of the enrolment.

I/We also acknowledge that I am liable/we are jointly and severally liable for all fees, interest and charges stated in each school account relating the student above, and for any expenses, cost or disbursements incurred by St Margaret's School or Berwick Grammar School in recovering outstanding monies.

Parent 1

Parent 2

This application requires the signature of both parents. If both signatures are not appended, the circumstances should be stated below.

All prices are in Australian dollars (\$AUD) and relate to admission in 2017.

Postal Address:
St Margaret's and Berwick Grammar School
PO Box 138
Berwick Victoria 3806
Australia

CRICOS Provider No. 00344J
CRICOS Provider: St Margaret's School
Course Name: Secondary Years 7 – 12
CRICOS Course Code: 019219C

ABN: 49 004 260 995