



# SACRED HEART COLLEGE SENIOR

Accredited by the Australian Government  
CRICOS Provider No. 00626K

195-235 Brighton Road SOMERTON PARK SA 5044 AUSTRALIA  
Tel: 61 8 8294 2988 Fax: 61 8 8295 8461  
Email: [dhl@shcs.sa.edu.au](mailto:dhl@shcs.sa.edu.au)  
Website: [www.shcs.sa.edu.au](http://www.shcs.sa.edu.au)

## OVERSEAS STUDENT APPLICATION FOR ENROLMENT

(When completing this form please PRINT in ENGLISH and fax to this School.)

### STUDENT INFORMATION

Family/Surname \_\_\_\_\_

Home Address: \_\_\_\_\_

Given Names: \_\_\_\_\_

\_\_\_\_\_

Preferred First name \_\_\_\_\_

Country: \_\_\_\_\_

Date of birth – Age: \_\_\_\_\_

Postcode: \_\_\_\_\_

Country of Birth: \_\_\_\_\_

Phone: \_\_\_\_\_

Nationality: \_\_\_\_\_

Email: \_\_\_\_\_

Religion: \_\_\_\_\_

Mobile: \_\_\_\_\_

Spoken languages (e.g. Italian/French/Chinese) \_\_\_\_\_

Department of Immigration and Multicultural and Indigenous Affairs (DIMIA) Office: \_\_\_\_\_

Location where Confirmation of Enrolment form is to be lodged, and Passport Number: \_\_\_\_\_

**Level of study at Sacred Heart College Senior** (Place a tick in the appropriate box)

Year 10  Year 11  Year 12

**Reasons for seeking admission to Sacred Heart College Senior** \_\_\_\_\_

#### Academic Details:

Date of commencement at Sacred Heart College Senior \_\_\_\_\_

Name of Present or last school attended \_\_\_\_\_

Highest level of study achieved (**attach last school report in English**) \_\_\_\_\_ Year attempted \_\_\_\_\_

Level of English achieved (indicate results and testing body) \_\_\_\_\_

**A full copy of latest academic transcript must be enclosed with this application**

*Please note Sacred Heart College Senior may require the student to complete an ELICOS (English Language proficiency) course prior to commencement of senior studies.*

### PARENT OR LEGAL GUARDIAN INFORMATION

Family Name/Surname: \_\_\_\_\_

Address: \_\_\_\_\_

Given Names: \_\_\_\_\_

\_\_\_\_\_

Relationship to student: \_\_\_\_\_  
(e.g. father, mother)

\_\_\_\_\_

Father: English speaker Yes  No

Country: \_\_\_\_\_

Mother: English speaker Yes  No

Postcode: \_\_\_\_\_

Home Phone/Mobile: \_\_\_\_\_

Business Email: \_\_\_\_\_

Phone for emergency contact: \_\_\_\_\_  
(English speaking person)

Business Phone \_\_\_\_\_

Business Fax: \_\_\_\_\_

## HOMESTAY/GUARDIANSHIP

For students under 18 years of age, the School takes the responsibility of guardianship. Under guardianship requirements students must live in Homestay.

Homestay Accommodation  Boarding House Accommodation  Will board with relative or guardian

If boarding with relative or guardian (Name) \_\_\_\_\_

Address \_\_\_\_\_ Telephone: \_\_\_\_\_

Do you wish Sacred Heart College Senior to arrange Homestay accommodation? If yes please tick this box

Do you wish a representative of Sacred Heart College Senior to meet you at Adelaide Airport and take you to your accommodation? If yes, please tick this box.

### NAME AND ADDRESS FOR ACCOUNTS AND CORRESPONDENCE / REPORTS:

Accounts: \_\_\_\_\_

Correspondence/Reports: \_\_\_\_\_

## TERMS AND CONDITIONS OF ENROLMENT

1. Any variation of the terms and conditions must be made in writing and signed by the Principal.
2. Sacred Heart College Senior will provide, and will continue providing; tuition to the student in the subjects and for the course enrolled for, subject to the student working regularly and systematically through the course in accordance with instructions, provided payment of all fees are made in advance. DIMIA through PRISMS (Provider Registration and International Students Management System) will be notified of unsatisfactory attendance and this may result in the cancellation of the student visa. In the case of illness, a doctor's certificate must be obtained.
3. The student undertakes to abide by the rules and regulations of Sacred Heart College Senior (as outlined in the School Diary and as amended from time to time) for the running of the school and the conduct of the students.

## COURSE FEES & REFUND POLICY

### 1. Course Fee and other charges

YEAR 10, 11, 12 SCHEDULE 2012	\$
Enrolment Fee	400
OS Health Cover	390
Annual Tuition Fee	18,450
Accommodation Placement Fee	350
Weekly Homestay Fees	260
Homestay Security Bond	520
Airport Transfer Fee	90
Boarding Accommodation Fee	14,770

*Tuition fees and charges are revised annually and are correct at the date of publication.*

### 2. Payment of Course Fees and Refunds

- a. Fees are payable 12 months in advance.
- b. All fees must be paid in Australian dollars.
- c. 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 duration of that calendar year.
- d. Refunds will be reimbursed in Australian dollars and the payment sent to the applicant's home country unless otherwise requested in writing.
- e. Refunds will be paid to the student or the person specified in the written agreement.

### 3. Refund of course monies [Standard 3 – National Code]

- a. Sacred Heart College Senior's refund policy applies to all course monies paid to the school and includes any course monies paid to an education agent to be remitted to the school.
- b. All notification of withdrawal from a course, or applications for refund, must be made in writing and submitted to the Principal.
- c. The school will refund within 28 days all course monies where the student's application for enrolment is refused by the school or the student produces evidence that the application made by the student for a student visa has been rejected by the Australian Immigration Authorities.
- d. Refunds for student default apply to tuition fees only. Course monies (excluding tuition fees) will be refunded on a pro-rata basis proportional to the amount of time the student was studying in the course, except where a non-refundable payment of behalf of the student has been made.

- e. If the student does not provide written notice of withdrawal and does not start the course on the agreed starting date, only one term's (or ten weeks) tuition fees will be refunded from the annual tuition fee.
- f. The school will refund within 28 days of the receipt of written notification of withdrawal by the student (or parent(s)/legal guardian if the student is under 18) tuition fees paid by or on behalf of the student less the amounts to be retained as agreed and detailed below:
  - i. If written notice is received up to 4 weeks prior to commencement of the course, the school will be entitled to retain an administration fee equivalent to 10% of the annual tuition fee.
  - ii. If written notice is received less than 4 weeks to commencement of the course 60% of the tuition fee will be refunded.
  - iii. If written notice is received within six months of the commencement date of the student's course, only one term's (or ten weeks) tuition fees will be refunded from the annual tuition fee.
  - iv. If written notice is received more than six months after the commencement date of the student's course no refund of tuition fees will be made.
- g. 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)
  - ii. Failure to maintain satisfactory attendance (visa condition 8202)
  - iii. Failure to maintain approved welfare and accommodation arrangements (visa condition 8532) [if applicable]
  - iv. Failure to pay course fees
  - v. Any behaviour identified as resulting in enrolment cancellation in Sacred Heart College Senior's Rules for International Students.
- h. In the unlikely event that Sacred Heart College Senior is unable to deliver your course in full, you will be offered a full refund of all course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided.
- i. 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.

**4. Privacy**

Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007; to ensure student compliance with the conditions of visas and obligations in accordance with Australian Immigration laws. The authority to collect this information is contained in the Education Services for Overseas Students 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 students on this form and during enrolment, in certain circumstances, can be provided to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

**DECLARATION**

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

- I 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
  - refund policy
  - the sharing of personal information
  - change of address obligations
  - grounds on which my enrolment may be deferred, suspended or cancelled
- I hereby declare that the information supplied is true and correct
- 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

Signed (student)	Date
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Signed (parent(s)/legal guardian)	Date
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## HOMESTAY REQUEST

(Please fill in this form and return promptly by fax to the Coordinator of International Students)

Date: \_\_\_\_\_ From: \_\_\_\_\_  
Fax: \_\_\_\_\_

Name of Student: \_\_\_\_\_  
(Given Name) (Family Name)

Present Address: \_\_\_\_\_

Religion: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of leaving Home Country: \_\_\_\_\_ Fax: \_\_\_\_\_

Arrival Date at Adelaide Airport: \_\_\_\_\_ Flight No: \_\_\_\_\_

Accommodation Required: Special Requests  
(e.g. children/garden/pets/single room/shared room/hostel - 18 years and over)

Any Other Special Conditions (e.g. known medical conditions, allergies, eating habits, dislike of dogs/cats)

**SIGNATURE:** \_\_\_\_\_

We will make every endeavour to place students in a home environment, which is accessible to Sacred Heart College Senior. Fees are AUD \$260 per week in 2012.

Office Use only:

\_\_\_\_\_  
Cheque requested and forwarded

\_\_\_\_\_  
Confirmation from parents

Business Manager notified: Yes  No



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## ACCOMMODATION POLICY

As Sacred Heart College Senior has a guardianship role for International Students, it is important that communication is maintained between those who provide care in the home situation and the school.

For this reason, students are not permitted to live in private unsupervised accommodation, if under 18 years of age, whilst attending Sacred Heart College Senior, unless they are living with another member of the family or close relative. The family member or close relative must be over 21 years of age.

If any problems arise with a student's Homestay, they should be reported to the Coordinator of International Students.

Dr Paul Hine  
**PRINCIPAL**

## GUARDIANSHIP POLICY

Homestay is a term used to describe full board accommodation offered by a family, couple or single person for which a set weekly fee is charged.

Living in the Homestay accommodation in the community can help the intended International Student become independent and learn valuable life skills, as well as offering a safe environment whilst studying, thus enabling the student to achieve good academic results.

### HOMESTAY FAMILY DETAILS:

NAME:..... TELEPHONE: .....

ADDRESS: .....

I declare that I am at least 21 years of age, am of good character and have permission to reside in Australia until \_\_\_\_\_ turns 18 or their visa expires.

Signature: \_\_\_\_\_

### STUDENT DETAILS

NAME: .....

YEAR LEVEL: .....

I declare that I will keep the school informed of where I reside at all times. If I change my address, I will notify the school within 48 hours.

Signature: ..... Dated: .....

Please return this signed form to Coordinator of International Students at Sacred Heart College Senior when both the Student and Homestay Family have read and discussed the Accommodation information.



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### CARE ARRANGEMENTS FOR STUDENTS UNDER 18 YEARS OF AGE

Public Interest Criterion 4012A and visa condition 8532 of the Migration Regulations govern care arrangements for student visa applicants/holders who have not turned 18 years of age and who are not AusAID or Defence students.

Students under the age of 18 must either:

- ◆ Declare in their visa application that they will be residing in Australia with a parent, or a person who has custody of them or a relative aged at least 21 nominated by either the parent or the person having custody of them, **OR**
- ◆ Provide a signed statement from their education provider confirming that appropriate arrangements have been made for their accommodation, support and general welfare.

#### Parent, custodian and nominated carer (ie relative)

Only a parent of the student or a person who has custody of the student is allowed to nominate the carer for the applicant.

A person who has custody of the student minor is defined in the migration regulations as a person who has the right to have the daily care and control of the student and the right and responsibility to make decisions concerning their daily care and control.

The only person who may be nominated as a carer by a parent or by a person who has custody of the student, are a **RELATIVE** of the student who is **AT LEAST 21 YEARS OLD** and who is of good character.

A relative eligible to be nominated as a carer means a brother, sister, step-parents, step-brother, step-sister, grandparent, aunt, uncle, niece or nephew, step-grandparents, step aunt, step-uncle, step niece or step-nephew.

To establish that a nominated carer is of good character, the student will be required to provide evidence of Police Clearance of the carer in the country of countries in which they have resided for more than 12 months in the past 10 years after the age of 16, is to be sighted.

#### Education provider-approved care arrangements

If the student is not cared for by a parent, custodian or carer (as defined), the student must provide to DIMIA a statement signed by the education provider for the course in which the applicant is enrolled that confirms that appropriate arrangements have been made.

Aside from boarding school arrangements, education providers are strongly encouraged to approve arrangements that are consistent with those apply to care by nominated relatives. The carer should also be aged at least 21, be of good character, and have permission to reside in Australia until the student turns 18 or their visa expires. Older siblings aged less than 21 years are generally not considered to be appropriate carers.

To confirm appropriate care arrangements, education providers should use the standard form 'Education Provider's Confirmation of Appropriate Accommodation/Welfare Arrangements' from the Provider Registration and International Student Management Systems (PRISMS). Providers may place this form on their letterhead.

While DIMIA officers may continue to accept statutory declarations or other forms, it is preferable that providers use the standard form.

#### Changing provider-approved care arrangement after arrival in Australia

If a student under 18 years of age subsequently seeks or is required to change the care arrangements made at the time of issue of the Visa, they must obtain their Educational Provider's approval of the proposed new arrangements.

The provider should use the standard 'Education Provider's Approval to Change Accommodation/Welfare Arrangements' from PRISMS.

Providers should keep a copy of the statement and forward the original to the nearest DIMIA office.