

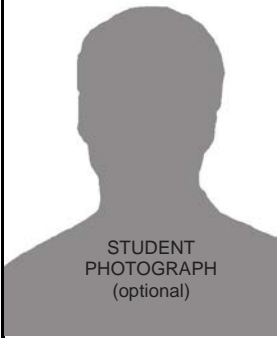


# INTERNATIONAL STUDENT APPLICATION FOR ENROLMENT

**Tenison Woods College**  
Reception to Year 12 Co-educational Catholic College  
Shepherdson Road, PO Box 965  
Mount Gambier South Australia 5290

[info@tenison.catholic.edu.au](mailto:info@tenison.catholic.edu.au) [www.tenison.catholic.edu.au](http://www.tenison.catholic.edu.au)  
CRISCOS Provider Code: 01751G

**STUDENT DETAIL**



Given Name/s:	Preferred Name:
Family Name:	
Date of Birth: □□/□□/□□□□	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Nationality on passport:	
Passport Number:	Passport Expiry: □□/□□/□□□□
Country of birth:	Religion:

Student Email Address:

Student Telephone Number:

**PARENT DETAILS**

**Mother/Parent1/Guardian1**

**Father/Parent2/Guardian 2**

Title	Mr Mrs Ms Miss Dr (Please circle)	Mr Mrs Ms Miss Dr (Please circle)
Family Name		
Given Name		
Country of Birth		
Cultural background		
Religion		
Relationship to child		
Occupation		

Address ..... City.....

State/Province ..... Postcode/Zip: .....

Telephone	Home Phone: + .	Mobile:
Email		

**VISA AND OVERSEAS STUDENT HEALTH COVER (OSHC)**

Do you hold a current Australian visa?  Yes  No If yes, what type? Expiry date: □□/□□/□□□□

Do you already have OSHC cover?  Yes  No

If yes, name of current provider? Expiry date: □□/□□/□□□□

Do you require Tenison Woods College to arrange health cover in Australia  Yes  No

If yes, please indicate type of cover:  Single student  Couple  Family (how many.....)

*Note: It is a requirement of student visa subclass 571 that the student has Overseas Student Health Cover while in Australia.*

**EDUCATION** – Please Note certified copies of the applicants latest school report and stated qualifications and English results must accompany your application

**SCHOOL EDUCATION - SCHOOLING IN YOUR HOME COUNTRY**

Current/Previous School Name:	Highest grade / Year level achieved:
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**ENGLISH PROFICIENCY**

What is your language of instruction?

Have you studied English at school before  Yes  No If yes, for how long have you studied? Years Months

Have you taken a recognised English language test (eg IELTS, TOEFL, AEAS, STEP)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name of test:	Score:	Date of test: <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>ACCOMMODATION</b>			
<b>IMPORTANT:</b> Homestay accommodation is only available for students 12 years and over.			
Tenison Woods College will arrange ALL homestay accommodation unless you nominate a family friend (caregiver) or blood relative to live with. The Department of Immigration and Citizenship (DIAC) defines 'blood relative' as a parent, sibling, step sibling, grandparent, aunt, uncle, step grandparent, step-aunt or step-uncle.			
If you nominate a non-blood relative or friend to live with, whilst studying in Mount Gambier, Tenison Woods College MUST approve all accommodation.			
PLEASE NOTE: All nominated caregivers MUST be over 25 years of age.			
Do you require Tenison Woods College to arrange your homestay accommodation		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If yes, please complete the section below titled Homestay Accommodation. If no, please provide your alternate accommodation details below</i>			
<b>ALTERNATIVE ACCOMMODATION</b>			
Relationship:		Name:	
Address:			
Telephone:		Mobile:	
Email:			
<b>HOMESTAY ACCOMMODATION</b> - This information will be used to carefully match your needs with the most appropriate homestay family, Every effort is made to consider your preferences however, an exact match may not be possible.			
Have you ever lived in another country for longer than 2 months?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If yes provide detail:</i>			
Have you ever lived with a host family before?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If yes, what country/countries:</i>			
Approximate time of stay in Australia & dates for accommodation:			
<b>PLEASE INDICATE YOUR PREFERENCES FOR LIVING IN HOMESTAY ACCOMMODATION</b>			
Room Preference:		<input type="checkbox"/> Single room	<input type="checkbox"/> Shared room
Living in a family with (you can tick more than one preference)			
<input type="checkbox"/> children your own age	<input type="checkbox"/> no children	<input type="checkbox"/> older children	<input type="checkbox"/> younger children
<input type="checkbox"/> other homestay students	<input type="checkbox"/> pets (e.g. cats, dogs)	Other	
Do you have any allergies		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		If yes, please give details:	
Do you have any dietary needs? (e.g. vegetarian)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		If yes, please give details:	
Do you have any interests, hobbies or sports you would like your homestay to know about?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details below			
Do you have any special requirements for study purposes? ( e.g. piano)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details below			
Do you require airport pick up upon arrival in Australia?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide flight details (2 weeks prior) of your arrival in Australia			

## MEDICAL INFORMATION

IMPORTANT: This medical information will enable Tension Woods College, homestay and service providers to provide you with the necessary care and support while you are studying in Mount Gambier.

Failure to provide information in relation to pre-existing medical conditions may result in cancellation of your enrolment. You may be required to complete additional medical forms before final assessment of your application is made.

Do you have any existing medical conditions that a medical practitioner/caregiver should be aware of if medical treatment is required? (e.g. Asthma, Diabetes, Epilepsy, Attention Deficit Disorder)  Yes  No

Are you currently taking any medication on a regular basis?  YES  NO

Do you have any allergies? (e.g. medication, food, animals?)  YES  NO

Have you had any operations or been hospitalised in the last 12 months?  Yes  No

Have you had or do you have a mental illness (e.g. anxiety, depression, eating disorder) or a physical impairment? (e.g. vision, hearing)  Yes  No

Do you require ongoing counselling, psychiatric or psychological support?  Yes  No

If YES to any of the above questions, please give details, using attachments if necessary.

## IMPORTANT INFORMATION TO ACKNOWLEDGE – International Students Policies & Procedures.

I/We have read the Colleges "International Students – Policies & Procedures" Handbook  Yes  No

I/We read the policy (number 13) in respect to Deferment, Suspension and Cancellation, Student/Provider Default  Yes  No

I/We have read the policy (number 14) in respect to Student or Provider Default and Refunds.  Yes  No

Please attach any relevant or requested documents and additional details if space provided is insufficient.

## How did you hear about Tenison Woods College

Education Agent  Friend/relative  Study tour  Exhibition/seminar  Internet  Other \_\_\_\_\_

Are you using an Education Agent?  Yes  No

Education Agent Name:

Telephone:

Agents Address

City:

State/Province:

Country:

Postcode/Zip:

## AGENT DETAILS

I confirm that I have explained to applicant and parents on the Terms and Conditions relating to this application and provided the applicant with relevant information on Tenison Woods College consistent with the requirements of the ESOS Act 2000 and the National Code 2007.

Agents Name:

Signature

Telephone:

W:

M:

Date:

□□/□□/□□□□

Email

Address .....

..... Postcode .....

Agents Notes:

## DECLARATION AND AGREEMENT

I, the parent(s) or Legal Custodian of the student nominated on this application form, declare that:

- I/We declare that all information provided with this application form is correct and that I/we have read and understood and agree to be bound by the terms and conditions on this form.
- I/We agree to pay the applicable tuition fees set out in this form prior to the commencement of the nominated studies.
- I/We acknowledge that I have read the terms and conditions of enrolment and the current fee schedule and that they may be subject to variation without prior notice.
- I give permission for emergency treatment to be given to the student if needed, based on the information given in this Application Form, and accept that I am responsible for costs incurred outside of the student's Overseas Student Health Cover
- I declare that the information given in this Application Form is complete and correct. I understand that providing false or misleading information may result in cancellation of the student's enrolment.

### Terms & Conditions of Enrolment

- In enrolling my child at this school I/we accept that s/he will be educated in the Catholic faith within a Christian educational environment.
- I/we accept that support of school staff and cooperation concerning school activities is essential.
- I/we accept that we will abide by school policies as amended from time to time.
- I/we accept that participation in camps is compulsory and that membership in school sporting teams takes priority over competing sporting interests.
- I/we accept that the College reserves the right to suspend or expel a student for serious or continued breaches of school rules, regulations and/or policies, including conduct which brings into disrepute the good name and reputation of the College.
- I/we accept the standards the College sets regarding grooming, uniform and personal presentation.
- I/we accept responsibility for the payment of tuition fees and other costs associated with the education of my/our daughter as determined and amended from time to time by the College (except where exemptions/remissions have been sought and granted).

### Medical Consent:

I/We consent to the student named in this application form:

- attending and participating in school activities, including excursions and trips arranged by the school, and
- in the event of an emergency, using ambulance transportation and/or receiving such medical or surgical treatment as may be deemed necessary.

I/We are responsible for costs incurred in providing medical treatment and associated services for the student.

I/We agree that if there is any difference in meaning in the provision of the English version and any translated version of this form or the Terms and Conditions to me/us, the English version is to prevail.

### Contract for Enrolment

I hereby apply to enrol (insert name of student) \_\_\_\_\_ at Tenison Woods College and agree that if this application is accepted I will be bound by the 'Terms and Conditions of Enrolment' included as part of this Application Form which I have read and understood.

I will pay to Tenison Woods College the total annual tuition fee of AUD\$ payable to Tenison Woods College as set out in the published current fee schedule and such other fees or charges as may become payable during the period of enrolment

(Both parents/guardians to sign if possible)	Signature _____	Signature _____
	Date _____	Date _____

## OFFICE USE ONLY

Date Received      /   /	Deposit Paid      /   /	Letter of Offer Sent      /   /
Arrival Date      /   /	Offer Sent      /   /	Offer Accepted      /   /
		Notice of Acceptance Sent      /   /

**APPLICATION FEE PAYMENT** (Application Fee of \$100.00 is to be paid when submitting this application)

Student's family name:		Students Given Name/s:					
Student ID (office use only)		Beginning Date: Year		Term		Year Level	
<b>Payment Options</b>	<input type="checkbox"/> VISA <input type="checkbox"/> Mastercard <input type="checkbox"/> Other _____						
Card Number	_____						Expiry Date: □□/□□/□□□□
Card Holder Name				Signature			

**FEES:** (All fees are GST inclusive where applicable)

- Payment of course fees is due when a Letter of Offer and Acceptance is sent to the student
- Payment of course fees are paid in advance by semester
- Payment of other fees such as health cover, accommodation placement fee are due when a Letter of Offer and Acceptance is sent to the student

**Tuition Fee\*** **\$16,600**

**Exam Fees**  
(compulsory – approximately \$350 for Year 11 & Year 12.)

**Health Care**  
(compulsory – approx. \$430 per annum)

**TOTAL** **\$16,600**

**Homestay Accommodation** **\$230.00** (cost per week payable directly to the homestay provider)

**Refundable Bond** **\$920.00**

**Second & Subsequent Change of Homestay** **\$ 50.00**

**Please Note:**

The Tuition fees cover all compulsory curriculum based activities including excursions, camps, sport, diaries, annual school magazine, stationery and technology levy.

It DOES NOT include text books, (approximately AUD\$100 per annum) and uniforms (approximately AUD\$400 at commencement).

\* 20% rebate available for SACE Stage 2 students achieving an Australian Tertiary Entrance Rank of 80 or greater for their final years of Tuition Fees only.

**Fees must be paid in Australian dollars by one of the following methods:**

- By credit card (MasterCard or Visa)
- By cash or cheque at any National Australia Bank
- By bank draft/bank cheque made payable to the Tenison Woods College.

**Review of Tuition Fees**

Tenison Woods College reserves the right to review its fees and charges. If tuition fees are increased, you will be required to pay the new fees from the commencement of the next semester.

**Refund process**

All requests for a refund of fees must be made in writing and accompanied by evidence. If the student is under the age of 18, the request must be signed by the student's parent/legal guardian.

The refund will be payable in the name of the parent/legal guardian unless notification has been received from the parent/legal guardian indicating another person/entity is responsible for the payment of fees.

All refunds will be paid within 4 weeks of receiving written claim

**Visa Refusal**

- All fees will be refunded except the NON REFUNDABLE Application Fee of \$220, proof of Visa refusal must be provided
- However, no refund will be given on fees if a Visa is cancelled due to breach of Visa conditions by the student

**Withdrawal from Course**

- All withdrawals must be in writing and signed by the student
- If withdrawal is 4 weeks or more PRIOR to start of course all paid course fees will be refunded
- If withdrawal is less than 4 weeks PRIOR to start of course 50% of paid course fees will be refunded
- If withdrawal is AFTER the start of course there is no refund

**Other Circumstances**

- If our organisation cancels a course that you are enrolled in, we will offer a full refund of all paid fees (except the NON REFUNDABLE Application Fee of \$100) or offer enrolment into a similar course of study if applicable
- If a student has their enrolment cancelled due to misbehaviour or breach of enrolment then no refund will be given for fees paid

# INTERNATIONAL STUDENT INFORMATION

## CHECKLIST

Please check to ensure you have attached the following to your application:

- One recent passport-sized photograph of the student (colour)
- Certified copy of the student's birth certificate, or family register, or passport page(s) with personal particulars
- If a relative is the nominated guardian, completed DEC Guardianship form and proof of identity must be provided e.g. certified copy of passport and
- Visa or proof of Australian Citizenship
- Certificate of Education and/or other records of academic standard
- Certified copies of school reports for the last two years with certified English translations, including academic and English level achieved
- Two testimonials from teacher, school principal or religious leader.
- Application fee which is non-refundable

## SCHOOL TERM DATES

### 2016

1 February - 15 April  
2 May - 8 July  
25 July - 30 September  
17 October - 16 December

### 2017

30 January - 13 April  
1 May - 7 July  
24 July - 29 September  
16 October - 15 December

### 2018

29 January – 13 April  
30 April – 6 July  
23 July – 28 September  
15 October – 14 December

## HOW TO APPLY FOR AN AUSTRALIAN VISA

1. Complete the Application Form and send or fax it to Tenison Woods College.
2. If your application form is accepted Tenison Woods College will send a signed Letter of Offer to you, confirming arrangements for your study program, accommodation and support in Mount Gambier
3. Applicants wishing to take up that offer should then forward a bank draft (in Australian dollars) made payable to Tenison Woods College.
4. When these documents have been received and enrolment fees paid, applicants will be advised. The Registrar at Tenison Woods College will send you an Acceptance Advice Form and a Letter of Acceptance, including an electronic Confirmation of Enrolment (eCoE) to enable you to apply for your student Visa.
5. Take the Acceptance Advice Form and the Letter of Acceptance to your nearest Australian Embassy, Consulate or Australian Education Centre. Character references and a health clearance are also required when applying for a Visa.
6. For your student visa, you will need to provide documentation in either bank certificates or certified copies of documents certifying that you have the required amount of money in the bank to cover your education costs at Tenison Woods College.
7. When you have obtained your Student Visa, please make your travel arrangements and contact the Homestay Coordinator at Tenison Woods College. The Homestay Coordinator will provide you with airport pick up and travel to your accommodation.

## STUDENT VISA CONDITIONS

Visas are issued with conditions attached by the Australian Government to overseas students to study in Australia. It is the student's responsibility to comply with all conditions attached to their visa and the College is required to report any breach of visa conditions by students enrolled in South Australia.

Students must maintain a study load of 20 contact hours per week

- Students must maintain a rate of progress in the course of study to be able to complete the course in the scheduled timeframe and in accordance with their Confirmation of Enrolment
- Students must have Overseas Student Health Cover prior to arrival in Australia

**Name of Course you are applying for at Tenison Woods College (Sub class 571)**

**SACE Stage 1** - a 15 months course of full time study (includes a 3 month English language and cultural studies program (depending on the language proficiency) to enable a successful transition into schooling in Australia.

**SACE Stage 2** - a 15 months course of full time study (includes a 3 month English language and cultural studies program (depending on the language proficiency) to enable a successful transition into schooling in Australia.

**SACE Stage 1 and SACE Stage 2**

- a 27 month course of full time study (includes a 3 month English language and cultural studies program (depending on the language proficiency) to enable a successful transition into schooling in Australia.

**DAMAGE, LOSS OR UNPAID ACCOUNTS**

Students and their parents are responsible for covering the cost of any damage, loss or unpaid accounts in the school or homestay. In all cases, the student is required to pay directly and promptly to the school and homestay.

**FINANCIAL SUPPORT**

Please indicate your source of financial support. To gain a visa to study in Australia you will need to provide the following information

1. Documentary evidence of cash assets to meet the total costs of your education and travel and accommodation costs. This assumes AUD \$12,000 per year in living costs plus school fees.
2. Evidence that the source of funds has been held for 3 months immediately prior to your visa application

**ARRIVAL IN AUSTRALIA**

Parents are requested to ensure that students under the age of 18 do not arrive in Australia before the date their welfare arrangements begin as they will be in breach of their visa condition. The date is written in the Letter of Offer together with the Confirmation of Enrolment.

If a student under the age of 18 wishes to travel to Australia before this date, they must be accompanied by a parent or suitable relative or agent who will provide welfare until the homestay arrangements begin.

**HEALTH COVER**

Student visa: The College is able to arrange Overseas Student Health Cover (OSHC) for students applying for a student visa. Effective July 2010, DIAC requires all students to pay OSHC fees for the proposed duration of their student visa.

Students whose health cover is not arranged by the College are required to provide a copy of their alternative health cover arrangements. In the first twelve months of their program, students with any pre-existing medical condition must cover the cost of treatment for their pre-existing condition.

Where students cancel their enrolment after commencement and before the course end date, families can request a refund of unused OSHC directly from the health cover provider.



# HOMESTAY ACCOMMODATION INFORMATION

Tenison Woods College has a great reputation as a very dynamic, modern school that educates students within a family friendly environment. Our school motto is 'Let your light shine'. This means that we are very committed to welcoming all new students into a safe, supportive environment that gently helps international students to adapt to the Australian culture and lifestyle.

Homestay accommodation means that every student stays with a family for the duration of their studies at the College. The following sections outline the roles and responsibilities of the Mount Gambier family providing the Homestay accommodation and the International student and their family. Please read these details carefully and contact the Homestay Coordinator if you have any concerns or questions.

## **Roles and responsibilities - the Mount Gambier family**

Each Homestay family must

- Support the Tenison Woods College expectations concerning student welfare
- Have a genuine interest in providing quality accommodation for overseas students
- Establish clear guidelines for payment of board and the use of telephone, internet etc
- Attend Homestay meetings at the College to keep up to date with current best practices in Homestay provision for overseas students
- Participate in cross cultural awareness programs to help minimise misunderstandings regarding dietary habits, male/female roles, hygiene issues, family expectations and effective communication. Remember that simple written instructions are often more effective than verbal ones.
- Commit to meeting the student at the airport with the Homestay Coordinator
- Be prepared to offer transport to school and for excursions if public transport is inaccessible, and make a special effort to ensure that your new student settles in smoothly to your family life and routines

## **Accommodation – to be provided by the Mount Gambier family**

Each Homestay family must ensure that the overseas student has the following:

### **Board**

- A fully furnished bedroom
- Heating and cooling facilities
- A study table, lamp and bookcase

### **Meals**

On schooldays, recess and lunch must be packed and breakfast and dinner are full meals.

On weekends, some flexibility is available: breakfast and dinner are full meals and a light lunch might be served.

### **Illness**

Homestay providers must notify the College if the student will be absent. If the student is ill then appropriate medical attention must be sought. If the student becomes ill at school then the Homestay Coordinator will contact the Homestay family and take the student to the doctor if required.

## **Roles and responsibilities – International students**

International students enjoy the family friendly aspects of Australian life and culture and quickly adjust to differences in lifestyle if they are interested in managing the excitement and the challenges of studying and living in a different culture. Most overseas students are keen to study at University when they leave school and the Homestay experience is a great preparation for next step in your study goals.

Every international student is expected to

1. Pay board and other agreed expenses on time. Always keep a rent book for your Homestay parent to sign or ask for a receipt.
2. Ensure that overseas phone calls and/or email arrangements are agreed upon to prevent costly bills or unexpected expenses
3. Notify the Homestay parent of any allergies or special dietary requirements
4. Notify the College Registrar if you are ill or absent from school, as the government has strict attendance requirements for international students studying in Australia
5. Become involved in your Homestay family's activities – within the home and on weekends where possible. This will help to improve your relationship with the family as well as increase your English language proficiency
6. Be aware that little gestures of appreciation will strengthen your relationship with your Homestay family and encourage ongoing goodwill and friendship

### **Living arrangements – International students**

In Australia most young people are expected to help with housework. You will be expected not to waste water and to recycle papers, bottles and other materials to avoid polluting our environment. You will be expected to:

1. Keep your bedroom tidy and make your bed each morning. You must also clean your room once a week
2. Share in household duties such as dusting, vacuuming or doing the dishes. Put your dirty clothes in the laundry basket
3. If you are using the family's phone you must limit your phone calls to 15 minutes maximum and do not use the phone after 10.00pm unless it is an emergency
4. Always turn off lights /gas/ power when not in use
5. Avoid having long showers or spending too much time in the bathroom. Always hang out wet towels to dry
6. Be on time for meals. Let your family know in advance if you will be late or will not be home for any meals
7. Always stay with your Homestay family unless they agree for you to spend a day or evening with your friend.
8. Go straight home after school, unless you have important business to deal with. If you are going to be late, you must let your Homestay family know where you are going and what time you will be home.

By closely following these guidelines, we can ensure that international students are always safe and well cared for. If students experience any difficulties with their Homestay arrangements they must contact the Homestay Coordinator so that she can review the arrangements and make any changes necessary to ensure that the student gains the most benefits from their Homestay experience.

### **Homestay Financial arrangements – International students**

Homestay payments are arranged between the student and the Homestay family. The College accepts no responsibility for overseeing such payments. To avoid embarrassment it is very important that both the student and their Homestay parents agree to the exact fees, time and method of payment and that accurate records are kept of all payments and any refunds.

The following procedures are recommended

1. The normal accommodation fee is AUD\$230.00 (USD\$204.00) per week. This includes all meals, laundry and use of the shared household facilities
2. Each student pays a AUD\$920 bond and two weeks rent to the school in advance from the first day of arrival. The bond money will be refunded at the end of the Homestay period provided that all outstanding expenses have been paid by the student
3. Establish an agreed day and time for the regular payment of accommodation fees and always keep a receipt and a record of all payments.
4. If the student seeks to move to new Homestay accommodation they must organise this with the Tenison Woods College Homestay Coordinator and give at least two weeks' notice to their Homestay family
5. If the accommodation payments have been made several weeks in advance, the Homestay family must refund these monies should the student decide to move to new accommodation
6. During holidays if students are not staying with the family they normally pay the family AUD\$50.00 a week in advance for each week they are away.

### **Counselling and pastoral care support**

Living with a new family in a culture that may be very different from the student's own family can sometimes be a challenging process. The Tenison Woods College Homestay Coordinator is keen to ensure that all international students settle in quickly and form a friendly, happy relationship with their Homestay family.

If any disagreements or difficulties occur the student is encouraged to contact the Homestay Coordinator to help sort out any concerns.

### **Homestay Coordinator**

Your Homestay Coordinator, Mrs. Annie Clifford, is employed by the College to ensure the safety, comfort and wellbeing of the students. Our Coordinator is based at the College and is available throughout the day and after hours. Mrs Clifford can be contacted on (08) 8725 5455

The Principal, Mr. David Meziniec, is available 24 hours a day if the Homestay Coordinator cannot be contacted.