

Office Use Only

Date of Birth:

Homegroup:

House:

SEQTA:

Student Name:

Family Name: Christian Name:

To begin: In Year level:

Interview Date: Interview Time:

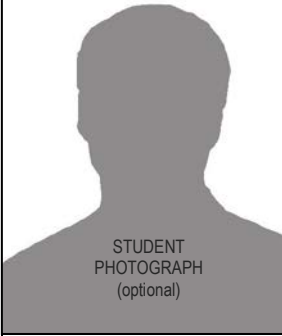
Student ID Number:

Family Billing Code:



INTERNATIONAL STUDENT APPLICATION FOR ENROLMENT

Tenison Woods College
Early Learning to Year 12 Co-educational Catholic College
Shepherdson Road, PO Box 965
Mount Gambier SA 5290
Telephone (08) 8725 5455 Facsimile (08) 8724 9303
info@tenison.catholic.edu.au
www.tenison.catholic.edu.au
CRISCOS Provider Code: 01751G

STUDENT DETAIL		
 STUDENT PHOTOGRAPH (optional)	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:
Language spoken at home:		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		
Parent Email		
Address: City..... State/Province..... Postcode/Zip..... City..... State/Province..... Postcode/Zip.....
Telephone	Home Phone: + .	Home Phone: + .
	Mobile:	Mobile:
VISA AND OVERSEAS STUDENT HEALTH COVER (OSHC)		
Does the Student require a visa for entry into Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, what type? <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Temporary Resident <input type="checkbox"/> Exchange Student <input type="checkbox"/> Full Fee Paying Overseas Student		
Do you already have OSHC cover? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, name of current provider?		Expiry date: / /
Do you require Tenison Woods College to arrange health cover in Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please indicate type of cover: <input type="checkbox"/> Single student <input type="checkbox"/> Couple <input type="checkbox"/> Family (how many.....)		
<i>Note: It is a requirement of student visa subclass 571 that the student has Overseas Student Health Cover while in Australia.</i>		
EDUCATION – Please Note certified copies of the applicants latest school report, stated qualifications, English results and 2 letters from Teachers must accompany your application		
NAME AND ADDRESS OF THE STUDENTS CURRENT SCHOOL		
Students current Grade / Year level at school:		
Highest grade / Year level achieved:		

ENGLISH PROFICIENCY			
What is your language of instruction?			
Have you studied English at school before		If yes, for how long have you studied? Years Months	
<input type="checkbox"/> Yes <input type="checkbox"/> No			
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: / /
ACCOMMODATION			
IMPORTANT: 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>			
ALTERNATIVE ACCOMMODATION			
Relationship:		Name:	
Address:			
Telephone:		Mobile:	
Email:			
HOMESTAY ACCOMMODATION - 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:			
PLEASE INDICATE YOUR PREFERENCES FOR LIVING IN HOMESTAY ACCOMMODATION			
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	
<i>If yes, please provide details below</i>			
Do you have any special requirements for study purposes? (e.g. internet, piano)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>If yes, please provide details below</i>			
Do you require airport pick up upon arrival in Mount Gambier?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>If yes, please provide flight details (2 weeks prior) of your arrival in Australia</i>			

MEDICAL INFORMATION				
<p>IMPORTANT: This medical information will enable Tenison Woods College, homestay and service providers to provide you with the necessary care and support while you are studying in Mount Gambier.</p> <p>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.</p>				
<p>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) If yes, please provide details and supporting medical documentation / plans</p>				<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Are you currently taking any medication on a regular basis?</p>				<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Do you have any allergies? (e.g. medication, food, animals?)</p>				<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Have you had any operations or been hospitalised in the last 12 months?</p>				<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Have you had or do you have a mental illness (e.g. anxiety, depression, eating disorder)</p>				<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Do you have any special needs or physical impairment? (If yes, please provide details and supporting medical documentation)</p>				<input type="checkbox"/> Vision <input type="checkbox"/> Hearing <input type="checkbox"/> Mobility <input type="checkbox"/> Emotional <input type="checkbox"/> Learning
<p>Do you require ongoing counselling, psychiatric or psychological support?</p>				<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>To your knowledge, is there anything in the students history or circumstances (including medical history) which might pose a potential risk to the Student (or other students) or Staff at the College? (If yes, please provide a brief description of the potential risks and attach any supporting medical documentation)</p>				<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Has the Student any past history of violent or aggressive behaviour or been in possession of a weapon or any item that may cause injury? (If yes, please provide details)</p>				<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Has the student taken illegal drugs? (If yes, please provide details)</p>				<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If YES to any of the above questions, please give details, using attachments if necessary.</p> <p><i>Please note: failure to disclose pre-existing conditions may result in cancellation of enrolment at Tenison Woods College</i></p>				
IMPORTANT INFORMATION TO ACKNOWLEDGE – International Students Policies & Procedures.				
<p>I/We have read the Colleges “International Students – Policies & Procedures” Handout</p>				<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>I/We read the policy (number 13) in respect to Deferment, Suspension and Cancellation, Student/Provider Default</p>				<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>I/We have read the policy (number 14) in respect to Student or Provider Default and Refunds.</p>				<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Please attach any relevant or requested documents and additional details if space provided is insufficient.</p>				
AGENT REFERRAL DETAILS			Are you using an agent? <input type="checkbox"/>	
<p>I confirm that I have explained to the applicant and parents 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 2018</p>				
Agents Name:				Signature
Telephone:	W:	M:	Date:	/ /
Agents Email:				
<p>Address</p> <p>..... Postcode</p>				
<p>Agents Notes:</p>				

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).
- I/we accept that our child will update their contact details every six months including, residential address, mobile phone number and email address.

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.
- Permission given for the child's photo to be used in College Publication / Social Media

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

Student Acknowledgement:

Student name: _____ Student Signature: _____ Date: _____

(Both parents/guardians to sign if possible)	Mother/Parent1/Guardian1	Father/Parent2/Guardian2
	Name _____	Name _____
	Signature _____	Signature _____
	Date _____	Date _____

APPLICATION FEE PAYMENT

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

Student's family name:		Students Given Name/s:					
Beginning Date:		Year		Term		Year Level	
Payment Options	<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

Application Fee \$100
Tuition Fee* \$18,900

Exam Fees \$350
(Compulsory - prices are approximate for Year 11 & Year 12).

Health Care (price per annum) \$1000
(Compulsory - prices are approximate)

TOTAL \$20,350

Homestay Accommodation \$300
(cost per week payable directly to the homestay provider)

Refundable Bond \$1200
(equivalent to 4 weeks rent)

Homestay Transfer Fee \$200

Uniforms (approximate price) \$800
Sports uniforms will be required for all Year 9 & 10 Students

Please note: All fees are in Australian Dollars

INTERNATIONAL STUDENT ENROLMENT CHECKLIST

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

- ☐ One 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
- ☐ Visa once approved
- ☐ 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
- ☐ Arrange a Skype interview with the Agent, Enrolment Registrar, Homestay and Head of School before departing

Complete the Application Form and email it to
The College Registrar, Tracey Davey: davet@tenison.catholic.edu.au

IMPORTANT INFORMATION:

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 \$100 per annum) and uniforms (approximately \$800 at commencement) or Graphical Calculator approx. \$230).

* 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 Electronic Funds Transfer:

Beneficiaries Name:	Tenison Woods College
Beneficiaries Address:	PO Box 965, Mount Gambier SA 5290
Beneficiaries Bank:	National Australia Bank
Beneficiaries Branch:	2 King William Street, Adelaide SA 5000
Beneficiaries Bank Address:	2 King William Street, Adelaide SA 5000
Beneficiaries Bank Account:	BSB: 085005
	Account No.: 484302848
SWIFT Code:	NATAAU3303M
- 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 may be required to pay the new fees from the commencement of the next semester.

REFUND FOR INTERNATIONAL STUDENTS

All requests for a refund of fees must be made in writing and accompanied by evidence addressed to the Principal. 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 if:

Visa Refusal

- All fees will be refunded except the NON REFUNDABLE Application Fee of \$100. 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.

Payment of Fees

- Fees must be paid by the due date. If fees are not received by the due date, a late fee will apply. Non-payment of required fees by the due date could constitute a breach of the student's visa conditions and result in Tenison Woods College initiating processes to recover the fees and / or notify DIBP. It may also be necessary for Tenison Woods College to exclude the student from school.

International Students Terms and Conditions of Enrolment

Student Visa Conditions:

International Students must have a valid visa for the duration of their studies in Australia. The type of visa will determine if the student is classified as a Full Fee Paying Overseas Student (FFPOS) or whether they are charged local tuition fees. Students who require a subclass 500 student visa to study a primary or secondary school course are classified as a FFPOS. The process for enrolment of a FFPOS is in keeping with the Australian Government Department of Immigration and Border Protection (DIBP) legislation and procedure. Please refer to Australian Government Department of Immigration and Border Protection (DIBP) website for Legislation and Procedure <https://www.border.gov.au/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.

English Language Support

It is recommended that International students enrol in Year 9 or 10 to ensure they are well prepared for Year 12 Studies. We offer ESL (English Second Language) classes as part of our normal curriculum and International students receive academic support from our ESL teacher and International student Education Support Officer. English as a Second Language Support Program: ESL teachers understand that International students put enormous effort into developing their communication skills in English.

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 is under the age of 18 wishes to travel to Australia before this date, they must be accompanied by a parent of suitable relative who will provide welfare until the Tenison Woods College approved welfare arrangements begin. Tenison Woods College must be notified in advance of such arrangements.

Accommodation Arrangements

No Tenison Woods College students are permitted to live independently while enrolled at the college. All Tenison Woods College Students must live in one of the following arrangements:

- With a homestay family arranged by Tenison Woods College
- With a suitable nominated relative approved by Tenison Woods College
- With a parent

A homestay transfer fee of \$200 applies when changes are made. Where living arrangements change, the student/parent must provide Tenison Woods College with up-to-date residential details.

Damage, Loss or Unpaid Accounts

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

Deferment of Cancellation of Student Enrolment

A student can request to defer enrolment in the following circumstances:

- Illness verified by medical certificate
- Verified family bereavement
- Financial Circumstances, home country upheaval / disaster

All requests for deferment must be made in writing with supporting documentation for evidence. A revised letter of offer and confirmation of Enrolment will be necessary if the student's late arrival results in any variation to the end date of their course(s).

Overseas Student Health Cover

Tenison Woods College is able to arrange Overseas Student Health Cover (OSHC) for students applying for a student visa. DIAC requires all students are required to pay OSHC fees for the proposed duration of their student visa. Students whose health cover is not arranged by Tenison Woods College are required to provide a copy of their alternative health cover arrangements to the Business Manager. 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.

Updating Student Contact Details

All students are required under the ESOS Act to provide contact details, including mobile phone numbers and email addresses, within 7 days of any change being made. Tenison Woods College will contact students at a minimum every six (6) months to verify contact details.

Satisfactory Academic Progress

As a condition of a student visa (subclass 500), the student must maintain satisfactory course progress as defined by the education provider. Students will only progress to their next course upon successful completion of their initial or subsequent courses and on the recommendation of the International Student Coordinator. In cases where a student does not progress to the next level within the specified time and the course completion date will change, a new letter of offer and a new confirmation of enrolment (s) will be issued. The student must then apply for a new visa to cover their revised study program.

Work Conditions for Student Visa Holders

Tenison Woods College International Students are not permitted to work during their first six months of study. All students must seek approval from the College before applying for or commencing work. The college may grant approval for the student to work part time based on an assessment of their progress and year level of study.

1. When you have started your course of Study in Australia, you can generally work up to 20 hours per week during term time. You may work unlimited hours during school holidays.

Satisfactory Attendance

Students on a student visa are required to attend a minimum of 80% of their classes each semester. This is a condition of a student visa (subclass 500). Students who fail to maintain this standard are at risk of being reported for unsatisfactory attendance and this can result in them losing their student visa. The school records class attendance. A full copy of this policy is in the International Students Policies and Procedures. Students must maintain a rate of progress in the course of study to be able to complete the course in the scheduled time frame and in accordance with their Confirmation of Enrolment

Transfer

Students are not permitted to transfer to another school until they have completed six (6) months of their principal course of study. Written permission from parents must be provided before any request will be considered by Tenison Woods College.

Travel

Tenison Woods College International students are not permitted to travel overseas during term time. Travel will only be approved for weekends, term breaks, the summer holidays and at the end of the students course.

Independent travel or travel unaccompanied by an adult is not permitted unless a student is returning to his / her country. All travel must be jointly approved by the parent and the college at least 2 weeks before departure. When students are returning to their home country to visit family, they are required to provide a copy of their tickets to the college. We ask that this arrangement is done in conjunction with the Homestay coordinator.

If staying in a Homestay, students must pay a room holding fee before departing. This fee ensures the student's accommodation and belongings are secured for the period they are absent.

A student breaching this policy may have their enrolment cancelled and be reported to the Commonwealth on the basis that Tenison Woods College is unable to guarantee the student's welfare arrangements.

Australian Law

All students must obey Australian laws at all times. Specific laws relating to consumption of alcohol, illegal or non-prescription drugs, gambling, inappropriate behaviour, employment and driving are explained to all students during orientation.

Homestay Accommodation Information

Tenison Woods College has a great reputation as a very dynamic, modern school that educates students in 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 use of the telephone, internet etc.
- The Homestay coordinator will help you with any cross cultural misunderstanding which may arise e.g. dietary habits, male/female roles etc.
- 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 school days, 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

In the event of 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 the 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 the 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 they 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

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 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. Always turn off lights / gas / power when not in use.
4. Avoid having long showers or spending too much time in the bathroom. Always hang out wet towels to dry.
5. Be on time for meals. Let your family know in advance if you will be late or will not be home for any meals.
6. Always stay with your Homestay family unless they agree for you to spend a day or evening with your friend.
7. 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\$300 per week. This includes all meals, laundry and use of the shared household facilities.
2. Each student pays AUD\$1200 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 the students are not staying with the family they normally pay the family AUD\$50 a week in advance for each week they are away

Counselling and pastoral care support

Living with a new family is a culture that may be very different from the student's own family, and 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. Yolande Langford, is employed by the College to ensure the safety, comfort and wellbeing of the students. Mrs Langford can be contacted on mobile 0408 830 835.

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