

APPLICATION PROCESS FOR ENROLMENT

INTERNATIONAL STUDENT



**St George
College**

Greek Orthodox Archdiocese of Australia
Community and Parish of St George
Thebarton and Western Suburbs Inc

CRICOS PROVIDER | 02799F

ELC to Year 12 Orthodox School | Always Excelling

Senior Campus : 75 Rose Street Mile End SA 5031 | Ph: +61 8 8159 8100 | Fax: +61 8 8234 5942

Junior Campus : 54 Rose Street Mile End SA 5031 | Ph: +61 8 8159 8117 | Fax: +61 8 8159 8111

Postal Address : PO Box 29 Torrensville Plaza SA 5031

www.stgeorgecollege.sa.edu.au

OFFICE USE ONLY

Name of Student :

Year Level :

Home Group :

Status :

Registrar :

Application Process

St George College is a Commonwealth Registered Institute for Overseas Students to enrol Full Fee Paying students. **CRICOS Provider No 02799F**

St George College is registered to provide the following courses:

Provider Code	Course Code	Course Name
02799F	096720G	Primary Years Reception to 6
02799F	096721F	Junior Secondary Years 7 to 10
02799F	096722E	Senior Secondary Years 11 to 12

International students interested in enrolling at St George College may request information from the College Registrar or explore our website at www.sgc.sa.edu.au. Information provided in response to requests will be given without charge.

Applications can be made by submitting a completed International Student Application for Enrolment form, together with the required documentation (please see below Step 1).

Applications are assessed with consideration to the following:

- Availability at the appropriate year level
- College resources
- Students' academic records and English Language proficiency for the proposed course of study (students may be required to undertake Intensive English language study prior to their entry to mainstream study)
- Students must reside in Australia with either:
 - One or both parent/s
 - A homestay provider organised through the Happy Homestay Adelaide (HHA)

It is essential that the College be kept informed of any changes to the information provided in the application. It is the responsibility of the student, parent/guardian or agent to provide the school with advice of changes to address and contact details. Failure to do so may mean the applicant is not issued with an offer of enrolment.

St George College will assess the application, including evaluation of reports and English Language proficiency. The principal will make the final decision on acceptance of International Students into the College.

Applicants who are offered a place will be required to complete a contractual Acceptance of Enrolment document and agree to be comply by the College's policies and conditions of enrolment.

PLEASE NOTE: Submitting an International Student Application for Enrolment form is NOT an Offer of Enrolment or a Notice of Acceptance.

- An Offer of Enrolment letter will be issued, in writing, by the Principal / Registrar.
- Acceptance of Enrolment is made by signing and returning the Declaration on the Offer of Enrolment letter.
- Invoice for tuition fees will be issued.

Upon receipt of these signed documents, and payment of invoice for tuition fees, a Confirmation of Enrolment (CoE) and Certificate of Appropriate Accommodation and Welfare (CAAW) will be issued for Visa application.

Please note that money or payment of fees should not be made until an Acceptance Agreement has been submitted and an invoice issued.

STEP 1: Student enquiry and application

Visit www.sgc.sa.edu.au for information regarding the College. Familiarise yourself with College policies.

Complete the International Student Application for Enrolment form.

The following documentation must be submitted with the application:

- Certified copy of Passport
- Certified school report (translated in English)
- Certified copies of English Language proficiency

Make sure you have read the criteria and conditions on the Application form

Return the completed application, and required documentation to:

Registrar

St George College

PO Box 29, TORRENSVILLE PLAZA, SA, 5031, AUSTRALIA

Or Email: registrar@sgc.sa.edu.au

STEP 2: Offer of Enrolment is Issued

Once the Principal has approved the application, an Offer of Enrolment letter and invoice for the first year's tuition fees will be issued.

STEP 3: Student Acceptance

The signed Declaration page of the Offer of Enrolment letter is returned to the Registrar and invoice for first year's tuition fees are paid.

STEP 4: CoE and CAAW are Issued

Once the invoice is paid, the Registrar will issue the CoE and CAAW.

STEP 5: Student finalises VISA conditions with DIBP

Student / Agent provides St George College with a copy of the Visa Grant Notice

STEP 6: Student finalises Travel and Accommodation arrangements

Student / Agent notifies St George College of the travel and accommodation arrangements.

St George College will assist with arranging homestay through Happy Homestay Adelaide (HHA) if required. Please contact registrar@sgc.sa.edu.au for assistance.

STEP 7: Student arranges Overseas Student Health Cover (OSHC)

You must have adequate health insurance while in Australia. This is done by obtaining Overseas Student Health Cover (OSHC) which provides medical and hospital insurance in Australia. You must not arrive in Australia before your health insurance starts. If you are in Australia and do not have adequate health insurance, you are in breach of your visa conditions. **Students are responsible for obtaining OSHC.**

STEP 8: Student arrives in Australia

Student will be greeted at the Airport, if requested.

Student can be transported to their Homestay provider by a chauffeured service if required.

STEP 9: College Orientation

Students will be sent a letter outlining the Orientation arrangements

STEP 10: Classes Begin



Confidential Application for Enrolment – St George College

PO Box 29 Torrensville Plaza SA 5031 | Telephone (08) 8159 8100 Fax (08) 8159 5942 | www.stgeorgecollege.sa.edu.au

Section 1 : Student Information

> PART 1A STUDENT PERSONAL INFORMATION PLEASE PRINT IN ENGLISH

Surname:		First Name :	
Middle Name(s) :		Preferred Name :	
Date of Birth : / /	Age :	Sex : <input type="checkbox"/> Male <input type="checkbox"/> Female	
Country of Birth :		Place of Birth :	
Nationality :		Religion :	
Spoken Languages (e.g. Italian/Chinese) :			
Does the student speak English? <input type="checkbox"/> Yes <input type="checkbox"/> No		Level : <input type="checkbox"/> Poor <input type="checkbox"/> Good <input type="checkbox"/> Excellent	
Medical Insurance* : <input type="checkbox"/> Yes <input type="checkbox"/> No		*Medical Insurance is to be arranged by the Agent	

> PART 1B STUDENT'S ADDRESS DETAILS

Please complete the details below for the Student's Home Address

Student's Home Address :

Country :

Phone Number : Mobile : Email :

> PART 1C IMMIGRATION DETAILS

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

Where Confirmation of Enrolment form is to be lodged :

Passport Number : VISA Number : Expiry Date : / /

> PART 1D STUDY DETAILS

Level of study to undertake at St George College : (please tick appropriate box)

Primary :
 Reception Year 1 Year 2 Year 3 Year 4 Year 5 Year 6

Secondary :
 Year 7 Year 8 Year 9 Year 10 Year 11 Year 12

Reason for seeking admission at St George College

Commencement at St George College : / / Expected Completion of Studies at St George College : / /

Name of current or previous school attended :

Highest Level of study achieved (please attach last school report in English) : Year of Attempt :

Level of English achieved (indicate results and testing body) :

A full copy of the student's latest academic transcript must be enclosed with this application.

Please note that St George College may require the student to complete an ELICOS (English Language Proficiency) course prior to commencement of senior studies.

Section 2 : Parent / Legal Guardian Details

> PART 2A	PARENT / LEGAL GUARDIAN 1	> PART 2B	PARENT / LEGAL GUARDIAN 2
Title :	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr	Title :	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr
First Name (s) :		First Name (s) :	
Surname :		Surname :	
Please indicate your relationship to the student		Please indicate your relationship to the student	
<input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Stepfather <input type="checkbox"/> Stepmother		<input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Stepfather <input type="checkbox"/> Stepmother	
<input type="checkbox"/> Other :		<input type="checkbox"/> Other :	
Are you living with the student? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you living with the student? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Parent / Guardian 1 will automatically receive student reports		Do you require a student report? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Address :		Address :	
Country :		Country :	
Phone (H) :		Phone (H) :	
Business Fax :		Business Fax :	
Mobile :		Mobile :	
Home Email :		Home Email :	
Business Email :		Business Email :	
English Speaker : <input type="checkbox"/> Yes <input type="checkbox"/> No		English Speaker : <input type="checkbox"/> Yes <input type="checkbox"/> No	
> PART 2C	EMERGENCY CONTACTS (OTHER THAN PARENT / LEGAL GUARDIAN) *AGENT DETAILS		
Agency Details :			Phone :
Agent Name :			Mobile :
Agency Address :			Email :

Section 3 : Homestay / Guardianship

For students under 18 years of age, St George College takes the responsibility of Guardianship. Under Guardianship requirements, students must live in Homestay Accommodation authorised through Happy Homestay Adelaide (HHA), unless the student is residing with a parent.

> PART 3A	BOARDING DETAILS (Please complete sections)	
Will the student require Homestay Accommodation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will the student board with a relative or guardian?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If living with a parent, please provide the following details :		
Name of parent :		
Address (in Adelaide) :		
Telephone Number :	Mobile :	
Do you require St George College to arrange the Homestay Accommodation through Happy Homestay Adelaide (HHA)? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Would you like an HHA Representative to meet you at Adelaide Airport and take you to your Homestay? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>*You will be billed for this service through HHA, it is a requirement that any International Student arriving in Adelaide to study at St George College without their parent take this up. HHA will be the International family direct.</i>		

Section 3 : Terms and Conditions of Enrolment

> PART 3A TERMS AND CONDITIONS

1. Any variation of the terms and conditions must be made in writing and signed by the Principal
2. St George College 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 case of illness, a Doctors' certificate must be obtained
3. The student undertakes to abide by the 'Code of Conduct' of St George College (as outlined in the College Diary and as amended from time to time) for the running of the school and the conduct of the students.
4. The student agrees to abide by all College policies for the duration of enrolment.

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> PART 3B REFUND POLICY

1. Refunds will be made in accordance with the St George College Refund Policy. A copy of the Policy can be found on the St George College website, www.sgc.sa.edu.au. A copy of the Refund Policy will also be provided with the Offer of Enrolment.

> PART 3C ENROLMENT CONFIRMATION

I hereby wish to enrol (name of student) :

at St George 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 St George College, the total annual tuition fee as per the published current fee schedule and such other fees or charges that may become payable during the period of enrolment.

I have read and accept the Terms and Conditions above

Student Signature :

Date signed : / / (dd/mm/yyyy)

I have read and accept the Terms and Conditions above

Parent / Guardian Signature :

Date signed : / / (dd/mm/yyyy)

Section 4 : Acceptance Agreement

Office Use Only

> PART 4A AGREEMENT DETAILS

Principal Signature :

Date signed : / / (dd/mm/yyyy)

Agent Signature :

Date signed : / / (dd/mm/yyyy)

Agreed Fee (AUS \$) :

Dependant :

CRICOS COE Requested :

Year Level :

Start Date : / / (dd/mm/yyyy)

Name and Address for Account :

Section 5 : Homestay Request

Please complete this section and return promptly by fax – Attention Registrar | registrar@sgc.sa.edu.au

Confidential Facsimile

Date :	/ /
To :	The Principal, St George College
Email :	registrar@sgc.sa.edu.au

From :	
Subject :	Homestay Request for International Student

Student Surname :	Student Given Name :	
Please complete the details below for the Student's Home Address		
Student's Home Address :		
	Country :	
Phone Number :	Mobile :	Email :

Date Leaving Home Country :	/ /
Arrival Date at Adelaide Airport :	Flight Number :

Accommodation Required and Special Requests : (e.g. children / garden / pets / single room / shared room / hostel (18 years and over only))
Any other Special Requests : (e.g. known medical conditions / allergies / eating habits / dislike of dogs or cats etc)
Signature :

We will make every endeavour to place students in a homestay environment which is accessible to St George College.

OFFICE USE ONLY	
Cheque Requested : <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Forwarded : / /
Confirmation from Parents : <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Confirmation : / /
Business Manager Notified : <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Notified: / /

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Section 6 : St George College Policies

> PART 6A ACCOMMODATION POLICY (Part 1)

As St George College 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 St George College, unless they are living with a family member or close relative. The family member or close relative MUST be over 21 years of age.

Students not residing with a parent are required to live in Homestay accommodation arranged by the Happy Homestay Adelaide (HHA).

Please refer to the St George College Accommodation & Welfare Policy on the St George College website www.sgc.sa.edu.au

If any problems arise with students' Homestay Accommodation, it should be reported immediately to the Principal of St George College.

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> PART 6B 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.

Section 7 : Homestay Accommodation

> PART 7A HOMESTAY FAMILY DETAILS

Name :

Address :

Telephone :

Mobile :

Email Address :

I declare that I am at least 21 years of age, am of good character and have permission to reside in Australia until the International Student turns 18 years of age or their VISA expires.

Signature :

Date : / /

> PART 7A STUDENT DETAILS

Name :

Year Level :

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

Signature :

Date : / /

Please ensure that both the Homestay Family and Student have read and discussed the Accommodation Information (Section 6, Part 6A & 6B and Section 8, Part 8A) on page 6 and 7. Please return this signed form to:

The Registrar

St George College

PO Box 29

TORRENSVILLE PLAZA SA 5031

AUSTRALIA

Section 8 : St George College Policies

> PART 8A ACCOMMODATION POLICY (Part 2)

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 (i.e. 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.

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 offices 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 visa grant, 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.

St George College admits students of any race, national and ethnic origin to all the rights, privileges, programmes and activities generally accorded or made available to the students at the College. It does not discriminate on the basis of race, national and ethnic origin in administration of its educational policies, admission policies, scholarship programmes and athletic and other College administered programmes.



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OFFICE USE ONLY

Application Received : / /	Fees Paid : <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Paid : / /
Fee Receipt Number :		
<input type="checkbox"/> Copy Passport Received	<input type="checkbox"/> Academic Transcript Received	
Interview : / /	Acceptance : <input type="checkbox"/> Yes <input type="checkbox"/> No	/ /
Student ID Key :	Family ID Key:	Maze Updated: / /
Principal Authorisation :		Date signed : / /