

**St Patrick's College**  
**Ballarat, Australia**  
**Overseas Enrolment Application Form**



## Student Information

Family Name/Surname \_\_\_\_\_ Given Names \_\_\_\_\_

Preferred First Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

Country of Birth \_\_\_\_\_ Nationality \_\_\_\_\_

Religion \_\_\_\_\_

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

Postcode \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Mobile \_\_\_\_\_

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

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

Agent name (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Location where Confirmation of Enrolment form is to be lodged: \_\_\_\_\_

Passport Number: \_\_\_\_\_

Level of study at St Patrick's College (Place a tick in the appropriate box)

Year 7 [ ] Year 8 [ ] Year 9 [ ] Year 10 [ ] Year 11 [ ] Year 12 [ ]

Reasons for seeking admission to St Patrick's College: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## ACADEMIC DETAILS

Date of commencement at St Patrick's College \_\_\_\_\_

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

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

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

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

*Please note St Patrick's College 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 \_\_\_\_\_ Given Names \_\_\_\_\_

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

Father: English speaker Yes [ ] No [ ] Mother: English speaker Yes [ ] No [ ]

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

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

Email \_\_\_\_\_

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

Address\_\_\_\_\_

Country\_\_\_\_\_ Postcode\_\_\_\_\_

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

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

### **GUARDIANSHIP**

For students under 18 years of age, the School takes the responsibility of guardianship.

Under guardianship requirements students must be a Boarder.

Will board with relative or guardian [ ] Boarding Fulltime at St Patrick's College [ ]

Name \_\_\_\_\_

Address\_\_\_\_\_

Telephone\_\_\_\_\_

Do you wish a representative of St Patrick's College to meet you at Melbourne Airport?

If yes, please tick this box. [ ]

### **DETAILS FOR ACCOUNTS AND CORRESPONDENCE / REPORTS**

#### **Accounts**

Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

#### **Correspondence/Reports**

Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

## **TERMS AND CONDITIONS OF ENROLMENT**

1. Any variation of the terms and conditions must be made in writing and signed by the Headmaster of St Patrick's College.

2. St Patrick's College will provide, and continue providing tuition to the student in the subjects and for the course in which the student has enrolled, subject to the student working regularly and systematically through the course in accordance with instructions, and 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 St Patrick's College (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.

4. Annual Fees (Tuition and Boarding Fees) must be paid in advance with a 50 per cent deposit to be paid on confirmation of enrolment.

## **COURSE FEES & REFUND POLICY**

### **COURSE FEES AND OTHER CHARGES**

#### **YEAR 7, 8, 9, 10, 11, 12 SCHEDULE 2016**

OS Health Cover to be advised per year (this may change subject to Australian Government regulations).

Enrolment Fee: \$350.00

Annual Tuition Fee (2016) \$16,509 Total includes tuition, subject costs, excursions.

Boarding Fee (2016) Fulltime: TBA

College Capital Fee: \$780.00

Shamrock Boarding Fee \$500.00

All students are required to wear the School's uniform - an additional cost of approximately \$800.

All students are required to purchase work books, iPad, equipment and materials - additional cost of approximately \$950.

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

### **PAYMENT OF COURSE FEES**

- a. Fifty per cent of Annual Fees (Tuition and Boarding Fees) are payable on confirmation of enrolment at St Patrick's College. The balance is to be paid at commencement of Term 3.
- 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. No refund will be given if less than three months notice is given to cancel the enrolment application.
- e. Cancellation Fee - \$500 charged if less than three months' notice is given.
- f. The Enrolment Fee of \$350.00 is non-refundable.

### **REFUND OF COURSE MONIES (Standard 3 - National Code)**

- a. All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to the Headmaster.
- b. If written notice is received within three months of the commencement date of the student's course, the Annual Tuition Fee and Boarding Fee will be refunded.
- c. If written notice is received less than four weeks prior to commencement date of the student's course, 50% of the Tuition Fee will be refunded.
- d. No refund of annual 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 St Patrick's College's Rules for Students, no refund will be granted.
- e. In the unlikely event that St Patrick's College is unable to deliver selected subjects in full, you will be offered a full refund of all annual fees you have paid. The refund will be paid to you within two weeks of the day on which notification is provided.
- f. 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 level in which I am to be enrolled – and the conditions of the enrolment;
  - all subjects confirmed and related fees – as well as the 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 and;
- I have read, understood and agree to be bound by the above conditions of enrolment.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(student)

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(parent(s)/legal guardian)

**ACCOMMODATION POLICY**

As St Patrick's College has a guardianship role for International Students, it is important that communication is maintained between the stakeholders 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 Patrick's College, 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, an alternative accommodation arrangement will be sought and must be reported to the Deputy Headmaster, Wellbeing.

**GUARDIANSHIP POLICY**

For students under 18 years of age, the School takes the responsibility of guardianship.

Under guardianship requirements students must be a Boarder. Boarding within the community can help the intended International Student become independent and learn valuable life skills, as well as offering a safe environment whilst studying, and enabling the student to achieve good academic results.

**ALTERNATIVE ACCOMMODATION FAMILY DETAILS**

Family Name/Surname \_\_\_\_\_ Given Name \_\_\_\_\_

Relationship to Student \_\_\_\_\_ Phone/Mobile \_\_\_\_\_

Address \_\_\_\_\_

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

Signature \_\_\_\_\_

**IN THE CASE OF EMERGENCY**

In the case of emergency please provide St Patrick's College with the contact details for Parent/Legal Guardian. (It is assumed that all other details are as per corresponding section of Enrolment Application).

Family Name/Surname \_\_\_\_\_ Given Name \_\_\_\_\_

Phone/Mobile \_\_\_\_\_ Email \_\_\_\_\_

Any other Special Conditions for the Student (eg known medical conditions, allergies, eating habits, dislike of dogs/cats)

\_\_\_\_\_  
\_\_\_\_\_

**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 \_\_\_\_\_ Date \_\_\_\_\_

**When completing this form please PRINT in ENGLISH**

**Once completed forward to St Patrick's College.**

**Headmaster:** Mr John Crowley

**Address:**

St Patrick's College, Ballarat  
1431 Sturt Street, BALLARAT  
VICTORIA AUSTRALIA 3350

**Postal Address:**

St Patrick's College, Ballarat  
Locked Bag 31,  
BALLARAT VIC 3350

**Telephone:** +61 5331 1688

**Facsimile:** +61 5331 8150

**Email:** [info@stpats.vic.edu.au](mailto:info@stpats.vic.edu.au)

**Website:** [www.stpats.vic.edu.au](http://www.stpats.vic.edu.au)

**CRICOS Provider No. 00620E**