International Student Admissions

Application for Enrolment

Cricos Provider Code 03227A

Catholic Ladies’ College
19 Diamond Street
ELTHAM VIC 3095
AUSTRALIA

Celebrating yesterday today
and challenging the future

Email: principal@clc.vic.edu.au
ABN: 44 058 164 891
Web: http://www.clc.vic.edu.au
Completing an **Application Form** is the first step towards enrolling at Catholic Ladies’ College in VCE Year 10-12 or VCAL 11-12.

Please complete and return all pages to the College Registrar with the required application fee of $A100 and appropriate attachments. (See footnote at the end of this application form.)

### International Student Details

<table>
<thead>
<tr>
<th>Surname</th>
<th>Date of Birth</th>
<th>Given names</th>
<th>Sex</th>
<th>English Names (if any)</th>
<th>Religion</th>
<th>Current School</th>
<th>Current Year Level</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Female</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Country of Birth</th>
<th>Nationality</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
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</table>

<table>
<thead>
<tr>
<th>Visa No: (if available)</th>
<th>Expiry Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Passport No: (if available)</th>
<th>Expiry Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If student is currently living in Australia please complete:

<table>
<thead>
<tr>
<th>Current Address</th>
<th>Email Address</th>
<th>Mobile Phone No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Father/Legal Guardian Details

<table>
<thead>
<tr>
<th>Title</th>
<th>Surname</th>
<th>Given Names</th>
<th>Residential Address</th>
<th>Postal Address</th>
<th>Occupation</th>
<th>Type of Industry</th>
<th>Telephone: Home</th>
<th>Business</th>
<th>Mobile</th>
<th>Email (please print)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Relationship to student? (eg Father, Stepfather, Grandfather etc)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Parent</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

### Mother/Legal Guardian Details

<table>
<thead>
<tr>
<th>Title</th>
<th>Surname</th>
<th>Given Names</th>
<th>Residential Address</th>
<th>Postal Address</th>
<th>Occupation</th>
<th>Type of Industry</th>
<th>Telephone: Home</th>
<th>Business</th>
<th>Mobile</th>
<th>Email (please print)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Relationship to student? (eg Mother, Stepmother, Grandmother etc)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Parent</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
Agent Details (If applicable)

Name ..............................................................................................................................................................................................................................................

Address .................................................................................................................................................................................................................................

...............................................................................................................................Postcode ................................

Telephone: Home................................................................. Business.................................................................

Mobile................................................................. Fax .................................................................

Accommodation in Australia Details

All international students at Catholic Ladies’ College, under 18 years, are required to live with a Homestay family arranged and approved by the College for the first 12 months of their course unless they will be living close to the College with a parent, a person who has legal custody of the student or a relative nominated by the parents. If the student will not be living with a Homestay family arranged or approved by Catholic Ladies’ College, the following section must be completed:

Will a parent be accompanying the student to Australia and be living in the same house as the student for the length of the student’s visa? Yes / No

Upon arrival in Australia, will the student be living in the same house as the person who has legal custody of the student or relative nominated by the parents? Yes / No

If yes, please complete contact details.

Title .................................................................................................................... Surname ....................................................................................................................

Given Names ..........................................................................................................................

Address .................................................................................................................................................................................................................................

Telephone: Home ........................................................................................................ Business ........................................................................................................ Mobile ........................................................................................................

Relationship to student? (eg Aunt, Cousin, Family friend etc) ............................................................................................................................

Homestay Accommodation in Australia

Will the student require the School to arrange homestay accommodation Yes / No (please circle)

English Proficiency Testing Requirements – AEAS

All students must complete an AEAS test

Has the student completed an AEAS test? Yes / No (please circle)

If yes, please provide the results with this application form
PLEASE NOTE:

**Admission**
Application for admission must be made on a Catholic Ladies’ College application form and forwarded with an AEAS Assessment Report (or approved alternative test report) and copies of student’s birth certificate and academic school reports.

To assist the College in correctly placing students and determining the level of assistance they may need, we require that all prospective students complete an AEAS test unless, as a result of a personal interview, this requirement is waived. Please consult the AEAS website www.aeas.com.au to find out further information about the testing procedure, the location of the testing centres, and the costs involved. Registration for the AEAS testing in China can only be done on the AEAS website.

At the discretion of the College, an IELTS or equivalent test may be accepted if an AEAS assessment is not available within a reasonable distance from the applicant’s home.

**Offer of a Place**
Students who meet the necessary academic level for their requested level of entry will be provided with an offer of a confirmed place which specifies the number of weeks of ELICOS tuition (if required), year level of entry into the School Program, date of entry, completion date of course, fees payable upon acceptance and estimated course costs.

**Acceptance**
Acceptance of the offer and payment of the first instalment of fees is due within three weeks from the date of offer. When payment and all the documents listed on the Acceptance Procedure are received, an electronic Confirmation of Enrolment will be issued for the student to apply for a visa.

**Course Credit**
Students entering Year 11 or 12 in the School program may be eligible for course credits towards their Victorian Certificate of Education (VCE) studies. Credit is granted at the discretion of the Victorian Curriculum and Assessment Authority and must be applied according to the VCAA policies and procedures. If eligible, students must provide original statements of results for certification by the College Principal. All documents must be in English or have been translated to English by a recognised translation authority.

**School Fees**
School fees and other charges must be paid in accordance with the Schedule of Fees for International Students produced by the College each year. ELICOS fees are payable in full prior to the commencement of the course. For the School Program, payment of the first instalment of tuition fees is normally prepaid on acceptance of a place. However, once the student commences at the College, fees are payable as detailed in the fee schedule ie: 2nd instalment is due in February and 3rd instalment is due in June.

**Attendance**
International students are required to attend all classes unless they are unwell. If a student is absent because of sickness, the homestay parent/guardian must contact the College. For a prolonged absence (3 days or more), a doctor’s certificate is essential. Students returning to the College after school holidays must be ready to start classes on the first day of each term. Students are not permitted to return home for holidays before the end of each term. If, under exceptional circumstances, a student is required to return home during term time, permission from the Director of International Students must be requested in writing by parents/guardians well ahead of time.

**Deferring, Suspending or Cancelling Enrolment**
Once enrolled, the College will only allow students to defer or temporary suspend their studies including granting a level of absence in the following limited circumstances:

- Compassionate or compelling circumstances
- Misbehaviour of the students.
Leaving the College

If a student leaves the College during the school year, notice must be given to the Principal in writing, at least 12 weeks in advance, or by the last day of the term preceding departure, whichever is the greater. If this written notice is not given, a full term’s tuition fee will be payable. This is not applicable to ELICOS students.

School Program

If a confirmed place is cancelled prior to the starting date, a term’s tuition fees will be deducted from the fees paid in advance. The balance of fees paid in advance will be refunded with the exception of enrolment and entrance fees. However, if a student is refused a Student Visa, all monies paid in advance will be refunded with the exception of the enrolment fee. Evidence of Student Visa refusal must be provided.

General

This agreement does not remove the right to take further action under Australia’s consumer protection laws and the College’s dispute resolution processes do not limit the student’s right to pursue other legal remedies. All claims for a refund must be made in writing clearly identifying the reason for the refund and must include supporting evidence where appropriate. The date of notification of the request for refund is the date the request is received by Catholic Ladies’ College. All refunds will be made payable to the applicant in Australian dollars.

School Rules and Regulations

It is a condition of the enrolment of the student that the parents, on their own behalf and on behalf of the student, agree to abide by the College rules. A full list of the College’s Rules and Regulations for International Students is provided to parents when a place is offered. The parents acknowledge that they are aware of the content of the College rules. The College, through the Principal, retains the right to suspend or dismiss the student from College or otherwise discipline the student on the grounds of the student’s unsatisfactory conduct, performance or failure to observe any College rule.

Immigration Legislation

Catholic Ladies’ College will comply with all requirements and legislation related to International full-fee paying students studying in Australia on Student Visa’s as set down by the Education Services for Overseas Students (ESOS) Act 2000 and any subsequent applicable legislation.

Accommodation in Australia

All International Students attending Catholic Ladies’ College are required to live with a homestay family arranged or approved by the College unless they will be residing close to the College with a parent, a person who has legal custody of the student or a relative nominated by the parents.

Upon acceptance of a confirmed place, the College will provide a signed Welfare letter confirming that appropriate arrangements have been made for student’s accommodation, support and general welfare during their stay in Australia.

As an alternative to Homestay, parents/legal guardians may elect for a student to live with a relative who has been nominated on the student’s visa application. The definition of ‘relative’ must comply with Department of Immigration and Citizen regulations. In this case, the College will not be responsible for the student’s care and welfare outside of school hours.
COLLECTION NOTICE

Compliance to the Private Amendment (Private Sector) Act 2000

1. The College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student’s enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for your daughter.

2. Some of the information we collect is to satisfy the College’s legal obligations, particularly to enable the College to discharge its duty of care.

3. Certain Laws governing or relating to the operation of schools require that certain information be collected. These include Public Health and Child Protection Laws

4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about students from time to time.

5. The College occasionally discloses personal and sensitive information to others for administrative and educational purposes, medical practitioners and people providing services to the school, including specialist visiting teachers, sports coaches and volunteers.

6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your daughter.

7. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as academic and sport achievements, pupil activities and other news is published in College newsletters, magazines and on our website.

8. Parents may seek to access personal information collected about them and their daughter by contacting the College. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College’s duty of care to the student, or where students have provided information in confidence.

9. Information received from you may be used for fundraising activities. The College will not disclose your personal information to third parties for their own marketing purposes without your consent.

10. We may include your contact details in a class list. If you do not agree to this, you must advise us now.

11. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and that they can access that information if they wish and that the College does not usually disclose the information to third parties.

12. Personal information about the student may be shared between the College and the Australian Government and designated authorities and if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. This information includes personal and contact details, course enrolment details and changes, and the circumstances of any suspected breach by the student of a student visa condition.
ALL APPLICANTS MUST SIGN BELOW

Please note:

1. This application and all other enrolment forms must be signed by both parents. Agents must NOT sign on behalf of parents as these forms are legally binding documents.

2. The following must be attached to this Application Form:
   - AEAS Assessment Report (or approved alternative report)
   - Completed Homestay Permission Notice
   - Copy of the student’s Birth Certificate
   - Student’s academic reports

3. Please be aware: Notification must be given immediately of any change to details provided on this form.

I/We, the undersigned, have read and understood the Conditions of Enrolment and agree to be bound by these conditions and to co-operate with the College in all matters.

I/We, the undersigned, have read the Conditions of Enrolment and agree to be bound by these conditions and to co-operate with the College in all matters of discipline. Furthermore, I/We agree to the Homestay parents acting as custodial parents to my/our child while studying at the College. This includes the right to have the daily care and control of my/our child.

Signature of Father /Legal Guardian ………………………………………Date ………………………

Signature of Mother/Legal Guardian……….. ………………………………..Date ………………………

I/We hereby acknowledge and agree to the above information.

-------------------------------------------------------------------------------------------------------------------------
Father Parent/Guardian Signature                     Mother Parent/Guardian Signature
-------------------------------------------------------------------------------------------------------------------------
                                           Date                                                                                     Date

Please return completed Application Form to:

College Registrar
Catholic Ladies’ College
19 Diamond Street
ELTHAM VIC 3095 AUSTRALIA
Facsimile: +61 3 9431 11147
Email: principal@clc.vic.edu.au:
Web: http://www.clc.melb.catholic.edu.au

Have you included: $A100 Application Fee  Yes / No  Photocopy of Passport  Yes / No  (Please circle where appropriate)
AEAS Test Results  Yes / No  Student’s Birth Certificate  Yes / No
Academic School Reports  Yes / No
APPLICATION FOR ENROLMENT
(International Students)

Tuition Fees for 2013

Note: Fees may be reviewed in subsequent years.

The academic year at Catholic Ladies’ College Ltd is from January to December.

<table>
<thead>
<tr>
<th>Year Level</th>
<th>Total Fee (AUD $)</th>
<th>1st Instalment (AUD $)</th>
<th>2nd Instalment (AUD $)</th>
<th>3rd Instalment (AUD $)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 10</td>
<td>18,405</td>
<td>6,267</td>
<td>6,609</td>
<td>6,609</td>
</tr>
<tr>
<td>Year 11</td>
<td>18,801</td>
<td>6,267</td>
<td>6,267</td>
<td>6,267</td>
</tr>
<tr>
<td>Year 12</td>
<td>18,801</td>
<td>6,267</td>
<td>6,267</td>
<td>6,267</td>
</tr>
</tbody>
</table>

The fees must be paid in three (3) instalments:

1. First instalment is due by October (year prior to commencement);
2. Second instalment is due by February in the student’s academic year; and
3. Third instalment is due by June in the student’s academic year.

Health Cover:
All full fee paying international students are required by the Australian Government to take out “Overseas Students Health Cover” for the duration of their studies. It is the responsibility of parent/guardians to organise and pay for this health cover.

Additional Intensive English Program Costs:

$AUD 600.00 per week

Catholic Ladies’ College Ltd will select the appropriate length of the Intensive English Course required after sitting the AEAS Test.

Depending on the student’s language proficiency, they may select Program A or B (Program A involves more face to face contact).

Fees will be inclusive of subject levies and extra-curricular costs for camps, sporting activities and excursions. Students are responsible to purchase their own uniforms, textbooks and stationery. VCE students will be charged additional fees set by the Victorian Curriculum Assessment Authority (see reference below).

The College has an Information Resource Centre which provides access to reference texts, relevant computer software, magazine and newspaper resources.

Students who Commence in Semester One 2013:
Fees will be invoiced in October 2012 and the first instalment is due within seven (7) days of receipt of our letter of offer.

Students who Commence from Semester Two, 2013:
Fees will be invoiced on a pro-rata basis and must be paid within seven (7) days of receipt of our letter of offer. In October 2012, the first instalment for 2013 fees will be due.

Method of Payment:
Currency is in Australian Dollars. All payments are to be made by direct transfer in favour of Catholic Ladies’ College Ltd and are to be net of bank charges.

Application Fee:
AUD $100.00 is payable on application for admission and is not refundable.

English Levels:
The English Language Assessment is made upon reviewing school reports from the previous two years in the home country. Depending on the previous reports, the College will determine whether an IELTS test is necessary. Catholic Ladies’ College Ltd will arrange for the student to undertake an IELTS test at one of the designated centres.
Accommodation Costs:
Catholic Ladies’ College Ltd is not a boarding College. The College may assist you to make private arrangements for your accommodation in an approved home stay.

Uniform:
All students at the College must wear a uniform. The cost of a full uniform is approximately AUD $1,172.00 as per the following table. Second-hand uniforms can be purchased at the College subject to availability.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Summer Uniform (Compulsory)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blazer</td>
<td>x 1</td>
<td>$200</td>
</tr>
<tr>
<td>Jumper</td>
<td>x 1</td>
<td>$80</td>
</tr>
<tr>
<td>Dress</td>
<td>x 2 @ $71.50</td>
<td>$143</td>
</tr>
<tr>
<td>Hat</td>
<td>x 1</td>
<td>$52</td>
</tr>
<tr>
<td>Socks</td>
<td>x 2 @ $8.50</td>
<td>$17</td>
</tr>
<tr>
<td>Bag</td>
<td>x 1</td>
<td>$66</td>
</tr>
<tr>
<td>Black lace shoes</td>
<td>x 1</td>
<td>$60</td>
</tr>
<tr>
<td><strong>Winter Uniform (Compulsory)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tights</td>
<td>x 2 @ $10</td>
<td>$20</td>
</tr>
<tr>
<td>Skirt</td>
<td>x 1</td>
<td>$96.50</td>
</tr>
<tr>
<td>Blouse</td>
<td>x 2 @ $32</td>
<td>$64</td>
</tr>
<tr>
<td><strong>Other items</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lab Coat (Year 9 onwards)</td>
<td>x 1</td>
<td>$35</td>
</tr>
<tr>
<td><strong>Sports Uniform (Compulsory Yrs 7 – 10)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tracksuit top</td>
<td>x 1</td>
<td>$81</td>
</tr>
<tr>
<td>Polo top</td>
<td>x 2 @ $42</td>
<td>$84</td>
</tr>
<tr>
<td>Tracksuit pants</td>
<td>x 1</td>
<td>$46</td>
</tr>
<tr>
<td>Runners</td>
<td>x 1</td>
<td>$100</td>
</tr>
<tr>
<td>Cap</td>
<td>x 1</td>
<td>$16</td>
</tr>
<tr>
<td>Sports Socks</td>
<td>x 2 @ $9.50</td>
<td>$19</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>$1,179.50</td>
</tr>
</tbody>
</table>