International Student Program
Policy for Student Engagement before Admission

About Us

Catholic Ladies' College is an inclusive Catholic girls' secondary college for students from Years 7 to 12, offering a holistic educational experience where each young woman is challenged to thrive in today's contemporary society. The College provides a secure learning environment where girls feel welcomed, supported and encouraged to discover themselves and the world around them. Our academic results sit well above the State average benchmarks; Catholic Ladies' College graduates attain places in a rich and diverse range of courses.

The College is a Sisters of Charity school and through our strong traditions and commitment to fostering the individual, we provide each student with the ideal environment for her intellectual, spiritual and social development. Students are encouraged and challenged so they may discover and realise their full potential.

Guidance about entrance to University and careers is provided, along with regular reporting to parents. The majority of students proceed directly to tertiary education and many continue on to post-graduate study.

Admission Procedure

1. Complete and return the International Student Application Documents

2. This document should be forwarded with –
   - A photocopy of the Student’s Passport
   - A certified English Test accepted by the College
   - The Student’s Birth Certificate
   - Certified copies of the student’s most recent school reports for the last two years

3. Students who meet the necessary academic level for their requested level of entry will be provided with an offer of a confirmed place.

4. In order to accept the offer, payment must be made of the first instalment of fees within three weeks from the date of the offer.

5. When payment and all the documents listed are received, a Confirmation of Enrolment will be issued for the student to apply for a visa.
The practices of the Australian Immigration Department are set out below in an easy to read form and are accurate to the best of our knowledge at this time of preparation.

**Australian Immigration Department Procedures:**

Under Australian Government policy, all applications for entry of overseas students to Australian Schools must be processed by the Australian Consular Office in their country.

You will require an Acceptance Advice form which will be issued by the College. You cannot make application for an entry visa without this form.

Medical cover for students in Australia must be completed in order to obtain your visa. This medical cover is called “Overseas Student Health Cover” (OSHC).

The Australian Authorities require a guarantee of suitable accommodation for students who will be under 18 years of age on arrival in Australia. This accommodation must be with either a relative or close friend who is a permanent resident in Australia or suitable homestay arrangements, which have been approved by the College.

It is essential for students and their parents/guardians to read the attachment Education Services for Overseas Students (ESOS) Act 2000.

**Compulsory Fees**

The academic year at Catholic Ladies’ College Ltd is from January to December. The fees for the academic year are as follows:

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fees (Year 10)</td>
<td>AUD $18,405</td>
</tr>
<tr>
<td>Tuition Fees (Years 11 and 12)</td>
<td>AUD $18,801</td>
</tr>
<tr>
<td>Homestay and Support Program (incl. GST)</td>
<td>AUD $1,000</td>
</tr>
<tr>
<td>Overseas Student Health Cover</td>
<td>AUD $480</td>
</tr>
</tbody>
</table>

**Additional costs – incurred by a student**

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text Books and Stationery</td>
<td>AUD $750 per year (This will vary according to year level and subjects)</td>
</tr>
<tr>
<td>College Uniform</td>
<td>AUD $1180 approximately</td>
</tr>
<tr>
<td>Public Transport, if applicable</td>
<td>AUD $1,000 (This will vary according to distance from the College)</td>
</tr>
<tr>
<td>Spending Money – at Parents’ discretion</td>
<td>AUD $70 per week recommended</td>
</tr>
</tbody>
</table>

**Please note:**

Tuition and Homestay Fees may be reviewed each year, as determined by the College Board.
Payment of Course Fees and Refunds

Fees are payable in three (3) instalments:

1. First instalment is due within seven (7) days of the date of offer of a place
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.

All fees must be paid in Australian dollars.

All notifications of withdrawal from a course, or applications for refunds, must be made in writing and submitted to the Principal, Catholic Ladies’ College Ltd and must include supporting evidence where appropriate. All refunds will be made payable to the applicant in Australian dollars.

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.

Refunds

If a confirmed place is cancelled by the student or their guardian 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.

Academic

Catholic Ladies’ College offers VCE (Victorian Certificate of Education). Advice regarding subject selection is available from our Deputy Principal Learning and Teaching and Careers Advisers. In addition, subject teachers are always available to advise and assist students. In particular, the Careers Advisers offer assistance in the selection of VCE/Tertiary preferences, enrolment procedures and applications.

Accommodation

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. Any alternative accommodation arrangement must comply with Catholic Ladies’ College care and safety standards and requests must be forwarded in writing, naming the carer and contact details.

Upon acceptance of a confirmed place, Catholic Ladies’ College will provide a signed Welfare letter confirming that appropriate arrangements have been made for the student’s accommodation, support and general welfare during her 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, Catholic Ladies’ College will not be responsible for the student’s care and welfare outside of school hours.
Complaints and Appeals

Catholic Ladies’ College has a high commitment to the Pastoral Care of its students. In the event of a student having a grievance, Admissions Officer would assist to address the issue to the students’ satisfaction. Should resolution not be achieved, the Principal would be involved in arriving at a mutually satisfactory resolution.

In the case of student grievances with Homestay families, the Homestay Officer would assist to facilitate resolution of the grievance as early as possible.

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 their visas and their obligations under Australian immigration laws generally and to enable Catholic Ladies’ College to provide an education for the International student. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2011 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007.

Information collected about you on this form and during your enrolment can be provided, in certain circumstances, 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.

Deferment/Suspension/Cancellation

The International student must attend all lessons, classes, tests and examinations, class excursions and camps during her studies and abide by the rules and regulations of the College that are in force at any time.

Once enrolled, the College will only allow students to defer or temporarily suspend their studies, including granting a leave of absence, in the following limited circumstances:

- Compassionate or compelling circumstances
- Misbehaviour of the students