

International Student Application

Direct Entry to Junior / Secondary School Academic Course only

(Evidence of English competency required)

Other ELICOS (eg. UIL, Browns, GELI, Shafston) _____

Expected Date of Completion of Intensive English Course _____

Proposed Date/Year of Commencement of Academic Course (*ie Term 1, 2024*) _____

Year / Grade Level of Entry _____ *Year/Grade*

Student's physical location at the time of Application

- Brisbane
- Australia
- Overseas *An online Zoom interview will be arranged.* _____

Student Information

Surname _____ Male Female

Given Name _____ English Name _____

Postal Address _____

 _____ *Postcode*

Date of Birth _____ First Language _____

Student Email Address _____

Country of Citizenship _____ Country Issuing Passport _____

Passport Number _____ Passport Expiry Date _____

Type of Visa _____ Visa Expiry Date _____

Relationship to Student Parent Step Parent Legal Guardian Grandparent Other _____

Surname _____ First Name _____

Title _____ Have you been known by any other surname? _____

Marital Status Single Married De Facto Divorced Widowed

Residential Address _____

Postal Address _____

Mobile Telephone _____ Home Telephone _____

Work Telephone _____

Email Address _____

Father /Legal Guardian Details

Relationship to Student Parent Step Parent Legal Guardian Grandparent Other _____

Surname _____ First Name _____

Title _____ Have you been known by any other surname? _____

Marital Status Single Married De Facto Divorced Widowed

Residential Address _____

Postal Address _____

Mobile Telephone _____ Home Telephone _____

Work Telephone _____

Email Address _____

Person/s responsible for Payment of Accounts

Person responsible for payment of account _____

Email address to send account _____

Postal address to send account _____

International Student Conditions of Enrolment

All students and Parents/Guardians are bound by all rules and regulations as issued by the Head, from time to time, for the conduct of the College.
 Parents /Guardians agree to ensure that their student obeys all rules and regulations.

The College reserves the right to suspend or dismiss from the College, or take any other disciplinary action against any student whose behaviour, conduct, attitude or effort is unsatisfactory, or who fails to obey the rules of the College.

- Parents/Guardians agree to ensure that the applicant honours all required College commitments - curricular, extra-curricular and Chapel.
- Parents/Guardians agree to ensure that their student is not absent from College unless medically unfit or unless leave has been granted by the Dean of the applicant’s relevant year group. All term dates notified by the College are to be strictly observed.

- Parents/Guardians agree that neither the College nor the Board of Directors nor any member of the staff will be liable in damages for the loss by any student of any personal property.
- Parents/Guardians agree that images of their student may be used by the College for promotional and publicity purposes (unless Parents/Guardians notify the College to the contrary, in writing).
- It is expected that Parent/s/Guardians will provide the College with any relevant information on the special needs of their student (including medical specialist, and learning needs reports) upon application for enrolment and will advise the College of any changes to those special needs. Non-presentation of known needs at interview or when they subsequently arise could result in the cancellation of the applicant's enrolment at the College.
- It is the responsibility of all Parents/Guardians to advise the College of any changes in the applicant's health or development, to ensure all personal, sensitive, and health information relevant to the applicant and held by the College will remain current and up-to-date or changes in family circumstances, which may affect the applicant at Canterbury College.
- It is expected that Parents /Guardians will work co-operatively with teaching staff to assist with their student's learning.
- Parents/Guardians will make good any damage to College property or apparatus or to Homestay property and any other property caused by their student.
- Students must wear the appropriate College uniform in good and clean condition and in such a way as to show pride in being identified with the College. Tattoos are not permitted on any part of the body.
- Parents/Guardians hereby undertake to be responsible and to pay punctually all fees and other charges as they fall due and as determined by the Board from time to time, and acknowledge that the non-payment of fees may result in termination of the applicant's enrolment at such time within the absolute discretion of the College.
- The Enrolment Bond must be paid, prior to commencement. In the event of the enrolment being cancelled before entry, this bond is not refundable.
- Written notification must be provided for dates of departure and arrival should the applicant leave Australia for any length of time.

Canterbury College Charter of Values and Code of Conduct

Students and their family who seek enrolment at Canterbury College should acknowledge support for the Canterbury College Mission Statement:

"The mission of Canterbury College is to serve God by preparing people in an inclusive learning community to deal effectively and responsibly with the joys and challenges of their individual lives."

The Charter of Values is an integral part of Canterbury College life and is evident in all we do. It is complemented by our Code of Conduct; an agreement we make within our community that exemplifies how we live our lives within the Charter of Values.

Parents /Guardians agree to ensure that the applicant observes the Code of Conduct and the Charter of Values



Canterbury College Fees Policy

General

- (i) Fees shall be set by the Board and reviewed each year as part of the budget process. The Board reserves the right to change fees at any time. Parents/guardians shall be notified of any changes as they occur.

Payment of Fees and Charges:

- (ii) Fees are charged per semester. Accounts shall be issued on two occasions through the College year:
- At the beginning of Semester 1
 - At the beginning of Semester 2.
- (iii) All College fees are due within 21 days from the date of issue.
- (iv) Where accounts remain unpaid after 21 days of the issue of the statement, the student is in breach of their visa conditions. The College reserves the right to take action to recover the fees due.
- (v) If it is not possible to pay an account within 21 days of the date of issue, parents are required to contact the Business Manager immediately in order to discuss other payment arrangements.
- (vi) If the College fees remain unpaid and no special arrangements have been made that are satisfactory to the Head of College then the student's membership of the College shall be terminated until the fees are paid in full, or other arrangements made. No reduction in fees shall be given for such a period of termination.

Application Fee

- (vii) The College's Application Fee is not refundable

Year Level Enrolment Bond

- (viii) The Enrolment Bond must be paid prior to the student's commencement at the College.
- (ix) The Enrolment Bond is refundable within a reasonable time upon written request, subject to:
- (a) One full term's notice of withdrawal is provided in writing by the Parents / Guardians to the Head of College before the removal of the student and there are no outstanding monies owing to Canterbury College; or
 - (b) The enrolled student completes Year 12 and there are no monies owing to Canterbury College.
 - (c) In the event of the enrolment being cancelled before entry, the bond is not refundable
- (x) Should any Enrolment Bond remain non-refundable after 1 year following the student's departure from the College, the Enrolment Bond shall be deemed as a general-purpose donation to the College.

Semester Fee

- (xi) Any current Semester fee is not refundable.
- (xii) Parents must give a minimum of one full term's notice, in writing, to the College prior to the withdrawal date. If withdrawal is to be effective at the end of the school year, written notice must be given by the end of Term 3.
- (xiii) Full Fee Paying Overseas Students shall incur a minimum 1 Semester Tuition Fee charge irrespective of their actual start date at Canterbury College.

Action on Overdue Accounts

- (xiv) The Board of Directors has determined that the College will not educate students whose fees are unpaid except where special arrangements for payment have been made in writing.
- (xv) A notice of intention to cancel enrolment due to non-payment of fees will be issued. If payment is not received, the student is in breach of their visa and the enrolment will be cancelled. The College is then obligated to report the student to the Department of Home Affairs for non-payment of fees.
- (xvi) The Parents / Guardian shall be liable for any expenses, costs or disbursements incurred by Canterbury College in recovering or attempting to recover outstanding monies on an indemnity basis, whether by a debt collection agency fees or solicitors retained by the College.

Canterbury College Refund Policy

- (i) This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.
- (ii) This refund policy applies to all course fees paid to the school and includes any course fees paid to an education agent to be remitted to the school.
- (iii) Fees for services paid to education agents by students (or parent(s)/legal guardian if the student is under 18) are not covered by this refund policy.
- (iv) The Application Fee is non-refundable.

Payment of Course Fees and Refunds

- (v) Fees are payable according to the Canterbury College's International Students Fees Policy (COL-INT-3.7.14)
- (vi) An itemized list of school fees is provided in the school's written agreement as per NC Standard 3.3.4.
- (vii) [Fees are payable 1 (one) study period (6 months) in advance for Mainstream Education and 2 (two) Study periods (6 months) for HSP.
- (viii) All fees must be paid in Australian dollars. Refunds will be reimbursed in Australian dollars
- (ix) 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 year.
- (x) Refunds will be paid to the person who enters into the written agreement unless the school receives written advice from the person who enters the written agreement to pay the refund to someone else.
- (xi) Payment of any refund due will be made within 28 days of receiving the written application for refund and bank details being received by Canterbury College to enable the transfer process.
- (xii) Transaction fees associated with the transfer of funds for refunds will be deducted from the eligible refund amount.

- (xiii) All notification of withdrawal from a course, or application for refunds, must be made in writing and submitted to the Head of College. Such requests should be received by the Head of College within 5 days of either the student's failure to commence the Course or withdrawal from the Course.

Student default due to visa refusal

- (xiv) If a student produces evidence of visa refusal (or provides permission for the school to verify visa refusal with the Department of Immigration) and fails to start a course on, or withdraws from the course on or before the agreed starting day, the school will refund within four weeks of receiving a written claim from the student the total amount of course fees received by the school before the student's default day, except where a non-refundable payment on behalf of the student has been made (e.g. a payment for HEALTH INSURANCE).
- (xv) If a student whose visa has been refused withdraws from the course after it has commenced, the school will retain the amount of tuition fees proportionate to the amount of the course the student has undertaken and will refund of any unused tuition fees* received by the school with respect to the student within the period of four weeks after the day of student default. *Calculation of the refund due in this case is prescribed by a legislative instrument (s.10 of Education Services for Overseas Students (Calculation of Refund) Specification 2014).

Student Default

- (xvi) Where a non-refundable payment on behalf of the student has been made (e.g. Homestay arrangements or HEALTH INSURANCE) no refund will be made and any requests for refunds for HEALTH INSURANCE will need to be requested directly with the Health Insurance Provider.
- (a) Canterbury College will refund within 28 days Tuition Fees received (payment net of Bank Transfer Fees) by or on behalf of the student as detailed below.
- i. If written notice is received at least 28 days prior to commencement of the course:
 1. The Enrolment Bond is non – refundable.
 2. 50% of the Tuition Fee will be refunded.
 3. 50% of the Homestay Fee will be refunded.
 4. 100% of all other Non-Tuition Fees will be refunded, less an Administration fee of \$500
 - ii. If written notice is received less than 28 days prior to commencement of the course:
 1. The Enrolment Bond is non – refundable
 2. 0% of the Tuition Fee will be refunded.
 3. 25% of the Homestay Fee will be refunded
 4. 100% of all other Non-Tuition Fees will be refunded, less an Administration fee of \$500.
 - iii. If the student does not commence studies on the agreed commencement date and does not provide notice of withdrawal after the commencement date:
 1. The Enrolment Bond is non – refundable.
 2. 0% of the Tuition Fee will be refunded.
 3. 0% of the Homestay Fee will be refunded.
 4. 100% of all other Non-Tuition Fees will be refunded, less an Administration fee of \$500.
 - iv. If written notice of withdrawal is received after the commencement date of the Course, but before completing the Course:

For current Study Period Fees and Charges

1. The Enrolment Bond is refundable provided one (1) full terms notice is provided in writing.
2. No refund of the current Study Period Tuition Fee will be refunded.
3. No refund of the current Study Period Homestay Fee will be refunded.
4. No refund of other Non-Tuition Fees.

In Advance of Current Study Period

Fees and Charges, Tuition Fees and Non-Tuition Fees which have been paid in advance of the current Study Period, will only be refunded if one (1) Terms' notice has been given, otherwise four (4) weeks Tuition and Non-Tuition Fees will be deducted from the amount in balance for Tuition, and Non-Tuition Fees. The Enrolment Bond is refundable provided one (1) full terms notice is provided in writing.

- (xvii) Where a student's enrolment is cancelled for any of the following reasons, no refunds (tuition and non-tuition) will be made:
- (a) Failure to maintain satisfactory course progress (visa condition 8202). (Please refer to Monitoring Attendance and Progress policy).
 - (b) Failure to maintain satisfactory attendance (visa condition 8202), (Please refer to Monitoring Attendance and Progress policy).
 - (c) Failure to maintain approved welfare and accommodation arrangements (visa condition 8532). (Please see Student Welfare and Accommodation policy).
 - (d) Failure to pay course fees.
 - (e) Any behaviour identified as resulting in enrolment cancellation in Canterbury College's Behaviour policy / Code of Conduct. (Please see Conditions of Enrolment and the student Diary / Code of Conduct).
 - (f) Failure to disclose a pre-existing condition requiring a high degree of specialised support or care, as determined at the discretion of the school.
- (ii) If for any reason the school is unable to offer a course on an agreed starting day for the course, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by the school, a full refund of any unused tuition fees* received by the school with respect to the student will be made within 14 days of the agreed course starting day
- (iii) If for any reason the school is unable to continue offering a course after the student commences a course, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by the school, a full refund of any unused tuition fees* received by the school with respect to the student will be made within 14 days of the school's default day.
- (iv) In the event that the school is unable to fulfil its obligations of providing an agreeable alternative course for the student, or a refund, the student will receive assistance from the Australian Government's Tuition Protection Service. For information on the TPS, please see:

<https://tps.gov.au/StaticContent/Get/StudentInformation>

*Calculation of the refund due in this case is prescribed by a legislative instrument (s.7 of Education Services for Overseas Students (Calculation of Refund) Specification 2014). <http://www.comlaw.gov.au/Details/F2014L00907>

Student Visa 500 – Genuine Temporary Entrant (GTE) Requirements

The following information is intended to provide general guidance to international students applying for enrolment at Canterbury College on the Genuine Temporary Entrant (GTE) criterion which must be satisfied as part of the student visa application process.

This information is based on information published by the Australian Department of Home Affairs. To avoid unnecessary delays in the student visa process students are advised to only submit a visa application when they can provide all information and evidence that is required.

The genuine temporary entrant (GTE) requirement is an integrity measure to ensure the student visa program is used as intended and not as a way for international students to maintain ongoing residency in Australia. The Genuine Temporary Entrance (GTE) requirement applies to **all** student visa applicants.

GTE considers whether the individual circumstances of the student indicate that their intention is for a temporary stay in Australia. When considering the circumstances of a school student, an important consideration for the Department of Home Affairs, is to be confident that the student can effectively reintegrate to their home country on completion of their study.

This may be challenging in circumstances where a student completes all their primary and secondary education in Australia. On this basis, a school student intending to study in Australia from year 1 through to year 12 would not meet the GTE requirement.

A Student Visa 500 applicant must provide a personal statement in English addressing the GTE requirement when submitting their application for a Student Visa. The applicant and parents may also be interviewed by Immigration officers.

1. Have you ever previously travelled to Australia? If Yes, when?

2. Have you ever had an Australian visa application rejected or an Australian visa cancelled?

3. Please tell us about your family and living relatives in your home country? How often do you see them?

4. Do you have any family or friends in Australia? *(If yes please state their name, their relationship to you and in which state they live)*

5. Have you in the past or currently applied for admission to other Australian Schools or Colleges? *If Yes, please provide details*

6. Have you studied in Australia before? *(If yes, please provide details of the education provider, program names(s) and dates of study.)*

7. Why do you wish to study in Australia rather than in your home country?

8. Why have you chosen to study at Canterbury College?

9. Please describe the investigation you undertook into your study options in other countries, or at other Australian education providers before choosing Canterbury College?

10. What are the academic or co-curricular aspects of Canterbury College that are of interest of you?

11. Please share your plans for your future after completion of your Canterbury College studies?

12. Where do you plan to live in Australia?

13. Where do you intend to permanently live and work when you complete your Australian education?

14. How will you travel to school daily, and what is the cost of transportation ?

15. Are you familiar with the cost of living in Australia? For example what is the price of meat?



Parents' Declaration and Acknowledgement *(please ✓)*



I/We acknowledge that acceptance of this Application by Canterbury College does not constitute an offer of entry into the College.
I/We have received a copy of the Canterbury College International Enrolment Information and accessed information on:

- | | |
|---|--|
| <input type="checkbox"/> Enrolment Criteria | <input type="checkbox"/> Deferment, Suspension and Cancellation Policy |
| <input type="checkbox"/> Fee Schedule | <input type="checkbox"/> Course Progress and Attendance Policy |
| <input type="checkbox"/> Refund Policy | <input type="checkbox"/> Transfer Request Policy |
| <input type="checkbox"/> Student Welfare and Accommodation Policy | <input type="checkbox"/> Collection of Information – Privacy Policy |
| <input type="checkbox"/> Dispute Resolution Policy | <input type="checkbox"/> ESOS Framework |
| <input type="checkbox"/> Uniform Expectations | <input type="checkbox"/> Code of Conduct |

I have provided the following documentation:

- | | |
|---|---|
| <input type="checkbox"/> Copy of photo page of Passport | <input type="checkbox"/> Copy of Academic Statements for last 2 years |
| <input type="checkbox"/> Evidence of English language proficiency | <input type="checkbox"/> Evidence of Medical Insurance (OSHC) |

- Do parents require all correspondence to be sent to the agent? Yes No
- Do parents require all report cards to be sent to the agent? Yes No
- Do you agree to update Canterbury College with any changes made to the agent's contact details? Yes No

We declare that the information given in this Application Form is complete and correct. We understand that providing false or misleading information or non-disclosure of relevant information may result in cancellation of the applicant's enrolment.

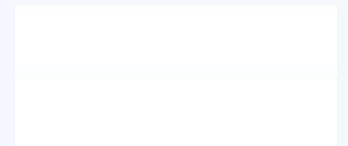
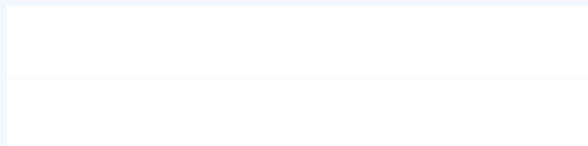
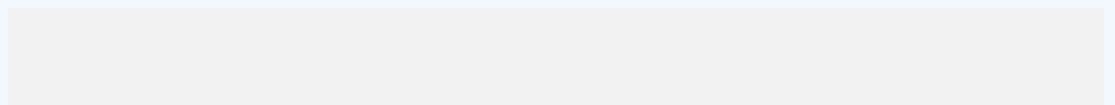
**It is a legal requirement for both parents to sign the Application Form.
Agents are not permitted to sign on behalf of parents.**



Father's Signature _____ Father's Name _____ Date _____

Mother's Signature _____ Mother's Name _____ Date _____

Student's Signature _____ Student's Name _____ Date _____



Education Agent Information *(if applicable)*



_____ Work Telephone _____

Agent's Agreement with the College

- I currently have an Agency Agreement with Canterbury College
- I do **NOT** have a current Agency Agreement with Canterbury College

Agent's Declaration and Acknowledgement

I declare that I have briefed the applicant and parents on the Terms and Conditions of Enrolment relating to this application and provided the applicant with relevant information on Canterbury College policies and information consistent with the *ESOS Act and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007*.

Name of Agency _____

Agent's Name _____

Agent's Signature _____ Date _____