



ENROLMENT AGREEMENT

Application for Admission

STUDENT INFORMATION

Surname _____ Given Names _____

Preferred Name _____ Date of Birth _____

Gender _____ Country of Birth _____

Year of Entry (eg 2019) _____ Year Level Applied for (eg Year 5) _____

Current School _____ Current Year Level _____

Day or Boarding Student _____ Religious Affiliation _____

Please indicate if there are any personal, religious, medical, physical or other factors of which the College should be aware:

Is the child the brother or sister of a student or past student of the College? *(If yes, please complete details below)*

Name	House	Current Year Level or Year Level Left	Date Left
_____	_____	_____	_____
_____	_____	_____	_____

Conditions of Enrolment

I/We _____ and _____
being the parent(s) / guardian(s) of the child referred to above, have read and understood the Conditions of Enrolment and agree to be bound by them.

Signed _____ and _____

Date _____ Date _____

PLEASE INCLUDE THE FOLLOWING WITH THIS APPLICATION:

- \$450 Enrolment Application Fee
- Copy of Passport
- English proficiency report – Eg. AEAS report or IELTS result
- Most recent school report
- Specialist reports – Eg. Psychologist

OFFICE USE ONLY	
1. Enrolment Deposit Received	
2. Student Code	
3. Acknowledged	
4. Uploaded to DOCMAN	
5. Interview Held	
6. Letter of Acceptance	
7. eCoE created	

Family Information

PARENT 1/ GUARDIAN 1

Title _____
Surname _____
Given Names _____
Preferred Name _____
Relationship to Student _____
Date of Birth _____

Address _____

Email Home _____
Telephone Home _____ Silent Y / N
Telephone Work _____
Mobile _____
Email Work _____
Occupation _____
Business Name _____

PARENT 2/ GUARDIAN 2

Title _____
Surname _____
Given Names _____
Preferred Name _____
Relationship to Student _____
Date of Birth _____

Address _____

Email Home _____
Telephone Home _____ Silent Y / N
Telephone Work _____
Mobile _____
Email Work _____
Occupation _____
Business Name _____

GUARDIAN/SPECIAL INSTRUCTIONS:

If parents are separated or divorced, state with whom the student lives and provide copies of Court Orders or advise of special instructions that should be known to the College (use separate sheet if required).

SIBLINGS:*

NAME	DATE OF BIRTH	CURRENT SCHOOL	CURRENT YEAR LEVEL
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_____	_____	_____	_____
_____	_____	_____	_____

*Please note: Listing siblings' names here does not automatically guarantee a place in the College. Please complete a separate 'Application for Admission' for each child in the family.

EMERGENCY DETAILS:

Person to contact if parent/s unavailable _____

Relationship to student _____ Daytime Telephone _____

Address _____

Doctor's Name _____ Telephone _____



SCOTCH OAKBURN COLLEGE
CREATING THE FUTURE

Liability for Payment of Fees and Charges

I/We _____ and _____

being the (*insert relationship*) of the child referred to above, understand and accept my/our responsibility to the College for payment of all fees and other costs and charges incurred by the student named above for the duration of his/her education at the College. If the person(s) nominated above as being liable for fees and charges subsequently changes after execution of the Application for Admission, the student may be unenrolled by the College unless the Business Manager is contacted and a new person(s) accepts responsibility to the College for all fees and other costs and charges and completes a Change of Financial Responsibility form within thirty (30) days.

Unless otherwise arranged in writing with the Business Manager, the person(s) who sign below become jointly and severally liable to pay 100% of the fees and other costs and charges incurred by the student at the College.

Person 1

Person 2

Date

Date

Accounts to be Addressed to: (addressed to both persons unless otherwise indicated)

Name: _____ Email Address: _____

College Correspondence and Reports to be sent to: (please circle)

General College Correspondence	Person 1	Person 2	Both	Third Party (please specify below)
Reports	Person 1	Person 2	Both	Third Party (please specify below)

Note all parent(s) / guardian(s) are entitled to receive Reports unless the College is in receipt of a Family Court Order specifying otherwise

Third Party Details

Name: _____ Email Address: _____

Conditions of Enrolment

1. In signing the application for admission form, parents and guardians agree to the following conditions:
 - a. to accept the authority of the Board of Management and of the Principal to run the College and for that purpose from time to time to impose, modify, rescind and apply in their unfettered discretion rules and regulations hereinafter referred to as the **School Rules**.
 - b. to be bound by and observe the School Rules.
The school rules can be found in the International Student Handbook and the student planner, issued to each student on commencement at the College.
2. The enrolment fee accompanying this application is non-refundable.
3. The Australian Immigration authorities and Scotch Oakburn College must know the current address of international students at all times.
4. All international students are required to join the Overseas Student Health Cover (OSHC) scheme. Under this scheme, the health insurance fund, Medibank Private, will cover students for basic medical and hospital expenses whilst in Australia. Premiums for the duration of the student Visa must be paid in advance to the School before Confirmation of Enrolment can be issued.
5. Under the visa conditions set by Dept of Immigration and Border Protection (DIBP), students are required to remain with the original Education Provider for six months after they arrive in Australia and permission to change school after that period of time will be granted only in exceptional circumstances. The College will not knowingly enrol a student wishing to transfer from another school prior to completing the requisite six months of study, except where:
 - a. the original school has provided a written letter of release,
 - b. the original school has ceased to be registered or the course in which the student is enrolled is no longer available,
 - c. any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change,
 - d. the original school has had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the student from continuing his or her course of study.Scotch Oakburn College will grant a letter of release for a student only where the student has:
 - a. provided a letter from another registered school confirming that a valid enrolment offer has been made,
 - b. where the student is under 18 years of age, the College has written confirmation that the student's parent or legal guardian supports the transfer,
 - c. where the student is not being cared for in Australia by a parent or a suitably nominated relative, the registered school agrees to accept responsibility for the student's accommodation, support and general welfare in accordance with DIBP regulations.After careful assessment of an application to transfer between providers, and in consultation with the student's parents, Scotch Oakburn College may refuse a student's request if the Principal believes that the transfer is detrimental to the student.
6. Students should be aware that their details will be made available to State and Commonwealth Agencies. This includes personal and contact details, course enrolment details and changes, and the circumstances of any breach by the student of student visa conditions. It is the student's obligation to notify the College of any change of address while enrolled at the College.
7. A student's studies will be deferred, temporarily suspended or cancelled only in exceptional circumstances. These include:
 - a. compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student is unable to attend classes), or
 - b. unsatisfactory attendance, misbehaviour or poor general conduct by the student.Students are obliged to pay all fees, attend classes, show commitment to their studies and be of good conduct. Failure to meet any one of these requirements may result in the student being reported to DIBP, leading to cancellation of the Student Visa, and the suspension or cancellation of the student's enrolment.

The College will inform students/parents in writing if it intends to defer, temporarily suspend or cancel a student's enrolment. The student will have 20 working days to access the College's complaints and appeals process, unless extenuating circumstances relating to the student's welfare apply.

The College is obliged to report students, under section 19 of the ESOS Act, where the student's enrolment is deferred, temporarily suspended or cancelled. Further details about our **Deferral and Suspension Policy** can be found in the International Student Handbook.
8. In accordance with Student Visa regulations, students are required to attend at least 80% of the schedule course contact hours. Students at risk of not achieving that requirement will be advised in writing that College intends to notify Australian Government Dept of Education and Training. Students will have 20 working days in which to access to the College's complaints and appeals process. Details of the College's **Attendance Policy** are found in the International Student Handbook.
9. The College systematically monitors the progress of students and is proactive in notifying and counselling students who are at risk of failing to meet course requirements. The College will monitor, record and assess the course progress of each student for each unit of the course for which the student is enrolled in accordance with the College's course progress policies and procedures. The College is obliged to report students, under section 19 of the ESOS Act, who have breached the course progress requirements. Details of the College's **Course Progress and Procedures Policy** are found in the International Student Handbook.
10. The Australian Government Dept of Education and Training regulates the education and training sector's involvement with overseas students studying in Australia on student visas. It does this through the Education Services for Overseas Students (ESOS) Act. Information about the **ESOS Act** can be found in the International Student Handbook.
11. All fees and levies will be charged on 1st February each year and are required to be paid in advance (currently six monthly).
12. Ten weeks notice in writing, or the payment in lieu thereof (tuition and/or boarding) is required before a student leaves the College or before a boarder becomes a day student.
13. Any account rendered by or on behalf of the College shall be subject to the addition of compound interest, at the current rate of interest charged by the bankers for the College on overdrawn accounts plus 2%, if not paid within twenty-eight days of the due date
14. The liability of the signatories to this Application for Admission Form is joint and several.

SCHOOL FEES

Enrolment Procedure

1. Before a student can be accepted into the College it is necessary for an Application for Admission form to be completed, and an enrolment fee of A\$450 to be paid.
2. Documentation is required in support of the Application for Admission form. This should include academic reports for the previous year, including an explanation of the grading system. All applicants are required to undertake an English Language Test.
3. When the enrolment fee and health insurance costs have been paid, Scotch Oakburn College will issue an **Confirmation of Enrolment**. This important document must accompany the Visa Application and other supporting documentation when it is presented to the Australian Embassy in the student's country of residence.
4. Fees are to be paid either annually in advance, or in two equal instalments per year (February and July) The fees may be paid by credit card, cheque or direct bank transfer.
5. Ten weeks notice in writing, or payment in lieu thereof (tuition and/or boarding) is required before a student leaves the College or before a boarder becomes a day student.
6. Accommodation fee covers boarding during term time. The school will provide homestay during the holidays (Easter, May and September vacations) at an extra cost. However, no accommodation is provided by the school during the Christmas vacation.
7. Sibling Allowances: a reduction of 10% is applied to the tuition fees for the second and subsequent children who are attending the school at the same time.
8. These fees exclude sports levies and any additional language tuition and private music lessons.
9. Students are required to wear the School Uniform, which costs approximately A\$800. This cost is not included in the school fees.
10. Stationery must be purchased, which costs approximately A\$200 per year. In Years 11 and 12 students purchase their own text books and costs vary according to the course of study undertaken.

Refund Policy

If the school fees have been paid, as requested in the letter of offer, and the student is thereafter unable to commence study, Scotch Oakburn College will refund all or part of the pre-paid fees, within 4 weeks of notification, on the following basis:

- (a) If the enrolment is cancelled 4 weeks or more before your advised date of commencement, 90% of the fees will be refunded.
- (b) If the enrolment is cancelled less than 4 weeks before your advised date of commencement, 50% of the fees will be refunded.
- (c) If a student withdraws after the Term/Semester has commenced, no refund is payable.
- (d) If the Visa Application is refused, a full refund of fees will be made.
- (e) If the student does not meet the conditions as outlined in the Letter of Offer, a full refund of fees will be made.
- (f) Please note that the medical insurance fee for OSHC is non-refundable, if it has already been paid to the medical insurer.

If the School defaults, the total fees received will be repaid within 2 weeks of notification of default. The School is deemed to default if:

- (a) The course does not start on the agreed starting date.
- (b) The course ceases to be provided before it is completed.
- (c) The course is not provided to the student in full.

All requests for refunds must be made, in writing, to the Principal of Scotch Oakburn College by the enrolling parent of the international student.

Please note: In accordance with the National Code of Practice for Providers of Education and Training to Overseas Students 2017, Scotch Oakburn College is required to advise that:

- This refund policy does not remove the right to take further action under Australia's consumer protection laws, and
- Scotch Oakburn College's dispute resolution process does not circumscribe the student's right to pursue other legal remedies.

***Please contact the Registrar regarding enrolments into the Junior School**