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OUR LADY OF THE SACRED HEART COLLEGE

A Girls Secondary Catholic College from Year 8 to Year 12

OVERSEAS STUDENT APPLICATION FOR ENROLMENT

(please print in English)

STUDENT INFORMATION

Family Name/Surname		Home Address	
Given Names			
Preferred Name			
Date of Birth		Age	
Country of Birth		Country	
Nationality		Postcode	
Religion		Phone	Fax
DIAC Office		Email	
(where Confirmation of Enrolment [CoE] form to be lodged)		Passport	
Level of Study at Our Lady of the Sacred Heart College			
Date of Commencement at Our Lady of the Sacred Heart College			
Name of present or last school attended			
Highest level of study achieved (attach last school report)			

PARENT OR LEGAL GUARDIAN INFORMATION

Family Name/Surname		Business Address	
Given Names			
Mr/Mrs/Ms			
Relationship to student (eg father, mother)		Country	
Business phone		Postcode	
Business Fax		Business Email	

HOMESTAY/GUARDIANSHIP

Do you wish for Our Lady of the Sacred Heart College to arrange accommodation with an Australian family? Yes No

(For students under 18 years of age the College takes the responsibility of guardianship. Under guardianship requirements students must live in homestay)

If you are under 18 years of age on the date you intend to commence your studies at Our Lady of the Sacred Heart College, and do not intend to apply for homestay arrangements, please provide the name and address of a person in Adelaide who will act as your guardian in Australia.

NAME OF GUARDIAN

Mr/Mrs/Ms

Family Name or Surname

Given Names

GUARDIAN'S ADDRESS AND TELEPHONE NUMBER

Number

Street

Suburb

Postcode

Telephone

TERMS AND CONDITIONS OF ENROLMENT

1. Any variations of the terms and conditions of this agreement must be made in writing and signed by the Principal.
2. Our Lady of the Sacred Heart College will provide tuition to the student in the subjects and for the enrolled course provided payments of all fees are made in advance.
3. The student undertakes to abide by the rules and regulations of Our Lady of the Sacred Heart College and to work regularly and systematically through the course in accordance with instructions.
4. In accordance with DEEWR policy, students must remain with Our Lady of the Sacred Heart College for the first 12 months of their course, or if the course is for less than 12 months, for the duration of the course.
5. **Payment of Fees.** Enrolment, Course and Overseas Student Health Cover fees must be paid before a Government Confirmation of Enrolment form is issued.
6. **Refund Policy.**
 - (a) Students will receive a full refund of the tuition fees if *prior to 14 days* before the commencement of the course, certified evidence from Australian Immigration Authorities is provided that the student's visa application has been rejected. If this evidence is provided *less than 14 days* before the commencement of the course, students will receive a refund of the tuition fees paid less 10%.
 - (b) Students will receive a refund of the tuition fees paid, less 20%, if *more than 28 days* before the commencement of the course, a student provides written notification of cancellation for any reason other than rejection of visa application.
 - (c) With the exceptions listed in (a) and (b) above, one semester's notice in writing is required prior to students withdrawing from Our Lady of the Sacred Heart College. Failure to do so will incur the payment of one semester's fees.
 - (d) Refunds are made by bankdraft in Australian dollars with any bank charges being deducted from refunds. Refunds cannot be made directly to students in Australia. Course fees are not transferable to another person or institution. The refund will be paid within six weeks after notification by the student of withdrawal from the course. No refund is due if a student is required to leave the College because of a break of visa conditions, unsatisfactory attendance or a break of College rules.

CONTRACT OF ENROLMENT

I hereby apply to enrol _____ (*insert name of student*) at Our Lady of the Sacred Heart College and agree that if this application is accepted I will be bound by the 'Terms and Conditions of Enrolment' included as part of this Application Form which I have read and understood. I will pay to Our Lady of the Sacred Heart College the total annual tuition fee of AUD\$ _____ payable to Our Lady of the Sacred Heart College as set out in the published current fee schedule and such other fees or charges as may become payable during the period of enrolment.

Signature of Student

Signature of Parent/Guardian

Date

Accepted for Our Lady of the Sacred Heart College

Date