

International Student Enrolment Form

OFFICE USE	
Student Name	
Academic Year	
Entry Year	
Day / Boarder	
Date Received	

INTERNATIONAL STUDENT DETAILS Surname Given names Preferred name (known as) Religious denomination Please provide a copy of the student's birth certificate Date of birth if you have not already done so. Current age Gender All non-Australian Citizens must provide a copy of the student's passport and evidence of residency. A copy of **Nationality** any applicable Visa's must be provided, including Visa's issued to a parent under which a student is covered. Country of birth Language/s spoken at home Where applicable, please provide copies of the Current academic year level student's two most recent school reports and the Present school (if any) student's most recent NAPLAN results. Location of present school (if any) Other schools previously attended YEAR OF ENTRY Proposed calendar year of entry For example, 2025. Proposed entry term For example, Term 1, Term 2 etc. Year 7 Year 8 Year level at time of entry Year 9 Year 10 Year 11 Day or Boarding Student Day Student Boarding Student **EDUCATION AND LEARNING NEEDS** Has the student taken part in any extension or gifted and talented children's program? Yes ○ No (Yes O No Does the student have any special learning needs? Does the student have a disability, including an intellectual, physical, mental, behavioural or () Yes O No emotional disability? Has the student ever received support from a therapist or other specialist, such as a speech Yes O No therapist, occupational therapist, physiotherapist, behavioural therapist, psychologist etc? Does the student have any medical conditions or allergies? () Yes O No Has the student undertaken any testing, the results of which may be relevant to the student's () Yes O No education? Is the student's first language a language other than English? Yes O No

If you have replied Yes to any of the questions above, please give details and provide any applicable documentation:

PARENT/GUARDIAN/CAREGIVER DETAILS

	CAREGIVER 1			CAREGIVER 2	
	_	primary contact for arding the enrolment			
Title					
Surname					
Given names					
Preferred name (known as)					
Relation to student	Father Step-Father Father's Partner Foster Carer Guardian	MotherStep-MotherMother's PartnerCase WorkerOther		FatherStep-FatherFather's PartnerFoster CarerGuardian	MotherStep-MotherMother's PartnerCase WorkerOther
Preferred email					
Residential address					
	Suburb			Suburb	
	State	Postcode		State	Postcode
Postal address (if different to above)					
	Suburb			Suburb	
	State	Postcode		State	Postcode
Home phone number					
Fax number					
Mobile number					
Employer name					
Profession/Occupation					
PLEASE NOTE: The following in	nformation is collecte	d to comply with Gov	/ernn	nent Legislation (MCI	EETYA Reporting)
The highest year of Primary or Secondary schooling the Caregivers have completed?	 Year 12 or equivalent Year 11 or equivalent Year 10 or equivalent Year 9 or equivalent or below 			Year 12 or equivalent Year 11 or equivalent Year 10 or equivalent Year 9 or equivalent or below	
The highest qualification the Caregivers have completed?	 Bachelor degree or above Advanced Diploma / Diploma Certificate I to IV (inc. trade certificate) No non-school qualifications 			 Bachelor degree or above Advanced Diploma / Diploma Certificate I to IV (inc. trade certificate) No non-school qualifications 	
Do the Caregivers speak a language other than English at home?	No, English only Yes, please spec			No, English only Yes, please spec	
What is the Occupation Group of the Caregivers (groups listed overpage)?	Group 1 Group 2 Group 3 Group 4			Group 1 Group 2 Group 3 Group 4	

Please note: If a student has additional Caregivers who need to be included on the student's record please provide the detail in a separate document.

EMERGENCY CONTACTS

Parents will always be the first point of contact, but in the case of being unable to contact you in an emergency, please supply two additional contacts and phone numbers.

	EMERGENCY CONTACT 1		EMERGENCY CONTACT 2		
Title					
Surname					
Given names					
Preferred name (known as)					
Relation to student					
Home phone number					
Mobile number					
LIVING ARRANGEN	MENTS				
Who does the studen	t currently live with?	Other, please sp	ecify person/s	and address:	
With whom does the School o	communicate regard- g day to day matters?	Other, please sp	ecify person/s	and contact details:	
Please list any special circumstances (eg. court orders) of which the School should be aware. Copies of relevant parenting orders should be attached.					
Person to whom acc	ounts are to be sent:	Name			
		Address			
		Suburb	State	Postcode	
OTHER INFORMATION Please indicate other physical, social, emotional, or developmental/congenital conditions which may affect learning or					
school activities, or which may re	equire additional or en	nergency attention at	school and/or o	could affect our duty o	of care.
Please indicate other information which may assist with this enrolment application.					

ENROLMENT PROCESS

Completion of this enrolment form should not be construed as, in any way, a guarantee of ultimate acceptance of enrolment of the Student by the School.

Before the School determines whether to accept an application for enrolment:

- The Caregivers must complete this form and provide any additional information requested by the School;
- The School will assess the number of places available;
- The School may require the prospective Student to sit an entrance examination; and
- The Student and Caregivers must attend an interview with the Principal.

Places are offered at the School at the absolute discretion of the School and only after the Student and Caregivers have attended an interview with the Principal.

If the School determines to make an offer of enrolment such offer will be made in writing.

In order to accept an offer of enrolment at the School, the Caregivers must sign the Enrolment Acceptance Form and pay the confirmation fee. The confirmation fee is not refundable unless the School is unable to offer the requested placement.

Students are enrolled at the School on the terms and conditions set out in the Enrolment Terms and Conditions for Kinross Wolaroi School. The current Enrolment Terms and Conditions are attached. These Enrolment Terms and Conditions may be varied by the School from time to time.

I/we confirm that:

- The information provided in this document is true and correct;
- We have read and understood the current Enrolment Terms and Conditions for Kinross Wolaroi School and current schedule of International Student Fees (noting these may change); and
- We apply for enrolment of the Student at Kinross Wolaroi School on these terms.

Signature of Caregiver 1	Date	
Signature of Caregiver 2	Date	

All caregivers must sign the Enrolment Form.

CHECKLIST

Your International Student Enrolment Form, must be submitted along with the following:

- Photocopy or scanned copy of passport page with name, photo identification, passport number and expiry date.
- A copy of the approved student visa (if applicable);
- Copies of Student Report Cards from the previous 2 years of study, including a copy of the latest Student Report;
- A reference from the student's current or most recent School Principal is also required if student report cards do not record student behaviour or commitment to studies;
- A completed Subject Selection form if appropriate;
- Appropriate proof of identity and age;
- Written evidence of proficiency in English as a Second Language.

For more detail regarding these requirements, please refer to the Kinross Wolaroi School International Student Handbook.

LIST OF PARENTAL OCCUPATION GROUPS

GROUP 1:

Senior management in large business organisation, government administration and defence, and qualified professionals.

Senior executive/manager/department head in industry, commerce, media or other large organisation.

Public service manager (Section head or above), regional director, health/education/ police/fire services administrator.

Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director].

Defence Forces Commissioned Officer.

Professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.

Health, Education, Law, Social Welfare, Engineering, Science, Computing professional.

Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer].

Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller].

GROUP 3:

Other business managers, arts/media/sportspersons and associate professionals.

Owner/ manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.

Specialist manager [finance/ engineering/production/personnel/industrial relations/sales/marketing].

Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer].

Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency].

Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official].

Associate professionals generally have diploma/technical qualifications and support managers and professionals.

Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional.

Business administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager].

Defence Forces senior Non-Commissioned Officer.

GROUP 2:

Tradesmen/women, clerks and skilled office, sales and service staff.

Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/ filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk].

Skilled office, sales and service staff.

Office [secretary, personal assistant, desktop publishing operator, switchboard operator].

Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher].

Service [aged/disabled/refuge/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor].

GROUP 4:

Machine operators, hospitality staff, assistants, labourers and related workers.

Drivers, mobile plant, production/processing machinery and other machinery operators.

Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper].

Office assistants, sales assistants and other assistants.

Office [typist, word processing/data entry/business machine operator, receptionist, office assistant].

Sales [sales assistant, motor vehicle/ caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker].

Assistant/aide [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant].

Labourers and related workers. Defence Forces ranks below senior NCO not included above.

Agriculture, horticulture, forestry, shing, mining worker [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/ shing hand].

Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor].

TERMS AND CONDITIONS FOR INTERNATIONAL STUDENTS

International students are enrolled at the School on the terms and conditions set out below.

CONTRACT

The offer by The Kinross Wolaroi School (the School) to reserve a place for the student and the payment of fees to secure that place creates a binding contract between the applicant and the School

2. EXPECTATIONS

Students enrolled at the School are expected to be motivated to high achievement, to wear the uniform with pride, to be well groomed, to wear a conservative hair style, to participate fully in the life of the School, to attend classes regularly and punctually and to conform to the discipline policy of the School.

3. FEES AND CHARGES

- 3.1 All fees and charges are payable in Australian Dollars (AUD\$) prior to commencement of the program in accordance with the Tuition and Student Services Fees for International Students published on www.kws.nsw.edu.au.
- 3.2 Fees quoted on the Provisional Letter of Offer and Acceptance Agreement are current at the time of offer, therefore they are an indication only of the amount due. Note that fees often increase at the beginning of each calendar year.
- 3.3 Payment of fees to secure a place for a student will be credited to the families School account and invoices will be issued with the correct rate at the time of commencement.
- 3.4 Caregivers must pay:
 - (i) all applicable fees and charges in accordance with the schedule of fees for the relevant year; and
 - (ii) payment of fees for tuition, boarding, extra subjects, excursions, camps and the supply of goods and services to the student as selected by the Caregivers or determined by the School from time to time as invoiced by the School.
- 3.5 Schools fees and charges are usually increased each year. Such increases may be in excess of changes in the Consumer Price Index. Towards the end of each year the School issues the schedule of fees for the following year.
- 3.6 Caregivers must pay or reimburse the School for:
 - any incidental expenditure incurred by the School on behalf of the Student from time to time including for items such as books, excursions, educational programs, stationery and equipment; and
 - (ii) all medical and ambulance expenses incurred by the School on behalf of the Student.
- 3.7 Caregivers are to pay all fees and charges when due. Caregivers are jointly and individually responsible for the payment of all fees and charges.
- 3.8 If Caregivers fail to pay an account for fees and charges within 30 days of the due date they will be liable to pay a default charge which reflects the administrative and financial cost to the School in collecting the outstanding fees and charges. The default charge is calculated at the rate specified in the Fees Schedule on the balance owing from the due date until the balance owing is paid in full.
- 3.9 The Caregivers agree to reimburse the School for all liability, loss, costs and expenses (including, without limitation, legal fees and debt recovery agents) in connection with any failure to pay the fees and charges.

4. CONFIRMATION OF ENROLMENT

4.1 Confirmation of Enrolment will be issued after payment of fees outlined on the Acceptance Agreement.

5. REFUNDS AND CANCELLATIONS OF ENROLMENT

- 5.1 The enrolment application fee is non-refundable.
- 5.2 Payment of course fees and refunds
 - The school year is made up of two semesters and each semester consists of two terms.
 - (ii) Accounts for the payment of Tuition and Boarding costs are sent on a term basis and are payable according to charges stated on the issued statement.
 - (iii) Accounts for incidental charges are sent on a monthly basis.
 - (iv) An itemised list of school fees is provided in the School's written agreement.
 - (v) All fees must be paid in Australian dollars unless requested otherwise. Refunds will be reimbursed in the same currency as fees were received.
 - (vi) 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.
- (vii) All notifications of withdrawal from a course, or applications for refunds, must be made in writing and submitted to the Principal.
- 5.3 Student default because of visa refusal:
 - (i) If a student produces evidence of visa refusal (or provides permission for the school to verify visa refusal with the Department of Home Affairs) 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, minus the lesser of:
 - (a) 5% of the amount of course fees received, or (b) AUD \$500.
 - (ii) 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.
 - (iii) *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).

5.4 Student default:

- (i) Any amount owing under this section will be paid within 4 weeks of receiving a written claim from the student (or parent(s)/legal guardian if the student is under 18).
- (ii) Non-tuition fees will be refunded in Australian Dollars to the person/s responsible for the payment of the student's fees except where a non-refundable payment on behalf of the student has been made.
- (iii) If the student does not provide written notice of withdrawal and does not start the course on the agreed starting date, the Confirmation Fee and Enrolment Fee will not be refunded.
- (iv) If up to two semester's tuition fees have been prepaid, and the school receives written notification of withdrawal by the student (or parent(s)/legal guardian if the student is under 18), the school will refund the amount of prepaid fees less the Confirmation Fee and Enrolment Fee.
- (v) If tuition fees have been received for more than two study periods, refund provisions under 5.4.4 will apply for the first two study periods and any balance of unused tuition fees after this will be refunded.
- (vi) No refund of tuition fees will be made where a student's enrolment is cancelled for any of the following reasons as per the School Refund Policy:
- (vii) Failure to maintain satisfactory course progress (visa condition 8202).
- (viii) Failure to maintain satisfactory attendance (visa condition 8202).
- (ix) Failure to maintain approved welfare and accommodation arrangements (visa condition 8532).

5.5 Failure to pay course fees.

- (i) Any behaviour identified as resulting in enrolment cancellation in Kinross Wolaroi School's Code of Conduct.
- 5.6 Provider Default:
 - (i) Any default by the School must be compliant with the current provisions of the ESOS Act 2000 and the ESOS regulations 2001 (as amended).
 - (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) Specifications). http://www.comlaw.gov.au/Details/F2014L00907
- (v) This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

6. ENROLMENT, SUSPENSION AND EXPULSION

- 6.1 In line with Federal Government rulings a student must stay with their initial course provider for at least 6 months.
- 6.2 The student will attend punctually all lessons, classes and examinations and submit all assessment tasks for the courses in which the student is enrolled.
- 6.3 Australian education regulations apply regarding student attendance.
- 6.4 The student will abide by the rules and regulations (as defined in the International Student Handbook) at all times.
- 6.5 The Principal (or their delegate) reserves the right to suspend or expel any student who fails to meet (without good reason) the requirements of Clause 6 OR whose acceptance to the School was based on false documentation OR non-disclosure of past bad behaviour or criminal record.
- 6.6 Where circumstances permit the School will inform the student, parent and / or guardian that the student is in danger of suspension / expulsion so as to allow the student the opportunity to make good.
- 6.7 In the event that a student is expelled any refund is entirely at the discretion of the School.

7. COMPLAINTS AND APPEALS POLICY

- 7.1 In the event of a dispute between an individual student and the School relating to the code of conduct, attendance, quality of service or teaching, or the payment or refund of fees, procedures to facilitate the resolution of the dispute are outlined in the International Student Handbook.
- 7.2 The School's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies. For details refer to The National Code.

8. ACCOMMODATION

- 8.1 All students must board while enrolled at the School.
- 8.2 The School does not accept international enrolments as day students.

9. ENTRY REQUIREMENTS

- 9.1 For entry into any program the student must have completed the relevant studies overseas.
- 9.2 Students must submit an International Application for Enrolment Form along with the required documentation as stated on the International Application Checklist.
- 9.3 Students will not be accepted if the age on graduation of the Year 12 Higher School Certificate will be greater than 19 years.
- 9.4 Where a student is undertaking an English course in Australia to acquire the language skills necessary prior to attending the School, proof of graduation or successful completion of the English course must be produced prior to commencement of studies at the School. If the required level is not achieved the students enrolment will be deferred or cancelled. Deferment of an application is at the discretion of the School. Students entering Year 11 are unable to be deferred and their application will be cancelled.

10. PRE-REQUISITES

10.1 Note carefully that certain courses require previous study. The School requires evidence such as school reports to ensure students have completed the required number of years prior to entry in a year or course. Note there are minimum levels of English proficiency required for most courses.

11. ATTENDANCE

11.1 International students on a student visa must not be absent for more than 20% of the course program. The National Code requires the School to calculate attendance rates continuously.

12. MEDICAL CONSENT

12.1 In circumstances where the student requires urgent medical

attention and it is not possible to communicate with the parent / guardian the School is authorised to arrange appropriate medical treatment in accordance with the advice of qualified medical practitioners.

13. VARIATION TO TERMS OF CONTRACT

13.1 Any variations to the terms and conditions of this contract must be in writing and signed by an authorised officer of the School.

14. PRIVACY STATEMENT

- 14.1 The School collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son / daughter.
- 14.2 Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
- 14.3 Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
- 14.4 Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act.
- 14.5 We require medical reports about students from time to time. If you do not consent to us obtaining this information you must advise us.
- 14.6 The School from time to time discloses personal and sensitive information to others (sports coaches, other schools, government departments, medical practitioners and people providing services to the School, including specialist visiting teachers, music tutors and volunteers).
- 14.7 If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of the student.
- 14.8 Personal information collected from students is regularly disclosed to their parents or guardians. On occasions personal and group achievements, results and contributions are published in the School newsletters, magazines and the web site.
- 14.9 Parents may seek access to personal information collected about them and their son / daughter by contacting the School. Students may also seek access to personal information about them.
- 14.10 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 School's duty of care to the students or where students have provided information in confidence.
- 14.11 As you may know the School from time to time engages in fundraising activities. The information received from you may be used to make an appeal to you. The School will not disclose the personal information collected to third parties for their own marketing purposes without your consent.
- 14.12 If you provide the School with the personal information of others, such as doctors or emergency contacts, you should inform them that you are disclosing that information to the School and why, and that they can access that information if they wish and that the School does not usually disclose the information to third parties.

15. PARENT / GUARDIAN AGREEMENT AND INDEMNITY

- 15.1 I understand and accept the Conditions of Enrolment at Kinross Wolaroi School. I further agree to give permission for my son / daughter to attend and participate in activities organised by the School.
- 15.2 I understand that every reasonable care will be taken of my child but in the event of any accident occurring I shall not hold the School responsible or any other person liable, except where negligence on the part of any employee of the School is proven in a court of law in Australia.

16. RIGHT OF ACTION

16.1 This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

17. GENERAL

- 17.1 The School may change these terms and conditions of enrolment at any time by giving the Caregivers two terms' notice.
- 17.2 The Caregivers' obligations to the School are joint and several.
- 17.3 In this document
 - (i) 'Caregivers' means the Student's parents or legal guardians, or, where the Student has only one parent or legal guardian, that parent or legal guardian.
 - (ii) 'Student' means the person identified on the Enrolment Acceptance Form as the Student;
 - (iii) 'Principal' means the principal or acting principal of the School, by whatever title she or he is known, and/or his or her nominee.