



PLEASE ATTACH  
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# Application for Enrolment International Students

Intensive English language required? \_\_\_\_\_

Date of entry to language course? \_\_\_\_\_

Year level for entry to academic program? \_\_\_\_\_

Date of entry to academic program? \_\_\_\_\_

We apply for the enrolment of the under mentioned student at Immanuel College, subject to the rules and regulations of the College.

## STUDENT INFORMATION

Family Name: \_\_\_\_\_ Given Name(s): \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Gender: \_\_\_\_\_ Date of Birth:   /   /     Country of Birth: \_\_\_\_\_

Nationality: \_\_\_\_\_ Passport Number: \_\_\_\_\_ Passport Expiry Date:   /   /

Languages spoken at home in order of frequency: \_\_\_\_\_

### Student's Residential Address (Home Country):

House/Building Number & Street: \_\_\_\_\_

Town/Suburb/District: \_\_\_\_\_ City: \_\_\_\_\_

Province/State: \_\_\_\_\_ Country: \_\_\_\_\_ Postcode: \_\_\_\_\_

### Student's Postal Address (Home Country, if different from above):

House/Building Number & Street: \_\_\_\_\_

Town/Suburb/District: \_\_\_\_\_ City: \_\_\_\_\_

Province/State: \_\_\_\_\_ Country: \_\_\_\_\_ Postcode: \_\_\_\_\_

## ACCOMMODATION

Immanuel College accepts unaccompanied students under 18 year of age. While studying at the College, who will the student live with?

Boarding

Immanuel College Home Stay

DIBP Approved Relative

Name of DIBP Approved Relative: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_



## FAMILY INFORMATION

### PARENT 1

Title: \_\_\_\_\_

Family Name: \_\_\_\_\_

Given Names: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Email (required): \_\_\_\_\_

Postal Address: \_\_\_\_\_  
\_\_\_\_\_

Residential Address: \_\_\_\_\_  
\_\_\_\_\_

Employer/Business Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_

### PARENT 2

Title: \_\_\_\_\_

Family Name: \_\_\_\_\_

Given Names: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Email (required): \_\_\_\_\_

Postal Address: \_\_\_\_\_  
\_\_\_\_\_

Residential Address: \_\_\_\_\_  
\_\_\_\_\_

Employer/Business Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_

Please indicate the name of the person to whom the Fee Accounts should be sent: \_\_\_\_\_

If this person is different from the name on this application, please complete the following information:

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

## EMERGENCY CONTACT DETAILS

Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Country: \_\_\_\_\_

## MIGRATION OR EDUCATION AGENT DETAILS

Agency Name: \_\_\_\_\_ Counsellor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Country: \_\_\_\_\_ Postcode: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_



## PREVIOUS STUDIES

Name of your most recent school: \_\_\_\_\_

Current Year Level: \_\_\_\_\_ Completed:  Yes  No

Country/State: \_\_\_\_\_ Language of Instruction: \_\_\_\_\_

## ENGLISH PROFICIENCY

*Please tick and attach documentary evidence where applicable*

English is my first language:  Yes  No      Have you studied English previously:  Yes  No

If Yes, for how long have you studied:  Years  Months

Have you taken an AEAS or IELTS or other approved English competency test?  Yes  No

Test Name: \_\_\_\_\_ Score: \_\_\_\_\_

Test Date:  /  /

## FOR STUDENTS CURRENTLY STUDYING IN AUSTRALIA

*(Please also complete section: Schooling in your home country)*

Tick the state you are currently studying in:  SA  VIC  NSW  QLD  TAS  WA  NT  ACT

School name in Australia: \_\_\_\_\_ Phone: \_\_\_\_\_

Date you commenced studies:  /  /       What is your current year level in Australia: \_\_\_\_\_

What is your visa subclass: \_\_\_\_\_      When does your visa expire:  /  /

## SPECIAL NEEDS OR CONSIDERATIONS

Do you have a known condition or need that may affect your studies or require a special management?:  Yes  No

If Yes, please specify?  Hearing  Vision  Mobility  Medical  Learning  Emotional  Cultural

Other (please specify) \_\_\_\_\_

*Please attach any relevant information. Further information may be requested.*

## HOW DID YOU HEAR ABOUT IMMANUEL COLLEGE?

Education Agent       Family / Friends       Current / Past Student (Name of Student) \_\_\_\_\_

Exhibition / Seminar       Internet / Magazine / Newspaper (Name of Publication) \_\_\_\_\_

Other (Please Specify) \_\_\_\_\_



## APPLICATION CHECKLIST

### Check that you have:

- Completed and signed all sections of the Application Form
- Provided all required attachments
- Read and understood the Conditions of Enrolment, the Fee Schedule and Fee Refund Policy

### Attachments:

- Certified\* / notarised copies of your school reports or transcripts for at least the past two years
- English language competency test results
- Appropriate proof of identity and age
- Statement / reference from your current school
- Copy of your passport photo ID page
- Colour photograph (less than three (3) months old)
- English translations of all key documents

\* A certified copy is signed by an authorised officer to acknowledge that it matches the original document exactly.

Authorised officers include:

- A member of Immanuel College staff
- An authorised Immanuel College Representative (*refer to [www.immanuel.sa.edu.au](http://www.immanuel.sa.edu.au) to view*)
- Staff of the institution that issued the document
- A Justice of the Peace or notary
- Staff of the Australian Embassy, High Commission or Consulate

## DECLARATION & AGREEMENT

The information supplied on this Application Form will be used by Immanuel College in the enrolment process.

I acknowledge that I have read the Terms and Conditions of Enrolment and the current Fee Schedule and that they may be subject to variation without prior notice.

I declare that the information I have supplied on this Application Form is, to the best of my knowledge, complete and correct.

I understand that providing false or incomplete information may result in refusal of the Application or cancellation of the student's enrolment.

Full Name of Student: \_\_\_\_\_

Name of Parent / Legal Guardian: \_\_\_\_\_

Signature of Parent / Legal Guardian: \_\_\_\_\_ Date:  /  /

**(If this student is under 18 years of age, this form MUST be signed by a Parent or Legal Guardian)**

Student Signature: \_\_\_\_\_ Date:  /  /

*Must be the same as the signature in your passport.*

# Terms and Conditions of Enrolment

## ***Education Services for Overseas Students (ESOS) Framework***

All Australian education service providers are required to comply with the ESOS Framework which sets nationally consistent standards to protect the interests of overseas students and ensure the provision of quality education services. For information on the ESOS framework, refer to [www.aci.gov.au](http://www.aci.gov.au)

Under the ESOS Framework, Immanuel College has an obligation to ensure that the safety and wellbeing of all international students enrolled at the College.

Please read the summary of the key requirements carefully. A breach of any of these requirements may result in the cancellation of a student's enrolment at Immanuel College.

## ***Enrolment Conditions***

Immanuel College reserves the right, by written notice, to vary conditions of enrolment as may be necessary to comply with any law, regulation or amendment of the Commonwealth of Australia or State of South Australia.

## ***Arrival in Australia***

Parents are requested to ensure that students under the age of 18 do not arrive in Australia before the date their welfare arrangements begin as they will be in breach of their visa condition. The date is written in the Confirmation of Appropriate Accommodation and Welfare (CAAW) Letter which is issued by Immanuel College together with the Confirmation of Enrolment (CoE).

If a student under the age of 18 wishes to travel to Australia before this date, they must be accompanied by a parent or suitable relative who will provide welfare until the Immanuel College approved welfare arrangements begin. Immanuel College must be notified in advance of such arrangements. For more information, contact DIBP at [www.immi.gov.au](http://www.immi.gov.au)

## ***Accommodation Arrangements***

No Immanuel College students are permitted to live independently while enrolled at the College.

All Immanuel international students must live in one of the following arrangements:

- in the Immanuel College Boarding House
- with a Homestay family arranged by Immanuel College
- with a suitable nominated relative approved by DIBP
- with a parent

A fee may apply when Homestay changes are made. Where living arrangements change, the student/parent must provide Immanuel College with up-to-date residential details.

## ***Urgent Medical Care***

In the event of a student requiring urgent medical assistance, when the parents/ legal guardians cannot be contacted, Immanuel College is authorized to seek and provide appropriate medical care.

## ***Payment of Fees***

For the purpose of calculating tuition fees, a Study Period is defined as 2 terms, or a total of no more than 23 weeks duration.

Fees must be paid by the due date. If fees are not received by the due date, a late fee will apply.

Non-payment of required fees by the due date could constitute a breach of the student's visa conditions and result in Immanuel

College initiating processes to recover the fees and/or notify DIBP. It may also be necessary for Immanuel College to exclude the student from school.

## ***Immanuel College Refund Policy***

All refunds will be processed according to the requirements of the ESOS Act and Immanuel College policies and procedures. The Fee refund Schedule table sets out the circumstances where refunds will apply and the amounts that will be paid in each circumstance.

## ***Refund Procedure***

All requests for a refund of fees must be made in writing and accompanied by evidence. If the student is under the age of 18, the request must be signed by the student's parent/legal guardian.

The refund will be payable in the name of the parent/legal guardian unless notification has been received from the parent/legal guardian indicating another person/entity is responsible for the payment of fees.

An application for a refund will be processed within four (4) weeks of the date of receipt of the written application, unless Immanuel College is unable to deliver the course. In this case the refund will be processed within 14 days. The student/parent will receive a statement that explains how the refund amount has been worked out.

## ***Damage, Loss or Unpaid Accounts***

Students and their parents are responsible for covering the cost of any damage, loss or unpaid accounts in the College, Immanuel Boarding House or Homestay.

In all cases, the student is required to pay directly and promptly to Immanuel College and Homestay. Homestay students may be able to make a claim through the Homestay Insurance provider.

## ***Immanuel College Cancellation of a Course***

In the unlikely event that Immanuel College is unable to deliver a course in which a student has enrolled and paid fees, the student will be offered the following options:

- full refund of all fees if the course has not commenced
- refund of unexpended pre-paid tuition fees if the course has commenced
- transfer to an alternative course offered by another provider.

If the student chooses placement in another course or another education provider, they will be required to sign a document indicating that they accept the placement.

If the student chooses a refund of fees, the refund will be processed within 14 days of receipt of written application.

## ***Deferral or Cancellation of Student Enrolment***

A student can request to defer their enrolment in the following circumstances:

- illness verified by medical certificate
- verified family bereavement
- financial circumstances, home country upheaval / disaster

All requests for deferral must be made in writing with supporting documentation for evidence. A revised Letter of Offer and Confirmation of Enrolment will be necessary if the student's late arrival results in any variation to the end date of their course(s).

Immanuel College can initiate the cancellation of a student's enrolment under the following circumstances:



- breach of a visa condition by student
- misbehaviour by student
- student default in payment of fees
- failure to declare a pre-existing medical condition
- information provided on application or during enrolment is found to be incorrect, incomplete or misleading.

Should this happen, the student will be notified in writing before being reported to the Department of Immigration and Border Protection (DIBP) and given 20 working days to appeal the decision.

### ***Overseas Student Health Cover***

Immanuel College is able to arrange Overseas Student Health Cover (OSHC) for students applying for a student visa. All students are required to pay OSHC fees for the proposed duration of their student visa. These fees will appear in the Fee Invoice in the Offer package and must be paid prior to the grant of the visa.

Students whose health cover is not arranged by Immanuel College are required to provide a copy of their alternative health cover arrangements.

Where students cancel their enrolment after commencement and before the course end date, families can request a refund of unused OSHC directly from the health cover provider.

### ***Updating Student Contact Details***

All students are required under the ESOS Act to provide contact details, including mobile phone numbers and email addresses, within 7 days of any change being made. Immanuel College will contact students at a minimum every six (6) months to verify contact details.

### ***Satisfactory Academic Progress***

Students are required to comply with the Immanuel College policy on course progress and to maintain a satisfactory level of academic performance.

Students will only progress to their next course upon successful completion of their initial or subsequent courses and on the recommendation of the Head of School and Director – International Programs.

In cases where a student does not progress to the next level within the specified time and the course completion date will change, a new Letter of Offer and a new Confirmation of Enrolment(s) will be issued. The student must then apply for a new student visa to cover their revised study program.

### ***Satisfactory Attendance***

Students are required to comply with the Immanuel College policy on attendance.

All international students enrolled at Immanuel College must attend full-time. All students must attend all scheduled classes and activities at the College every day including Tutor Group, Chapel. Students who are sick and absent will be required to obtain a valid medical certificate.

### ***Transfer***

Students are not permitted to transfer to another school until they have completed six (6) months of their principal course of study. Written permission from parents must be provided before any request will be considered by Immanuel College.

### ***Working Part-time***

Immanuel College international students are not permitted to work during their first year of studies. All students must seek approval

from the College before applying for or commencing work. Students in their second or subsequent years of study may be granted approval from their school to work part-time, based on an assessment of their progress and year level of study and must comply with their visa conditions in relation to part-time work.

### ***Travel***

**Immanuel College international students are not permitted to travel during term time.** Travel will only be approved during term breaks, the summer holidays and at the end of a student's course.

**Independent travel or travel unaccompanied by an adult is not permitted unless a student is returning to his/her country.**

All travel must be jointly-approved by the parent and the College at least two (2) weeks prior to departure.

Where students are returning to their home country to visit family, they are required to provide a copy of their ticket/s to their school. If staying in a Homestay, students must pay a room holding fee before departing. This fee ensures the student's accommodation and belongings are secured for the period they are absent.

A student breaching this policy may have their enrolment cancelled and be reported to the Commonwealth on the basis that Immanuel College is unable to guarantee the student's welfare arrangements.

### ***Driving***

As a condition of enrolment at Immanuel College, international students are not permitted to own, hire or drive a car or motorbike. International students are not permitted to travel at any time in vehicles driven by other international students or any 'L' or 'P' plated drivers.

### ***Australian Law***

All students must obey Australian laws at all times. Specific laws relating to consumption of alcohol, illegal or non-prescription drugs, gambling, inappropriate behavior, employment and driving are explained to all students during Orientation.

### ***Complaints and Appeals***

If a student or parent is not satisfied with any aspect of their program at Immanuel College, they should contact the Director – International Programs. A copy of the Immanuel College Complaints and Appeals Policy is provided and explained to students during their Orientation program. Details of an independent dispute resolution procedure are made available to all students. Any Agreement made with Immanuel College and the availability of the Immanuel Grievance and Appeals process does not remove the rights of a student to take action under Australia's consumer protection laws.

### ***Consent to Access Student Visa Status***

Through DIBP, the Visa Entitlement Verification Online (VEVO) Service allows Immanuel College to check on the visa status and study entitlements of international students. Parents/legal guardians are required to agree to give their consent to Immanuel College to access this information through the VEVO Service.

### ***Disclosure of Student Information***

Immanuel College collects information about students before and during enrolment to support them in studying and living in Australia. The authority to collect this information is provided under the ESOS Act. Where needed, the information collected can be provided to the Australian government, South Australian government and other relevant authorities. Where required by law, it can also be disclosed without the student's consent.