

St Philip's Christian College
International Student Program

ENROLMENT APPLICATION FORM

CRICOS Provider No. 00553M



For the Whole of Their Life

Which Campus are you applying to enrol?

☐

Newcastle

☐

Port Stephens

☐

Gosford

Date of Application:

1 STUDENT DETAILS (Please attach passport photo)

Surname: SURNAME First Name: FIRST NAME Second Name: SECOND NAME

Preferred Name:

Overseas Address: No / STREET or PO Box

SUBURB STATE POSTCODE

Phone: HOME WORK MOBILE FAX

Australia Address: No / STREET or PO Box (if applicable)

SUBURB STATE POSTCODE

Phone: HOME WORK MOBILE FAX

Passport Number Country of Birth

Passport Expiry Date Date of Birth

Country of Issue

Given names and ages of any brothers and sisters

2 FAMILY INFORMATION

FATHER **MOTHER**

Name IN FULL Name IN FULL

Address HOME Address HOME

Telephone HOME Telephone HOME

Fax HOME Fax HOME

Mobile Mobile

Telephone WORK Telephone WORK

Fax HOME Fax HOME

Email Email

Occupation Occupation

3 ACADEMIC DETAILS

Present School			
Address	No / STREET		
	SUBURB	STATE	POSTCODE
Highest Level of Education achieved in home country:	YEAR/GRADE		
If not still attending, date of last attendance:	YEAR		

(Certified copy of school reports from previous two years [including the most recent report] must be attached)

4 COURSE DETAILS

Proposed Calendar year of entry		Proposed Entry Class (eg. Year 10)	
Intensive English Required	YES/NO	Proposed course entry date	DD/MM/YY
Requested College Location	<input type="checkbox"/> Newcastle	<input type="checkbox"/> Port Stephens	<input type="checkbox"/> Cessnock <input type="checkbox"/> Gosford

I/we declare, to the best of my/our knowledge, that all the information presented above is true and correct.

FATHER'S SIGNATURE

MOTHER'S SIGNATURE

STUDENT'S SIGNATURE

DD/MM/YY

DD/MM/YY

DD/MM/YY

5 CONDITIONS OF ENROLMENT

1. That the student will participate fully in the life and program of the College, such as the devotional activities, Biblical studies, excursions, camps and attendance at Presentation Evening.
2. That the Parents will support fully both the student and College in all activities.
3. To ensure my child submits to the College's academic, dress and disciplinary regulations as may be instituted by the Principal and staff of the College.
4. To be aware that my child must demonstrate effort and maintain a proper attitude towards their academic studies during their time at St Philip's Christian College.
5. It is a requirement that all yearly tuition fees are paid on enrolment and prior to the commencement of the course. All fees are to be paid in Australian Dollars. Subsequent Yearly tuition fees must be paid in full upon receipt of an account and prior to the date shown unless prior approval is given by the College Executive.
6. To pay for the provision of College approved ESL classes if these are required after school by private tuition.
7. Tuition Fees are not transferable.
8. St Philip's Christian College reserves the right to change its fees for the following academic year.
9. A student wishing to enrol in St Philip's Christian College must have a current passport.
10. Unless otherwise shown in the application form I/We willingly entrust the Principal of St Philip's Christian College to undertake to provide accommodation for, and to be responsible for the support and general welfare of the aforementioned student.
11. All students under the age of 18 years are required to live in Australian Homestay accommodation approved by the College as part of their enrolment conditions. Enrolment will be terminated if students breach this condition.
12. Students 18 years and over will be required to live in Australian Homestay accommodation unless private arrangements are approved by the Principal prior to such arrangements being made. Enrolment may be terminated if students breach this condition.
13. Homestay fees must be paid in advance by a minimum period of 1 semester.
14. Staying in accommodation other than Homestay during holiday periods must be approved by the Principal prior to the event.
15. Students must advise St Philip's Christian College of any change in their contact details within 48 hours of the change.
16. Students on student visas must comply with the conditions of their visas which is to maintain a minimum of 80% attendance for each term and maintain satisfactory progress which will be assessed by maintaining regular and punctual attendance, completing prescribed tasks and homework and abiding by the school's rules and student dress code. Should the student not comply with these conditions their enrolment and visa may be cancelled.
17. Holiday travel must be taken in the official school breaks. This is an important visa requirement & any variation must be approved by the Principal.
18. St Philip's Christian College shall not be liable for any loss, damage or injury to persons or property. Students are advised to take out personal insurance to cover themselves against accident or illness.

5 CONDITIONS OF ENROLMENT

19. That the College may suspend or terminate enrolment at its discretion for failure to comply with these conditions or any other serious breach of the College's rules and regulations. Subject to complaints and appeals policy - available on www.spccinternational.com.
20. Transferring from other Institutions Policy
21. St Philip's Christian College will only enrol a student who has completed another relevant course (a course provided by a registered provider and listed on the CRICOS) if the School is satisfied that:
 - The student had demonstrated a commitment to studies in that previous course;
 - Attendance was above that required by ESOS legislation; and
 - Had paid all fees for that course.
- Enrolment into St Philip's Christian College will only be considered if the student who has not completed a previous course can produce a letter of release or has DIAC approval that attests to the three matters stated above.

6 REFUND POLICY AND TUITION FEES

1. The Application Fee is non-refundable.
2. The College will refund within 28 days all tuition fees paid where the student produces evidence that the application made by the student for a student visa has been rejected by the Australian Immigration authorities.
3. The College will refund within 28 days of the receipt of written notification of cancellation by the student (or parent (s)/ legal guardian) tuition fees paid by or on behalf of the student less the amounts to be retained as agreed and detailed below.
 - If written notice is received up to 4 weeks prior to commencement of the course, the College will be entitled to retain an Administration fee.
 - If written notice is received less than 4 weeks prior to commencement of the course 70% of the course fee will be refunded.
 - If written notice is received after the commencement date and before the end of the first semester of the student's course, one term's course fees will be refunded.
4. You are required to make your request for a refund in writing, signed by you, to the Head of School, St Philip's Christian College.
5. Where a student's enrolment is cancelled for any of the following reasons, a cancellation fee of 100% of the current semester fee is applicable.
 - Failure to maintain satisfactory course progress (visa condition 8202)
 - Failure to maintain satisfactory attendance (visa condition 8202)
 - Failure to maintain approved welfare and accommodation arrangements (visa condition 8532)
 - Failure to pay course fees
 - Any behaviour identified as resulting in enrolment cancellation in St Philip's Christian College's Code of Conduct
6. Any refund of tuition fees approved will be sent to your home country and is not payable in Australia unless authorised by parents. Refunds will be paid to the person who enters into the written agreement.
 - If a student becomes an Australian resident during the course of studies (i.e. has a change of visa status), there will be no adjustment to the fees paid for the remainder of the calendar year.
7. Any default by the College will be covered by the provisions of the ESOS Act 2000 and the ESOS regulations 2001 (as amended). They include:
 - If for any reason the College is unable to offer a course, a full refund of fees paid will be made within 14 days of notification of course cancellation.
 - If for any reason the College is unable to continue offering a course after commencement, a full refund of fees paid will be made within 14 days of notification of course cancellation.
8. This agreement and the availability of complaints and appeals processes, does not remove the right to take further action under Australia's consumer protection laws.
9. Completion of this form does not guarantee acceptance into St Philip's Christian College.

7 OTHER INFORMATION AND CHARGES

OVERSEAS HEALTH COVER

If you cancel before your course starts, the College will refund the pre-paid amount in full. If you cancel after your course starts, there will be no refund.

COMPLAINT AND APPEALS POLICY

1. At the time of enrolment, International students will be notified of various mechanisms through which any grievances or concerns may be addressed.
2. Counselling will be provided for overseas students by their Year Adviser, the College Principal and the College Counsellor. International students should first approach the International Student Advisor or Principal depending on the circumstances. Should no solution be reached then the person appointed as independent to the College can provide an External review.
3. For information relating to your rights and responsibilities under the ESOS Act contact:
ESOS Helpline: Phone +61 2 6240 6069
Email: esosmailbox@dest.gov.au
www.aei.dest.gov.au/esos

8 INDEMNITY

If my/our son/daughter is accepted as a student at St Philip's Christian College, I/we hereby give permission for my/our son/daughter to take part in all activities associated with him/her attending St Philip's Christian College

I/We agree to delegate our/my authority to the Principal of St Philip's Christian College. I/We agree that such person may take whatever reasonable disciplinary action which is deemed necessary in ensuring the safety, well-being and successful conduct of the students of the School as a group or individually. I/We authorise the Head of School or his/her delegates (guardians, servants, agents or homestay parents) to obtain all such medical assistance as required and to make all such decisions as they deem necessary to preserve the health and well-being of the student.

I/We submit the attached medical information regarding the above student and include details of limitations which apply for any activities. I/We declare that I/we am/are not aware of any other conditions which may affect the above student's ability to study or live in Australia or to take part in college activities.

We/I undertake to give one term's notice before the removal of our/my son/daughter or to pay one term's fees in lieu. In order to be valid and binding such notice must be in writing and signed by us/me and delivered to the Head of School.

Sharing Information: The information provided by the student to the provider (St Phillip's Christian College) may be made available to Commonwealth and State agencies pursuant to obligations under the ESOS Act 2000 and the National Code. This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition, and in other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

I/we declare, to the best of my/our knowledge, that all the information presented above is true and correct.

FATHER'S SIGNATURE

DD/MM/YY

MOTHER'S SIGNATURE

DD/MM/YY

9 DECLARATION

I/we declare, to the best of my/our knowledge, the information supplied is correct and complete. I/We recognise that it is my/our own responsibility to provide all necessary documentary evidence of my/our child's studies and hereby authorise St Philip's Christian College to obtain further information where necessary. I/We have understood and accept the Refund Policies. I/We am/are aware of the Conditions of Enrolment of St Philip's Christian College and have understood and accept these conditions.

FATHER'S SIGNATURE

DD/MM/YY

MOTHER'S SIGNATURE

DD/MM/YY



For the Whole of Their Life

Newcastle Campus

57 High Street
WARATAH NSW 2298 AUSTRALIA

Ph: +61 2 4960 6600
Fax: +61 2 4960 6690
Email: newcastle@spcc.nsw.edu.au

Port Stephens Campus

182 Salamander Way
SALAMANDER BAY NSW 2317 AUSTRALIA

Ph: +61 2 49195400
Fax: +61 2 49195499
Email: portstephens@spcc.nsw.edu.au

Gosford Campus

20 Narara Creek Road
NARARA NSW 2250 AUSTRALIA

Ph: +61 2 4324 4744
Fx: +61 2 4323 4848
Email: gosford@spcc.nsw.edu.au