

International Student Enrolment Application Form

Please complete each section of this form in Romanised characters (i.e. using the English alphabet) before signing and submitting it, along with the 200.00AUD application fee, to Alia College.

Section 1: Course Details			
Calendar Year Student Enrolling		Year Level	
Approximate Course Start Date		Approximate End Date	

Section 2: Student Details			
Given Name/s			
Surname			
Preferred Name		Gender	
Date of Birth		Email Address	
Previous School			
Mobile Phone Number			
Australian Residence (if known)			
Passport Number			
Name of Education Agent			
Agent Contact Phone Number			
Agent Email Address			

In accordance with the Education Service for Overseas Students Act (2000), Alia College requires all students under the age of 18 have a guardian appointed to act on their behalf, should the student's parents not be living in Australia. To be a guardian, this person must be over the age of 21, an Australian citizen/permanent resident, live in Melbourne, and possess a valid Working with Children Check.

Does this student have a parent in Australia? Yes No

If not, the parents and guardian will need to fill out the guardianship appointment section on Page 4.

Does this student have a pre-arranged guardian in Australia? Yes No

Section 3: Parent or Guardian Details in Australia			
First Name		Surname	
Address			
Mobile Phone Number		Email Address	
Home Phone Number		Work Phone Number	
Relationship to Student			

Section 4.1: Parent or Guardian (1) Details in Country of Origin	
First Name	Surname
Address	
Phone Number (including country and area codes)	
Email Address	
Relationship to Student	

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Section 4.2: Parent or Guardian (2) Details in Country of Origin			
First Name		Surname	
Address			
Phone Number (including country and area codes)			
Email Address			
Relationship to Student			

Section 5: Emergency Contact Details
Please provide the following details for two emergency contacts in Australia. <u>These contacts must be different from the student's guardian in Australia.</u>

Emergency Contact 1:

First Name		Surname	
Relationship to Student			
Mobile Phone Number		Work Phone Number	
Home Phone Number		Other	

Emergency Contact 2:

First Name		Surname	
Relationship to Student			
Mobile Phone Number		Work Phone Number	
Home Phone Number		Other	

Doctor's Name		Doctor's Phone Number	
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Section 6: Student Medical Information				
Please tick yes or no below, and provide extra information as necessary.				
General Allergies	Yes		No	
Allergies to Medication	Yes		No	
Medical Conditions	Yes		No	
If yes, symptoms				
Asthma	Yes		No	
Regular Medications	Yes		No	
Other				
Private Health Fund				
Policy Number			Policy Expiry	

Please note: international students will need to arrange their own Overseas Student Health Cover (OSHC), as Alia College does not arrange this for international students.

Section 7: Student Medical Permissions
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I/we DO

DO NOT

give permission for my child to be given paracetamol, ibuprofen, aspirin or antihistamine when requested.

I/we DO

DO NOT

give the school permission to approve emergency medical treatment, if I/we cannot be reached.

Section 8: Excursion Incursion Permission

Central to learning at Alia College is a strong sense that a school should not be an isolated or isolating place. Students are encouraged to be active in the wider community; conversely, that community is invited to be a part of Alia College.

We enjoy guest speakers, make use of local resources and facilities, such as libraries and sporting grounds, and organise regular excursions and camps.

I/we DO

DO NOT

give permission for my child to attend excursions and participate in incursions for the duration of their time at Alia College. I understand this permission will mean that, within school hours, excursions may happen without my prior knowledge. Consequently, I may be seeking to contact my child and find them unavailable/uncontactable. On some excursions, mobile phones are turned off.

Section 9: Fee Payments and Refunds

All fees are payable in Australian dollars and are due by 1 November of the year preceding the year of attendance, or at time of enrolment for new students, whichever falls earliest.

A term's notice in writing is required if a student withdraws/leave Alia College, otherwise one term of the annual fees and charges is payable. The remaining, unused portion of fees will be refunded. If you do not wish to give notice, or there is a need for sudden changes, then the school will refund the unused portion of fees, less one term. If the school terminates the enrolment prior to the end of the expected study period for reasons such as misbehaviour or because it believes it is unable to provide a satisfactory course for the student, the unused portion of fees will be refunded, less one term. All refunds will be paid in Australian dollars.

If for any reason a student is unable to commence a future year or term of education, for which fees have been paid in advance, the school will refund the amount originally paid (i.e. original principal only) without interest. The conditions for notice of intention to withdraw a students and fee refund policy stated above still apply.

Any variation to payment terms must be arranged prior to the due dates for payment. Optional programs, such as private music tuition, are available for additional fees. If problems arise, an additional fee may be incurred for unforeseen costs related to requirements, such as supplementary English language assistance, for satisfactory education of the student.

Alia College's refund arrangements and the availability of complaints and appeals process does not preclude the student's right to pursue other legal remedies, should they wish to. This agreement does not remove the right to take further action under Australia's consumer laws.

Section 10: Building Fund Donations

All donations made payable to the Alia College Building Fund will receive a receipt which is deductible on Australian tax returns. Monies will be used to maintain the current building and to acquire new school buildings.

Section 11: Standard of English Language Competency

International students wishing to enrol at Alia College must have a satisfactory level of English in order to have an adequate understanding of classroom instruction and to manage day-to-day life in Australia without excessive difficulty. It is assumed that if a student's understanding of English is initially poor, it will improve rapidly upon arrival in Australia. A copy of the student's most recent school report, including the grades the student has attained, will be needed to help assess the student's level of English. The student may also be asked to complete another English assessment.

Section 12: Enrolment Process for International Students

Following the submission of the completed enrolment application form, including all required supplementary documents, and receipt of the enrolment application fee by Alia College, an Offer of Place confirming the course levels and dates will be sent, along with the International Student Fee Policy and invoice/s for fees. Once the offer has been signed and returned, and payment for the amount as shown on the invoice/s has been received, an official Confirmation of Enrolment and Student Welfare Letter will be submitted to the Australian Department of Education.

Due to the alternative nature of Alia College, and the need to ensure the student will be a good fit and that the school can provide a satisfactory education for them, this process can sometimes take several weeks to complete.

Section 13: Referees; Preferably Current or Past Teachers

1	Name		Position	
	Contact Phone Number (including country and area codes)			
2	Name		Position	
	Contact Phone Number (including country and area codes)			

Section 14.1: Guardianship Appointment: Guardian Details

Full Name	
I have attached copies of:	
<input type="checkbox"/>	My Australian passport (or proof of citizenship/permanent residency)
<input type="checkbox"/>	My Driver License
<input type="checkbox"/>	My valid Working with Children Check
I agree to be the legal guardian for the student named above in Australia.	
Signed:	Date:

Section 14.2: Guardianship Appointment: Parental Approval

Parent 1 Full Name	
Parent 2 Full Name	
I/we agree to make the person listed above the legal guardian for my child in Australia. I/we understand that all school communication and correspondence will be made to the guardian. In appointing the guardian, I/we give them full authority to act on my behalf in matters of academic progress, accommodation, attendance, and discipline, both during and outside school hours.	
Signed:	Date:

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Section 14: Signatures and Agreement	
I/we hereby acknowledge that I/we have read and understood this application form, including Section 9 on fee payments and refunds, and that I/we have also looked at the Alia College website, www.alia.vic.edu.au .	
I/we understand that the school has a university-style approach and certify that the student applying has a high standard of personal responsibility and respect. The student has not been expelled from any other school, and has not had serious discipline problems. I/we apply to enrol this student into Alia College, and have transferred/included the non-refundable application fee.	
Parent 1 Signature:	
Print Name:	
Date:	
Parent 2 Signature:	
Print Name:	
Date:	
I have included with this application copies of:	
<input type="checkbox"/>	The student's passport
<input type="checkbox"/>	The student's most recent school report
<input type="checkbox"/>	A copy of any external English assessment, if the student has had one
<input type="checkbox"/>	The 200.00AUD application fee

This application will only be accepted if accompanied by the 200.00AUD application fee, which is non-refundable.

Payments can be made via electronic funds transfer to:

Bank: Bank Australia
 Branch: Kew
 Account Name: Alia College
 BSB: 313 140
 Account Number: 62311798
 Swift Code: CUSCAU2S