

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	
Visa Class			

Section 2: Student Details			
Given Name/s			
Surname			
Preferred Name		Gender	
Date of Birth		Email Address	
Previous School			
Mobile Phone Number			
Passport Number			

Section 3.1: Parent/Legal Custodian (1) Details			
First Name		Surname	
Address			
Occupation			
Phone Number (including country and area codes)			
Email Address			
Relationship to Student			
Country of Origin			

Section 3.2: Parent/Legal Custodian (2) Details			
First Name		Surname	
Address			
Occupation			
Phone Number (including country and area codes)			
Email Address			
Relationship to Student			
Country of Origin			

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Note: Contact information in Section 3 will be used to correspond with parents/legal custodians regarding any matter relating to the student at Alia College, such as reports, notices, invoices, etc.

Section 4: Education Agent (if applicable – OFFICE USE ONLY)	
Name of Education Agent	
Agent Contact Phone Number	
Agent Email Address	

In accordance with Standard 5 of the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*, if an international student is under the age of 18 and is not staying with their parents, person who has legal custody, or an eligible relative who is aged over 21 and is of good character, then Alia College has the responsibility for approving the accommodation and welfare arrangements for the international student.

If the student is under the age of 18, will the student be living in Melbourne, Australia with their parent, legal custodian, or an eligible relative aged over 21? Yes ☐ No ☐

If yes, complete Section 5 below.

If the student is under the age of 18, will the student be living in homestay accommodation and require Alia College to issue a Confirmation of Appropriate Accommodation and Welfare (CAAW)? Yes ☐ No ☐

If yes, complete Section 6 below.

If the student is over the age of 18, please complete Section 7 below.

Section 5: Welfare arrangements approved by Department of Home Affairs (if applicable)			
Who will the student be living with while in Australia? (Please circle one below)			
Parent/s		Legal Custodian	
Eligible Relative			
First Name		Surname	
Address in Australia			
Mobile Phone Number			
Email Address			

Section 6: Homestay Host & Accommodation Details (if applicable)			
Do you have a preferred homestay accommodation?			Yes ☐ No ☐
If yes, complete their details below. If no, Alia College will discuss homestay accommodation options with you after submission of this form.			
Host First Name		Host Surname	
Address			
Mobile Phone Number		Email Address	
Home Phone Number		Work Phone Number	
Attached are copies of the homestay host's:			

☐	Passport
☐	Driver Licence
☐	Valid Working with Children Check
Section 7: Australian Accommodation Details for Students Over 18 Years (if applicable)	
Who will the student be living with while in Australia? (Please circle one below)	
Parent/s	Legal Custodian
Relative	Friend
Host Family	
Parent/Custodian/Relative/Friend/Host First Name	
Parent/Custodian/Relative/Friend/Host Surname	
Address in Australia	
Mobile Phone Number	
Email Address	

Section 8: Emergency Contact Details

If the parents/legal custodian of the student cannot be contacted, please provide the following details for two emergency contacts.

Emergency Contact 1:

First Name		Surname	
Relationship to Student			
Phone Number (including country and area codes)			
Email Address			
Country emergency contact resides in			

Emergency Contact 2:

First Name		Surname	
Relationship to Student			
Phone Number (including country and area codes)			
Email Address			
Country emergency contact resides in			

Australian Doctor (if known)

Medical Clinic Name			
Doctor's Name		Doctor's Phone Number	

Section 9: 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	

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 10: Student Medical PermissionsI/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 11: 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 12: Privacy collection Notice

Purpose of Collection

In order to carry out its duties and obligations, Alia College collects a certain amount of information from students and their parents or guardians. Alia College is required to collect information for reporting under the Australian Education Act 2013. This information is collected:

- to promote the best possible educational and welfare outcomes for students,
- to enable the school to fulfil its state and federal government reporting requirements,
- to satisfy compliance needs, and
- for day-to-day school operation, including regular correspondence such as notices and newsletters.

Disclosure of Information

Such information may be disclosed to state and federal education and assessment authorities, such as departments of education and training, the Australian Curriculum, Assessment and Reporting Authority (ACARA), the Victorian Curriculum and Assessment Authority (VCAA), etc. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions, information such as academic and sporting achievements, photos, pupil activities and other news is published in school newsletters/blog posts and public media. If you do not agree to this you must advise us now.

The school may include both you and your student's contact details in a class list and school directory, accessible to staff. If you do not agree to this you must advise the school now.

Where Information is Not Provided

Should the information requested not be provided, Alia College may continue to seek this information. In some cases, it may mean that the student is unable to participate in elements of school life, such as excursion or camps, and, should essential information not be provided, the school may not be able to enrol or continue the enrolment of your student.

Sensitive Information & Information of Others

Health information about pupils is sensitive information within the terms of the Australian Privacy Principles under the Commonwealth Privacy Act 1988. The school asks you to provide medical reports about students in certain circumstances, such as where there is a formal diagnosis of anaphylaxis or asthma.

If you provide Alia College with the personal information of others, such as doctors or emergency contacts, the school encourages you to inform them:

- that you are disclosing that information to the School and why,
- that they can access this information if they wish, and
- that the school does not usually disclose the information to third parties.

Privacy Policy

For further information on Alia College's obligations under the Commonwealth Privacy Act 1988, including the Australian Privacy Principles, and the Victorian Health Records Act 2001, you can request a copy of the school's full privacy policy from the school office.

Parent 1 Signature: _____

Print Name: _____

Parent 2 Signature: _____

Print Name: _____

Section 13: Local Support Person (optional)

The parents/legal custodians may nominate a local support person, who resides in Australia, to assist them with communication between the school and parents/legal custodians if English is not spoken by the parents/legal custodians.

The school will primarily communicate directly with the parents/legal custodians in relation to school matters, however on occasion the school may seek assistance with communications if there is a nominated local support person.

The local support person will not be considered the students guardian while in Australia and the parents/legal custodians will always remain legally responsible for the student.

First Name		Surname	
Address			
Occupation			
Phone Number			
Email Address			
Relationship to Student			

Section 14: Student Referees (Preferably Current or Past Teachers)

1	Name		Position	
	Contact Email			
2	Name		Position	
	Contact Email			

Section 15: 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 student 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.

In the unlikely event Alia College is unable to deliver a course paid for and does not meet their obligations to either offer an alternative course that you accept or pay a refund of unspent prepaid tuition fees (default obligations), the Tuition Protection Service (TPS) will

assist you in finding an alternative course or to get a refund if a suitable alternative is not found. For more information on the TPS, visit <https://tps.gov.au/>.

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 written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the *Australian Consumer Law* if the *Australian Consumer Law* applies.

Section 16: 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 17: 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 an English assessment, at their own expense.

Section 18: 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 interview with the student will likely be requested. Following the interview, the student may be requested to complete an English assessment.

If the student is successful, 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. Payment of the invoice/s for fees will be considered acceptance of the offer.

Once the offer has been accepted by the student, if a CAAW letter is *not* required (Section 5) and a Confirmation of Enrolment (CoE) is required, the CoE will be completed and forwarded to the parents/legal custodians if required.

Once the offer has been accepted by the student, if a CAAW letter *is* required (Section 6) along with a CoE, the school will undertake the screening process of the homestay family and accommodation. If the student does not have a preferred homestay family and accommodation, Alia College will attempt to find a homestay and undertake the screening process. If the screening of the homestay family is successful, a CAAW letter and CoE will be completed and forwarded to the parents/legal custodians.

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 19: Signatures and Agreement

I/we hereby acknowledge that I/we have read and understood this application form, including Section 13 regarding 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/we have included with this application copies of:

- | | |
|--------------------------|--|
| ☐ | The student's passport |
| ☐ | The student's most recent school reports from the prior 6 months |
| ☐ | A copy of any external English assessment (if the student has had one) |
| ☐ | Homestay host's passport (if applicable) |
| ☐ | Homestay host's driver licence (if applicable) |
| ☐ | Homestay host's valid Working with Children Check (if applicable) |
| ☐ | 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: Commonwealth Bank
 Branch: Mornington
 Account Name: Alia College
 BSB: 063-539
 Account Number: 106 389 39
 Swift Code: CTBAU2S