

APPLICATION TO ENROL - Overseas Student

Office Use Only
Student #:

Thank you for your interest in St Luke's Grammar School. Please use this form to apply to register for a position on the School's "List of Prospective Students". Complete the form by ticking choices or printing in the appropriate response boxes. Please use BLOCK LETTERS.

Some of the information requested on this form is required legally for MCEETYA data collection purposes. All information supplied on this form is covered by the School's privacy policy.

STUDENT DETAILS

First Name		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Second Name		Date of Birth	____/____/____ (dd/mm/yy)
Last Name		Country of Birth	
Preferred Name		Nationality	
Passport Number		Language at Home	

COURSE OF STUDY AT ST LUKE'S GRAMMAR SCHOOL

<input type="checkbox"/> Desired Calendar Year of Commencement:	<input type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020
<input type="checkbox"/> Year 10 Entry: <input type="checkbox"/> Term 1 <input type="checkbox"/> Term 2 <input type="checkbox"/> Term 3 <input type="checkbox"/> Term 4 <ul style="list-style-type: none"> 1 year at Secondary Junior Level [Years 7 - 10] Cricos Course Code 041439G Plus, 2 years at Secondary Senior Level [Years 11 - 12] Cricos Course Code 041440C 	<input type="checkbox"/> Year 11 Entry: <input type="checkbox"/> Term 1 (Only) <ul style="list-style-type: none"> 2 years at Secondary Senior Level [Years 11 - 12] Cricos Course Code 041440C Note: Students who apply for Year 11, but do not achieve satisfactory English levels in the St Luke's assessment, will then only be considered for Year 10 entry, subject to conditions of Year 10 eligibility and enrolment

COURSE OF STUDY AT ENGLISH LANGUAGE COURSE - PRIOR TO ENROLLING AT ST LUKE'S

The student will be studying at the English Language College listed below:

<input type="checkbox"/> Kaplan International College (preferred)	Manly	www.kaplaninternational.com
<input type="checkbox"/> Sydney College of English	City	www.sce.edu.au
<input type="checkbox"/> Other: _____	_____	_____

SPECIAL NEEDS AND FURTHER INFORMATION – This section MUST be completed fully.

Does the student suffer from any of the following: (please tick)

Asthma	<input type="checkbox"/> YES <input type="checkbox"/> NO	Hearing Disorder	<input type="checkbox"/> YES <input type="checkbox"/> NO	Eye Defects	<input type="checkbox"/> YES <input type="checkbox"/> NO
Epilepsy	<input type="checkbox"/> YES <input type="checkbox"/> NO	Allergy	<input type="checkbox"/> YES <input type="checkbox"/> NO	Other:	
Dyslexia	<input type="checkbox"/> YES <input type="checkbox"/> NO	Diabetes	<input type="checkbox"/> YES <input type="checkbox"/> NO		_____

- Does your child take medication for any of the above? YES NO
- Does this condition prevent or restrict your child from participating in any activity? YES NO
- Has your child ever encountered learning difficulties? YES NO
- Is there any other physical or mental condition or social situation which may affect the education of the student and / or their safety and / or the safety of others at the School? YES NO
- Are there any Court Orders or Parenting Plans in force with regard to the student? YES NO

If you have answered "yes" to any of the above questions, please submit documents explaining these needs in detail, including where applicable, Doctors and / or Specialist Reports / Statements, copies of Court Orders or Parenting Plans and other documentary evidence, together with your Application to Enrol.

APPLICATION TO ENROL - Overseas Student *(continued)*

EDUCATION AGENT CONTACT DETAILS

Name		MARA / ID Number	(7 Digits)
Email		Mobile Number	
Company Name		ABN Number	
Company Address			

GUARDIAN WHILE IN AUSTRALIA CONTACT DETAILS

Please note that all students will be appointed a Guardian through ISA Guardian & Welfare Services. This will be a separate agreement with ISA, and payment will need to be paid directly to ISA. In addition, if the student already has a Guardian, please list the details below:

Name		Mobile Number	
Email		Relationship	
Address			

ACCOMMODATION ARRANGEMENTS WHILE IN AUSTRALIA

During the time that St Luke's Grammar School is responsible for the welfare of the student, we request the following:

Please Tick

- that the student live in School appointed / approved Homestay Accommodation arrangement.
- that the student lives with a relative known to the family. (Subject to School approval). The details are listed below:

Name		Mobile Number	
Email		Relationship	
Address			

EDUCATION AGENT DECLARATION

As the Education Agent of the student seeking to apply for enrolment at St Luke's Grammar School, I confirm:

Please Tick

- that the company that I represent complies with the standards of the ESOS Framework (including the Education Services for Overseas Students (ESOS) Act 2000 and the National Code .
- that the information contained within this Application to Enrol form is accurate, and that the supporting documentation, including, but not limited to the 'certified copy' of the student's academic record is correct and has not been altered in any way.
- that any Enrolment Fees paid to me by the student to support this Application to Enrol, will be immediately transferred to the School so that St Luke's Grammar School can uphold its commitment to ESOS legislation with regards to enacting the Refund Policy where appropriate.

As the Education Agent of the student seeking to apply for enrolment at St Luke's Grammar School, I understand that St Luke's Grammar School:

- expects Education Agents to act ethically in dealings with the Overseas Students and their families
- expects Education Agents to ensure that each Overseas Student applying for entry to St Luke's Grammar School is familiar with the information contained in the Application to Enrol Form; the Conditional Offer of Enrolment; the Overseas Student Pre-Enrolment Information brochure; and the Overseas Student Handbook
- will terminate the relationship with the Education Agent in the event that the Agent is involved in dishonest practices, facilitates the enrolment of a student who does not comply with the conditions of their visa, uses PRISMS illegally or provides unauthorised immigration advice.

Agent's Signature _____

Date _____ / _____ / _____



APPLICATION TO ENROL - Overseas Student *(continued)*

PARENT CONTACT DETAILS

FATHER

First Name:		Last Name:	
Address:			
Email:			
Mobile:		Home Phone:	
Employer:		Title / Position:	

MOTHER

First Name:		Last Name:	
Address:			
Email:			
Mobile:		Home Phone:	
Employer:		Title / Position:	

PARENT DECLARATION

This is a declaration by Parents (in home country) responsible for fees. We:

Please Tick

- Apply to have the previously mentioned student considered for enrolment at St Luke's Grammar School.
- Have read the information contained within this Application to Enrol form and understand the Policies outlined.
- Agree to conform to the Conditions of Enrolment and other related rules and regulations made from time to time by the School.
- Confirm that the information contained within this Application to Enrol form is accurate, and that the supporting documentation, including, but not limited to the 'certified copy' of the student's academic record is correct and has not been altered in any way.

As part of the **Application to Enrol**, we enclose:

1. A certified copy of the student's Birth Certificate
2. A copy of the student's Passport
3. A copy of the student's last two school reports (certified translation in English is required)
4. Requested Medical and / or Specialist Reports

Notes:

- This Application to Enrol does not imply that a place will be offered to the student to enroll at St Luke's Grammar School.
- Upon the successful processing of this Application to Enrol, the student will be sent a Conditional Letter of Offer.
- All Overseas Student Enrolments are subject to an Assessment, held approximately 2 weeks prior to the desired Date of Commencement.
- The Conditional Letter of Offer will become a Formal Letter of Offer, subject to:
 - Demonstrated competence in English (Minimum 20 weeks in an English College High School Preparation Course, and achieving satisfactory levels in the School's Pre-Enrolment Assessment Test)

Father's Signature: _____

Mother's Signature: _____

Date: _____ / _____ / _____

Date: _____ / _____ / _____

TERMS & CONDITIONS OF ENROLMENT *(Please detach from the Application to Enrol form, to keep for your records)*

These Conditions form part of the enrolment contract between the Parents and Sydney Anglican Schools Corporation.

Interpretation

"Corporation" means Sydney Anglican Schools Corporation, ABN 63 544 529 806.

"Parents" means the Student's mother and father; or, where the Student has only one parent, that parent. "Parents" also includes the Student's guardian.

"Student" means the person who is enrolled as a student at the School.

"Principal" means the principal or acting principal of the School, by whatever title she or he is known, and/or his or her nominee.

"School" means the school or college of the Corporation at which the Student is enrolled.

Fees and Charges

1. The Parents are to pay to the School all fees and charges for school fees, extra subjects, excursions, camps and the supply of other goods and services to the Student, as determined by the Corporation or incurred on behalf of the Student from time to time (Fees and Charges).
2. The Parents are to pay all Fees and Charges in advance, at the end of the first week of each term, except Fees and Charges on amended accounts and accounts raised for mid-term enrolments, which the Parents are to pay within seven days from the date of the invoice. If the Parents fail to pay an account for Fees and Charges within 21 days of the due date they will be liable to pay an overdue charge which reflects the administrative and financial cost to the Corporation in collecting the outstanding Fees and Charges. The Parents may enquire as to the current amount of the overdue charge at the Group Office of the Corporation.
3. If an account for Fees and Charges is not paid in full within 60 days from its due date, the Student's enrolment may be suspended and the Principal may without further notice refuse entry to the Student and/or terminate the Student's enrolment.
4. The Parents are to give at least one full term's notice in writing to the Principal before terminating the Student's enrolment. If the Parents do not give sufficient notice of termination of the Student's enrolment, they are to pay to the School one term's school fees, plus GST as applicable. The Parents agree that this amount is a genuine estimate by the School of the loss that it would suffer as a consequence of insufficient notice of termination of the Student's enrolment.
5. No remission of Fees and Charges, either in whole or in part, will be made if the Student is absent due to illness, leave, suspension, or expulsion.
6. The School may incur from time to time such incidental expenditure on behalf of the Student as it may consider necessary, including for items such as books, excursions, educational programs, stationery and equipment.
7. The Parents are to pay all medical and ambulance expenses incurred by the School on behalf of the Student which the School is not able to otherwise recover.

Students' Obligations

8. Students are to demonstrate high standards of behaviour and:
 - (a) abide by the School rules as they apply from time to time;
 - (b) act courteously and considerately to each other and to staff at all times;
 - (c) support the goals and values of the School;
 - (d) attend and, as required, participate in:
 - (i) chapel services and assemblies;
 - (ii) the School sports programme;
 - (iii) important School events such as Speech Day / Night or other events determined by the Principal;
 - (iv) camps and excursions that are an integral part of the School curriculum;
 - (e) wear the School uniform as prescribed and follow conventional standards of appearance in accordance with the School's guidelines and the expectation of the School community; and
 - (f) attend the School during school hours, except in the case of sickness or where leave not to attend has been given.

Parents' Obligations

9. The Parents:
 - (a) are to accept and abide by the requirements and directions of the School Council and the Principal relating to the Student or students generally and not interfere in any way with the conduct, management and administration of the School;
 - (b) acknowledge the Corporation's Philosophy of Education published on the Corporation's website www.sasc.nsw.edu.au ;
 - (c) are to support the goals, values and Christian foundation and activities of the School;
 - (d) are to read the School newsletter;
 - (e) are to advise the School in writing of any change of home, mailing, email address or contact details or other information on the Application for Enrolment/Placement on a Waiting List, within one month of such change. Applications for a Student place may be cancelled if the School loses contact with the Parent or has mail returned to it;
 - (f) are to ensure the Student has each item of official required uniform, clean and in good repair, and all other requirements such as textbooks and stationery;

TERMS & CONDITIONS OF ENROLMENT *(Continued)*

- (g) are to communicate with students, parents, visitors and staff members in a courteous manner, and follow the communication guidelines laid down by the School from time to time; and
- (h) are to use their reasonable endeavours to attend parent-teacher interviews and parent forums and participate in courses offered by the School which are relevant to the Student's education.

Exclusion of Students

- 10. The Principal may in his or her absolute discretion, but subject to affording the student procedural fairness, suspend or expel the Student for:
 - (a) breaches of rules or discipline;
 - (b) behaviour prejudicial to the welfare of the School, its staff or students; or
 - (c) where parents have failed to comply with these Conditions of Enrolment.
- 11. The Principal also may terminate the Student's enrolment if the Principal considers that a mutually beneficial relationship of trust and cooperation between the Parents and the School has broken down to the extent that it adversely impacts on that relationship.

Leave

- 12. Requests for leave from School activities, including academic and co-curricular programs, and for early departure at the end of a day or term and/or late return from breaks are, in general, considered only in exceptional cases, and only on receipt of written application from the Parents by the Principal. Parents are to explain in writing to the Principal any Student absence for a part or whole day during term time, including late arrival at the beginning of the day.

Content of Courses Attended

- 13. The School determines which particular courses and activities are offered and/or provided at any time and which of these courses and activities are compulsory. These may be changed without notice.

Special Needs, Health and Safety

- 14. The Parents are to disclose fully any special needs or changes in special needs of the Student (including but not limited to any medical, physical, learning or psychological needs) as soon as they become aware of those special needs or changes in special needs. The Parents are to complete the Student's medical form accurately and provide annual updates.
- 15. The Principal may search the Student's bag, locker or other possessions where reasonable grounds exist to do so in order to maintain an environment that is safe for all students.
- 16. If the Student is ill or injured, necessitating urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and if the Parents are not readily available to authorise such treatment, the Parents authorise the Principal or, in the Principal's absence, a responsible member of the School staff to give the necessary authority for such treatment.
- 17. The Student's personal property is not insured by the School, and the School does not accept any responsibility for loss of or damage to the Student's personal property.
- 18. Parents are to observe School security procedures for the protections of students.
- 19. In accepting these conditions the Parents:
 - (a) acknowledge that the School may from time to time collect personal information about parents and students for the School's function or activities;
 - (b) authorise the School to use and disclose information in such a manner as the Principal may deem appropriate for the purposes of the Student's education, health, care, welfare and development; and
 - (c) acknowledge that they have read the School's Privacy Policy and Standard Collection Notice, as displayed on the School's website, or as otherwise published.
- 20. The Parents give permission for photographs and videos of the Student to be placed in the School's records; displayed from time to time around the School; and published in School publications, on its website and in other marketing and promotional material, unless the Principal has been advised or is advised in writing that the Parents do not give this permission.

Court Orders and Provision of Reports

- 21. The Parents are to, where relevant, provide to the School all current Family Court or other court orders relating to the Student. Such information will be dealt with in accordance with the School's Privacy Policy.
- 22. The School will send academic reports to the address or addresses notified by the Parents. If the Parents are separated or divorced, reports will be sent to each of the Parents on request to the address notified by each Parent unless there is an order of a court or an agreement that reports are to be sent to only one of the Parents.

General

- 23. The Corporation may change these Conditions of Enrolment with effect from the beginning of a calendar year, provided the Corporation gives the Parents at least two terms' notice.
- 24. The Parents' obligations to the School and the Corporation, as set out in these Conditions of Enrolment, are joint and several.

ENROLMENT CONDITIONS SPECIFIC TO OVERSEAS STUDENTS

1. Overseas Student Fees are paid Annually, in advance. Upon formalisation of Enrolment, 50% of the first year's Tuition Fees are due and payable to Accept the Offer of Enrolment. Upon commencement, the remainder of the first year's Tuitions Fees are due and payable. In subsequent years, 100% of the Tuition Fees are due and payable Annually, at the beginning of Term 1.
2. All overseas students, irrespective of age, are required to live in homestay accommodation that has been approved by St Luke's Grammar School.
3. All overseas students, irrespective of age, must have an appointed Guardian who is legally authorized to act as a parent in all matters relating to school policy.
4. The homestay families and Guardian are authorised and monitored by the School with the aim of ensuring that the students in their care are safe, following a healthy lifestyle, diet and sleep to ensure that they are able to complete their academic work to the very best of their ability.
5. Please note: These are conditions of enrolment at St Luke's Grammar School, even if the student is over the age of 18 years.
6. It is a requirement of the Australian Government, the Department of Immigration and their student visa that attendance is no less than 80 % and that students meet the academic requirements of the all the courses they undertake. The St Luke's Attendance Policy states, however, that students are to attend 100% of their classes, other than in cases of sickness or leave, approved by the Principal.
7. Overseas students are required to take part in ESL (English as a Second Language) classes once they have commenced at the School.
8. The School requires all overseas students to attend for the full duration of each Term. Early departures will only be permitted for extraordinary circumstances and must be negotiated with the School Principal.
9. The School may need to provide information, including personal contact details, course enrolment details and suspected breaches of VISA conditions, to the Australian Government.
10. Overseas students must notify the School if there is a change of address during their enrolment at the School.

POLICY - Refunds for Overseas Students

St Luke's Refund Policy – applicable after payment of Enrolment Fees, but prior to an Overseas Student taking up a place at St Luke's:

- The School will refund within 28 days, all Tuition Fees paid in advance where the student's Application to Enrol is refused by the School, or in cases where the student is not successful in obtaining a Student Visa. This excludes the Application Fee of \$500, which is non-refundable.
- In all other instances where a student does not take up their place at St Luke's (ie personal choice), the School will refund all Tuition Fees paid in advance. This excludes the Application Fee of \$500 and the Acceptance Fee of \$2000, which are both non-refundable in these instances.

St Luke's Refund Policy – applicable after an Overseas Student has commenced at St Luke's:

- The Application Fee is non-refundable.
- The Acceptance Fee is non-refundable.
- School Tuition Fees are payable for each year in advance. Accounts will be forwarded to the person who enters into the written agreement as well as the student's guardian at the beginning of Term 1.
- As Fees are paid 12 months in advance, refunds will be made pro-rata for the time spent at the School taking into account any penalty incurred for insufficient notice of withdrawal.
- All notifications of withdrawal from a course must be made in writing to The Principal. Notification of withdrawal after commencement of the course requires 1 full School term's notice. Where insufficient notice is provided, the penalty incurred will be 100% of the following term's Fees.
- All fees must be paid in Australian dollars. Refunds will be reimbursed in Australian dollars and the payment sent to the person who enters into the written agreement.
- If the student changes Visa status (e.g. becomes a temporary or permanent resident) he/she will continue to pay full Overseas Student's Fees for the duration of that term.
- Where a student's enrolment is cancelled for any of the following reasons, a cancellation fee of 100% of the current semester School Tuition Fees is applicable:
 - a) Failure to maintain satisfactory course progress (visa condition 8202)
 - b) Failure to maintain satisfactory attendance (visa condition 8202)
 - c) Failure to maintain approved welfare and accommodation arrangements (visa condition 8532)
 - d) Failure to pay course fees
 - e) Any behaviour identified as resulting in enrolment cancellation in St Luke's Grammar School Policies & Rules, or as may be determined by the Principal from time to time.
- Any default by the School will be covered by the provisions of the ESOS Act 2000 and the ESOS regulations 2001 (as amended). Therefore, if for any reason the School is unable to offer a course, or continue to offer a course after commencement, a full refund of Fees paid will be made within 28 days of notification of course cancellation.
- 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.

POLICY - Younger Students: Homestay Accommodation & Welfare Arrangements

Where overseas students under the age of 18 are not being cared for in Australia by a parent or suitable nominated relative, St Luke's ensures that the arrangements made to protect the personal safety and social wellbeing of those students are appropriate (**National Code Standard 5**)

St Luke's position on the enrolment of Overseas Students, with regards to their age and to their accommodation and welfare is:

- Irrespective of age, all Overseas Students must have a School appointed or School approved guardian.
- Irrespective of age, all Overseas Students must live in a School approved Homestay Accommodation arrangement.
(The Homestay Accommodation is provided by families external to the School.)

1. St Luke's accepts enrolments from Overseas Students under the age of 18 and ensures that the following occur: *(NESA CRICOS Requirements 3.11.1, 3.11.2, 3.11.3)*
 - The School nominates the dates for which the registered provider accepts responsibility for approving the student's accommodation, using the PRISMS Proforma Letter.
 - The School has documented procedures for checking the suitability of the student's accommodation
 - The School advises as soon as possible in the event that an overseas student under the age of 18 has changed their living arrangements.
 - The School continue to check the suitability of arrangements for overseas students who's enrolment has been suspended or cancelled until:
 - a. The student is accepted by another provider who takes care of accommodation and welfare arrangements
 - b. The student leaves Australia
 - c. Other suitable arrangements are made that satisfy Migration Regulations
 - d. The School reports that it can no longer approve the arrangements for the overseas student.
2. When a Homestay Carer contacts the School, it is the Overseas Student Welfare Co-Ordinator's responsibility to assess and approve of their eligibility to provide Homestay Accommodation to St Luke's Overseas Students. ment, and other policies and protocols of the School
3. Once an Overseas Student is in the care of a Homestay Carer, it is the Overseas Student Welfare Co-Ordinator's responsibility to monitor the continued welfare of the Overseas Student.
4. In cases where an Overseas Student has their enrolment suspended or cancelled, the School will continue to monitor the Homestay and Welfare arrangements until such a time that the student departs for their home country, or is enrolled at another High School or educational provider.
5. In cases where issues arise, with regards to the welfare of the Overseas Student, the procedure is as follows:
 - The Overseas Student Welfare Co-Ordinator documents all discussions
 - The Overseas Student Welfare Co-Ordinator discusses the issues / concerns with the Dean of Students, who will refer the issue / concern as necessary.
6. Depending on the issue / concern raised, the procedure is as follows:
 - Attendance: the issue / concern is discussed with the Deputy Curriculum. Action is taken as necessary. (Refer to Attendance Policy)
 - Course Progress: the issue / concern is discussed with the Deputy Curriculum. Action is taken as necessary. (Refer to Course Enrolment, Progress and Attendance Policy.) The school also employs a Chinese Speaking teacher who makes contact with the student's parent, in their Home Country, each Semester, after the Teacher / Student interviews have taken place.
 - Social / Emotional: the issue / concern is discussed with the School Counsellor. The student is advised that Counselling is an option – either with the School Counsellor, or external Counsellors.
 - Sickness / Injury: the issue / concern is referred to medical specialists as needed.
7. Depending on the issue / concern raised, the Overseas Student's parents (in home country) are advised, where appropriate, on a case by case basis. As noted in 4.b above, the parents are contacted a minimum of once per Semester, following the issuing of the students Half-Yearly or Yearly School Reports
8. In cases where an Overseas Student requests to change their Homestay Accommodation arrangement, the following applies:
 - The Overseas Student must first discuss their request with the School's Overseas Student Welfare Co-Ordinator
 - The Overseas Student Welfare Liaison Co-Ordinator will then assess the request
 - If the Overseas Student's request is approved and the School will give permission for the student to move
 - A placement Fee of \$200 will become payable.
 - Please note Reasons that are NOT acceptable for wanting to move are:
 - Distance from School – As Overseas Students are placed within Homestay Accommodation that is usually less than 15km from the School, they will have plenty of time to study at home and do not need to cut 10 minutes off their travelling time.
 - Moving in with friends
 - Comparing your Homestay to a friend's Homestay and wanting what they have. Every family is different - Location, number of family members, food, pets, internet provider, interests and background. You cannot say you want to move because for example, "my friend lives 10 minutes closer to school" or "my friends' Homestay gives them lunch for free".

POLICY - Overseas Student Transfer (Request for Release)

The Student Transfer Request Assessment policy is:

1. In cases where an Overseas Student enrolled at St Luke's wants to transfer providers, yet has not completed 6 month of their principal course, students can apply for a Letter of Release from the School, to enable them to transfer to another education provider.
2. St Luke's will only provide a Letter of Release to students in the first six months of their principal course in the following circumstances: *(NESA CRICOS Requirement 3.13.3)*
 - The student has changed welfare and accommodation arrangements (approved by the School) and is no longer within a reasonable travelling time of the School
 - It has been agreed by the School the student would be better placed in a course that is not available at St Luke's.
 - The Parent / Guardian of the student provides written confirmation that they support the transfer.
 - The new provider provides written confirmation that they will accept responsibility for approving the student's accommodation, support, and general welfare arrangements where the student is not living with a parent(s)/legal guardian or a suitable nominated relative
 - Evidence that the student is always in DIAC approved welfare and accommodation arrangements
 - Any other reason stated in the policies of St Luke's
3. The Letter of Release will be issued at no cost to the student, and contains advice to seek advice on whether a new student visa is required. *(NESA CRICOS Requirement 3.13.4)*
4. In cases where St Luke's does not provide a Letter of Release, the student will be provided with the reasons for the refusal and informed of their right to appeal. *(NESA CRICOS Requirement 3.13.15)*
 - St Luke's will NOT provide a letter of release to students in the first six months of their principal course in the following circumstances:
 - a. The student's progress is likely to be academically disadvantaged
 - b. St Luke's is concerned that the student's application to transfer is a consequence of the adverse influence of another party
5. All applications for transfer will be considered within 10 working days and the applicant notified of the decision.

ENROLMENT PROCESS

Upon the receipt of the Application to Enrol form, together with the following requirements :

1. A certified copy of the student's Birth Certificate
2. A copy of the student's Passport
3. A copy of the student's last two school reports (certified translation in English is required)
4. Requested Medical and / or Specialist Reports

... the School will assess the Application to Enrol. If the Application to Enrol is successful, the School will issue a Conditional Offer of Enrolment, the electronic CoE, and the CAWW.

In order to accept the School's **Conditional** Offer of Enrolment, a payment equal to 50% of the **First Year Fees (2017), plus Application and Acceptance Fees**, will be required by a specified date.

Currently, the 2017 Fees are:

Application Fee	\$500	(One time only payment)
Acceptance Fee	\$2,000	(One time only payment)
50% School Tuition Fee	\$18,850	<i>(50% First Year Payment Only. Full Tuition Fee for 2017 is = \$37,700)</i>
TOTAL	\$21,350	

Note: The above fees do not include:

- **Mandatory Medical Insurance (Parents are to arrange this to cover the entire time period at St Luke's),**
- **Guardian Fees (Parents pay this directly to the Guardain - the amount is around \$2000 per year)**
- **The HSC Fee (Parents are invoiced for this amount at the beginning of Year 12 - the amount is around \$1000)**

If payment is not received by the specified date, then the Conditional Offer of Enrolment will lapse. Please note that if Visa difficulties are preventing the payment of the above amount, then the Education Agent, or person responsible for the student enrolling at St Luke's must contact Mrs Danielle Hargrove (dhargrove@stlukes.nsw.edu.au) to advise of the delay. The timeframe of the Conditional Offer of Enrolment may be extended at that time, dependent on continued availability of places.

A **Formal** Offer of Enrolment (Enrolment Contract) will be issued approximately one month prior to the desired date of enrolment at St Luke's, subject to the student receiving a Student Visa and subject to the student demonstrating competence in English (Minimum 20 weeks in an English College High School Preparation Course, and achieving Level 5 in most competency areas); in addition to achieving satisfactory levels in the School's Pre-Enrolment Assessment Test.

Please note that in the event that the student does not take up a place at the School, due to the non-issuance of a student visa, or not achieving the required Assessment levels, the School will refund all monies paid directly to the School, minus the Application Fee of \$500. If a student does not take up their place at the School for any other reason, then the School will retain \$2300, which represents both the Application Fee and the Acceptance Fee. All other money paid, including the School Tuition Fee and the Medibank Fee will be refunded.

If you have any questions regarding Overseas Enrolments at St Luke's Grammar School, please contact the Enrolments Office:

Danielle Hargrove
Director of Marketing & Enrolments
dhargrove@stlukes.nsw.edu.au