



# St Paul's School

## Admission Application Form

International Student

Applicants Name:	
Agents Details (if applicable)	

**Select the course:**

**Approximate number of weeks:**

063321F - High School Preparation Program Only

063321F - High School Preparation Program **plus**  
083668B - Junior Secondary Studies (Years 7–10) and/or  
083669A - Senior Secondary Studies (Years 11–12)

083668B - Junior Secondary Studies (Years 7–10)

083669A - Senior Secondary Studies (Years 11–12)

083667C - Primary School Studies (Prep – Year 6)

Short Term/Vacation Program/Study Abroad

**Return this form and direct all enquiries to:**

The Registrar (International)

**St Paul's School**

34 Strathpine Road Bald Hills Qld 4036 AUSTRALIA

Telephone: +61 7 3261 1388 Fax: +61 7 3261 4521

Email: [registrar@stpauls.qld.edu.au](mailto:registrar@stpauls.qld.edu.au)

Website: [www.stpauls.qld.edu.au](http://www.stpauls.qld.edu.au)

**OFFICE USE ONLY**

FAMILY NUMBER

STUDENT NUMBER

STUDENT DETAILS			HEALTH DETAILS		
Family Name (Surname)			Does your child suffer from any of the following?		
Given Name			<b>Condition</b>	<b>Yes/No</b>	<b>Medication</b>
Preferred Name			Heart problems	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Proposed commencement date			Respiratory problems	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Proposed length of course (weeks)			Asthma/other	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Date of birth (dd/mm/yyyy)		Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Diabetes	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Country of birth			Blood disorder	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Current overseas address			Epilepsy	<input type="checkbox"/> Yes <input type="checkbox"/> No	
			Recent illness	<input type="checkbox"/> Yes <input type="checkbox"/> No	
			Phobias	<input type="checkbox"/> Yes <input type="checkbox"/> No	
			Allergies	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Current overseas telephone number			Migraines	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Mobile			Emotional problems	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Address in Australia (if applicable)			Health History: Please supply details of Serious Illness, Operation & Accidents		
Australian telephone number			Special needs: Please outline any special needs the student may have which will enable the School to support your son/daughter (such as medical, physical or cultural conditions requiring medication or attention).		
Passport number					
Country of issue		Expiry date			
VISA DETAILS					
Do you have an Australian visa?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
If Yes: Specify type of visa (eg Student, Visitor, Temporary/Permanent Resident etc)					
If Yes: Expiry Date					
Have you travelled overseas before?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
If Yes: When did you travel?					
If Yes: How long did you travel for?			Current OSHC Cover		
			Expiry date		
EDUCATIONAL HISTORY AND ACADEMIC DETAILS					
How many years of schooling have you completed?			Present School		
For how long have you learned English?			Address		
Highest level of education achieved in home country		Year / Grade	If not still attending – date of last attendance		Date (dd/mm/yyyy)
(Note: Attach copies of school reports in English for previous two years, including the most recent reports)					

COURSE DETAILS					
Course Credit		The School assesses all applications for direct entry. Course credit for students transferring from overseas/interstate may only be offered as outlined below: <ul style="list-style-type: none"> <li>Year 10 - Course credit does not apply; entry is subject to the assessment of the School with respect to the relevant year level.</li> <li>Year 11 or 12 - Course credit for units completed, based on evidence provided of studies undertaken through the relevant state or territory curriculum assessment authority or nationally accredited framework.</li> </ul>			
FAMILY INFORMATION					
Father			Mother		
Title	First name	Surname	Title	First name	Surname
Home phone			Home phone		
Business phone			Business phone		
Mobile			Mobile		
Facsimile			Facsimile		
Email			Email		
Occupation			Occupation		
Workplace			Workplace		
Marital Status	<input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> DF <input type="checkbox"/> D <input type="checkbox"/> W		Marital Status	<input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> DF <input type="checkbox"/> D <input type="checkbox"/> W	
Postal Address			Postal Address		
Residential Address			Residential Address		
Account Address			Account Address		
Emergency contact person			Emergency contact person		
Emergency phone number			Emergency phone number		
BACKGROUND INFORMATION			ADDITIONAL INFORMATION		
Has your child received any assistance from or been in contact with:			How did you find out about St Paul's International School?		
Guidance officer	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> From Agent <input type="checkbox"/> Internet <input type="checkbox"/> Magazine/Newspaper		
Counsellor	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> From Friend		
Psychologist	<input type="checkbox"/> Yes	<input type="checkbox"/> No	- Is friend a student? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Psychiatrist	<input type="checkbox"/> Yes	<input type="checkbox"/> No	- Is friend and ELICOS student? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Psych. Analyst	<input type="checkbox"/> Yes	<input type="checkbox"/> No	- Other friend (please specify):		
Hearing impaired services	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you know any current or past students from St Paul's?		
Speech therapists	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Full name		
Visual services	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Relationship		
Physically handicapped services	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you have parents or other relatives		
If you answered "Yes" to any of the above questions, please give details and attach any relevant reports to this application.			a. Already in Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Details:			Contact details:		
			b: Intending to accompany or join you in Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No		
I DECLARE THAT THE INFORMATION GIVEN IN THIS FORM IS COMPLETE AND ACCURATE					
Signed (Parent) Signature			Date		

## POLICY STATEMENT

St Paul's assumes responsibility for the welfare of the students who have been issued with a visa to enter our Schools so we reserve the right to approve accommodation arrangements. Students not living with their parents or nominated relative must be in a registered St Paul's School Homestay as per Public Interest Criterion 4012A and Visa Condition 8532, which govern care arrangements for student visa applicants/holders who have not turned 18 years.

## CONDITIONS OF ENROLMENT

1. We/I acknowledge that if this enrolment is accepted our/my son/daughter will abide by the rules and requirements of the School including compliance with the School's requirement for homestay accommodation.
2. We/I undertake that every effort will be made to ensure that our/my son/daughter will not be absent from School without leave of absence being granted by the School and that the term dates, as advertised by the School, will be strictly adhered to. (Students absent from School without being granted leave may forfeit any credit for assessments missed during their absence may place their visa in jeopardy.)
3. We/I undertake to give **one full school 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 Headmaster.

## REFUND POLICY

This policy outlines refunds applicable to course fees paid to the school including any course fees paid to an education agent to be remitted to the school.

1. Any service fees a student (or parent(s)/legal guardian if the student is under 18) pays directly to a third party are not within the scope of this refund policy.

2. The placement fee is non-refundable.

### Payment of Course Fees and Refunds

- a. Fees are payable according to the School's Fees Policy.
  - b. An itemised list of School fees is provided in the School's written agreement [as per NC Standard 3.3.4].
  - c. All fees must be paid in Australian dollars unless requested otherwise. Refunds will be reimbursed in the same currency as fees were received.
  - d. Refunds will be paid to the person who enters into the written agreement unless the School receives written advice from the person who entered the written agreement to pay the refund to someone else.
3. All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to the HEADMASTER. Once a student commences their course, a full school term's notice is required in writing before withdrawing from their course.

### Student default because of visa refusal

- a. If a student produces evidence of visa refusal (or provides permission for the School to verify visa refusal with the Department of Immigration) and fails to start a course in, or withdraws from a course on or before the agreed starting date. The School will refund within four weeks of receiving a written claim from the student the total amount of course fees received by the School before the student's default day.
- b. If a student whose visa has been refused withdraws from the course after it has commenced, the school will retain the amount of tuition fees proportionate to the amount of the course the student has undertaken and will refund any unused tuition fees received by the School with respect to the student within the period of four weeks after the day of student default.

*\*Calculation of the refund due in this case is prescribed by a legislative instrument (s.10 of Education Services for Overseas Students (Calculation of Refund) Specification 2014).*

### Student default (ESOS Act 2000 s47)

Any amount owing under this section will be paid within 4 weeks of receiving a written claim from the student (or parent(s)/legal guardian if the student is under 18).

#### a. Non-tuition fees:

Non-tuition fees will be refunded on a pro rata basis proportional to the amount of time the student was studying in the course, except where a non-refundable payment on behalf of the student has been made.

#### b. Non-commencement with no notification of withdrawal:

If the student does not provide written notice of withdrawal, and does not start the course on the agreed starting date, one term's tuition fees (50% of 1 study period) will be retained from tuition fees received by the school.

#### c. Non-Commencement with notification of withdrawal:

If written notification of withdrawal by the student (or parent(s)/legal guardian if the student is under 18) is received 4 or more weeks prior to commencement, the school will refund all fees received less any non-refundable payments.

#### d. Refunds after commencement of a course:

The student (or parent(s)/legal guardian if the student is under 18) must notify the school of withdrawal one full term before departure. If no notification is received, 1 term's fees will be charged in lieu of notice.

#### e. Refunds in the event of a provider initiated cancellation of enrolment:

Unless otherwise approved by the Headmaster, no refund of tuition fees will be made where a student's enrolment is cancelled for any of the following reasons:

- i. Failure to maintain satisfactory course progress (visa condition 8202).
- ii. Failure to maintain satisfactory attendance (visa condition 8202).
- iii. Failure to maintain approved welfare and accommodation arrangements (visa condition 8532).
- iv. Failure to pay course fees.
- v. Any behaviour identified as resulting in enrolment cancellation in the School's Rules/Code of Conduct.

Any refund in the case of cancellation of a student's enrolment for failure to maintain St Paul's School's agreed conditions of enrolment as outlined in the student's written agreement, including failure to disclose a pre-existing condition requiring a high degree of specialised support or care, will be at the discretion of the school.

### Provider Default (ESOS Act 2000 s46)

- a. If for any reason the school is unable to offer a course on an agreed starting day for the course, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by the school, a full refund of any unused tuition fees\* received by the school with respect to the student will be made within 14 days of the agreed course starting day.
- b. If for any reason the school is unable to continue offering a course after the student commences a course, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by the school, a full refund of any unused tuition fees\* received by the school with respect to the student will be made within 14 days of the school's default day.
- c. In the event that the school is unable to fulfil its obligations of providing an agreeable alternative course for the student, or a refund, the student will receive assistance from the Australian government's Tuition Protection Service. For information on the TPS, please see: <https://tps.gov.au/StaticContent/Get/StudentInformation>.

*\*Calculation of the refund due in this case is prescribed by a legislative instrument (s.7 of Education Services for Overseas Students (Calculation of Refund) Specification 2014). <http://www.comlaw.gov.au/Details/F2014L00907>*

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

### Definitions

- a. Non-tuition fees – fees not directly related to provision of the student's course, including Homestay Fee, Overseas Health Cover, QSA Levy and Welfare Fee.
- b. Tuition fees – fees directly related to the provision of the student's course, including Course Tuition Fees, Laptop Levy, Enrolment Deposit, and Placement Fee.
- c. Course Fees – the sum of tuition fees and non-tuition fees received by the School in respect of the student in order for the student to undertake the course.
- d. Study Period – a study period is 1 semester, which is 2 terms or approx 20 weeks.

If student changes visa status (eg becomes a temporary or permanent resident) they will be required to provide a copy of their Notification of Residency or Long Stay Visa Grant. Domestic fees will be applied from the next Semester.

## DISPUTE RESOLUTION – see Prospectus for full Grievance Policy details Students should also be aware:

1. St Paul's School has a complaints and appeals process which complies with Commonwealth and State Requirements. Please refer to the International School prospectus and the St Paul's School website for full details.
2. All complaints must be made in writing.

## INDEMNITY/DECLARATION

Parent(s)/legal guardians must read and sign this written agreement.

We/I hereby give permission for my son/daughter to take part in all activities associated with them attending St Paul's School. We/I agree to delegate our/my authority to the Headmaster. We/I 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 authorise the Headmaster or his 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.

We/I agree to the School opening a Learning Unique Identifier registration with the Queensland Curriculum Assessment Authority on the student's behalf, where the student is undertaking a Senior High School program.

We/I also agree to the School accessing visa information pertaining to the student for the duration of their course of study either through Department of Immigration or the Visa Entitlement Verification Online (VEVO) system.

I understand that if my son/daughter does not comply with the requirements of the School the enrolment may be cancelled and

I confirm I have received information from the School about:

- The course in which my child is to be enrolled
- Conditions of enrolment in the Course
- All course monies and other course-related fees
- The sharing of personal information
- Change of address obligations

I have read and understood the St Paul's School International Student Policies located on the School website. I hereby declare that the information supplied by me is true and correct. I agree to pay all fees owing and by the due date. I have read, understood and agree to be bound by the above conditions of enrolment.

SIGNED: \_\_\_\_\_ DATE: / / SIGNED: \_\_\_\_\_ DATE: / /  
(Parent/Guardian) (Student)