



FRENSHAM SCHOOLS

GIB GATE · FRENSHAM · STURT

## FRENSHAM APPLICATION FOR INTERNATIONAL STUDENTS REGISTRATION

Winifred West Schools Ltd – CRICOS Provider No: 02278J

### STUDENT DETAILS

Given Names			
Surname			
Preferred Name in Australia	<i>(if applicable)</i>		
Address			
Country			
Telephone		Email	
Date of Birth		Passport Number	
Country of Birth		Country of Issue	
Nationality		Passport Expiry Date	
Religious Denomination		Visa No <i>(if applicable)</i>	
Given names and ages of any siblings currently enrolled at Frensham			

### ACADEMIC DETAILS

Present School			
Address			
Highest Level of Education achieved in home country			
If not still attending, date of last attendance			
<input type="checkbox"/> <b>Certified copy of school reports for previous two years (including the most recent report) must be attached (translated)</b>			
<input type="checkbox"/> <b>Copy of AEAS (Australian Education Assessment Services) Report</b>			
<input type="checkbox"/> <b>Copies of ESL (English as a Second Language) from an English Language College (if applicable)</b>			

### COURSE DETAILS

Proposed Calendar Year of Entry		Term of Entry	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <i>There are 4 terms or 2 semesters (study periods) in an academic year</i>
<b>Junior Secondary (Years 7-10)</b>	CRICOS Course Code: <b>041325F</b>	<input type="checkbox"/> Year 7 <input type="checkbox"/> Year 8 <input type="checkbox"/> Year 9 <input type="checkbox"/> Year 10	
<b>Senior Secondary (Years 11-12)</b>	CRICOS Course Code: <b>041327D</b>	<input type="checkbox"/> Year 11 <input type="checkbox"/> Year 12	



Table with 3 columns: FATHER/PARENT 1/GUARDIAN 1, MOTHER/PARENT 2/GUARDIAN 2. Rows include Title, Given Names, Surname, Address, Postal Address, Country, Telephone, Email, Occupation, Employer, Business Address, Business Telephone.

How did you hear about the School?

- Former student, Advertising, Always known, Word of mouth, Other

This form, accompanied by a non-refundable fee of AUD \$220 (including GST), and signed by parents/guardians ensures a student's name is registered on the Frensham Registration List.

DECLARATION

I/We declare that to the best of my/our knowledge the information supplied is correct and complete. I/We recognise that it is my/our responsibility to provide all necessary documentary evidence of my/our child's studies and hereby authorise Frensham to obtain further information where necessary.

Signature and date fields for FATHER/PARENT 1/GUARDIAN 1 and MOTHER/PARENT 2/GUARDIAN 2.

For credit card payment, please fill in the details below:

Please charge my: Amex, Visa, Mastercard - in the amount of \$ .....

Card No: [Grid of boxes for card number]

Expiry date: ..... / .....

Name on Card: .....

Signature: .....

OFFICE USE ONLY table with columns: Student ID, Mother/Guardian ID, Father/Guardian ID.



## CONDITIONS OF ENTRY

1. In these Conditions of Entry "You" means the parent(s) and where applicable, the guardian(s) of the student.
2. You will support the student in her compliance with the directions of the School Staff and with the School rules in force at any time as outlined in the current Frensham Information Booklet and other publications or as varied by the Head or her delegate from time to time.
3. Students accepted into Frensham will be expected to cooperate and participate in the full range of activities including the academic, sporting and cultural life of the School.
4. The School reserves the right to amend its academic and other programmes at any time without notice to parents. This may include the discontinuance of teaching subjects and other programmes.
5. You agree to comply with the payment terms in force from time to time as determined by the Board of Governors. You have been supplied with and read the current fee rates and payments terms and agree to pay your accounts by the due date.
6. You acknowledge that failure to pay the full balance of your account by the due date will incur an administration fee of the amount currently in force. Continued failure to pay your account may result in the exclusion of your daughter from Frensham until the account is paid in full.
7. Tuition fees are reviewed by the Board of Governors of the School on an annual basis and changes will be advised to parents in writing generally in December / January of each year. The School reserves the right to change the fees from time to time and fees are subject to variation without notice.
8. Frensham reserves the right to exclude any student, either permanently or temporarily at any time without notice if the Head at her absolute discretion deems such action advisable. No reason need be given and no consultation or discussion with the student, parents or guardian need take place prior to the exercise of the right. In the event of such exclusion no entitlement to a pro rata refund of tuition fees will arise.
9. If a student is to be withdrawn from the School, one full term's notice in writing is required to be given to the Head. If one full term's notice is not given, one term's fees will be charged in lieu of notice. In the event that school-owned equipment in the student's possession is not returned to the School prior to the student leaving, parents will be charged the replacement value for the equipment as determined by the Business Manager.
10. The Enrolment Fee of \$2,000 [and Establishment Fee –Years 8-12 depending on year of entry] is non-refundable and is not applied to Tuition Fees.

## ENROLMENT CONDITIONS SPECIFIC TO OVERSEAS STUDENTS

1. 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 are to meet the academic requirements of the courses they undertake.
2. Overseas students must attend for the full duration of each term. Early departures will only be permitted for extraordinary circumstances and must be negotiated with the Head.
3. Overseas students must enrol at Frensham as Full Boarders, residing in the School's boarding house during term time and returning to the care of their families/guardian during holiday breaks.
4. Once overseas students are accepted as boarders, they cannot later become Day Boarders, unless they become Australian citizens or their visa category changes appropriately. Becoming a Day Boarder is subject to a place being available.

## REFUNDS FOR OVERSEAS STUDENTS

1. The Registration Fee is non-refundable.
2. The Enrolment Fee is non-refundable.
3. All fees must be paid in Australian dollars. Refunds will be reimbursed in Australian dollars and the payment will be sent to the person who enters into the written agreement.
4. If the student changes Visa status (eg becomes a temporary or permanent resident) during a term she will continue to pay full Overseas Student's Fees for the duration of that term.
5. Where a student's enrolment is cancelled for any of the following reasons, a cancellation fee of 100% of the current term's 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 Frensham's Policies and Procedures, or as may be determined by the Head from time to time.
6. 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 14 days of notification of course cancellation.
7. 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.
8. Please note that all fees quoted are current as at January 2019 and are subject to change.



## CONDITIONS RELATING TO REFUNDS

1. If a student's visa is refused by the Department of Home Affairs (DHA), a refund will be issued by the School, calculated in accordance with the ESOS Act. The Registration Fee of AUD\$220 and the Enrolment Fee of AUD\$2,000 are non-refundable and non-transferable, and will be retained by the School to cover administration expenses.
2. The School will also retain tuition fees and boarding fees on a pro-rata basis to cover any part of the course already studied, and accommodation provided.
3. In the unlikely event that the School stops teaching or cannot offer a course to a student (any time after she has enrolled), the course money will be refunded in full within two weeks, or the student will be placed in an alternative course at no extra cost, with the School or another provider. If the placement of the student is accepted into an alternative course, the student's parents must agree to do this in writing.
4. If a family wishes to suspend, defer or cancel a student's enrolment, tuition fees will be returned within four weeks of the School receiving your written request. The Registration Fee of AUD\$220 and the Enrolment Fee of AUD\$2,000 are non-refundable and will be retained by the School to cover administrative expenses.
5. If a student contravenes the School's discipline policy the Head, or her delegate, may consider suspending (temporary exclusion) or cancelling the student's enrolment. (This would be considered as a last step in a series of disciplinary issues and interventions. It would follow only when the student and her parents have been involved in behaviour contracts and discussions about the issues and have been warned of the possibility of expulsion. It is usually preceded by an earlier suspension or suspensions and a letter to parents formally warning them of the seriousness of the situation). If the student's enrolment is cancelled due to disciplinary issues, there will be no refund or remission of fees.
6. If the Board of Governors or Head believes that a mutually beneficial relationship of trust and co-operation between a parent or guardian and the School has broken down, then the School, the Board of Governors or the Head may require the parent to remove the student from the School. No refund or remission of fees will apply.
7. If an Overseas Student changes status and becomes an Australian Resident after the August Census Date there will be no refund on full fees paid or adjustments made for full fees payable during that year.
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 the Registration Form does not guarantee acceptance into Frensham.

## OVERSEAS HEALTH COVER

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

## COMPLAINTS AND APPEALS POLICY

- At the time of enrolment, International students will be notified of various mechanisms through which any grievances or concerns may be addressed.
- Counselling will be provided for overseas students by their Year Coordinator, Deputy Head or the Head of School. International students should first approach the Deputy Head or Head of School depending on the circumstances. Should no solution be reached then and the student wishes to complain or appeal a decision, she can contact the Overseas Students Ombudsman. The Overseas Students Ombudsman is free and independent. To find out more see: [www.oso.gov.au](http://www.oso.gov.au) or phone 1300 362 072.
- For information relating to your rights and responsibilities under the ESOS Act contact:  
ESOS enquiries: Phone 1300 615 262  
Website: <https://internationaleducation.gov.au/>

## INDEMNITY

If my/our daughter is accepted as a student at Frensham, I/we hereby give permission for my/our daughter to take part in all activities associated with her attending Frensham

I/We agree to delegate our/my authority to the Head of Frensham. 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) 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 School activities.

I/We undertake to give one term's notice before the removal of our/my 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 (Frensham) 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.



## TERM AND CONDITIONS OF REGISTRATION & ENROLMENT

- Prospectus, if requested, is forwarded to prospective parent together with the Registration Form.
- Upon receipt of a completed Registration Form, together with the required Registration Fee, the child's name is placed on the Registration List(s).
- **Registration in itself does not constitute Enrolment.**
- By the year preceding the desired year of entry, an interview with the Head of School is offered to prospective parents, with their child, in accordance with the Registration List.
- Offer of a place is confirmed in writing, pending outcomes of the Enrolment Interview.
- Parent acceptance of the offer of a place is confirmed on receipt of the School's completed Enrolment Form with the required Enrolment Fee by the stipulated date, in accordance with Winifred West School Limited's standard Terms and Conditions (see below).

1. CONFIRMATION OF ENROLMENT Confirmation of Enrolment is subject to the School's receipt of the completed Enrolment Form and Enrolment Fee by the date indicated in the Letter of Offer.
2. PAYMENT OF FEES
  - 2.1 DEADLINE All boarding and tuition fees are payable by 5.00pm on the first day of term.
  - 2.2 DISCOUNT All bills must be paid in full. For payments in full by bank transfer, cheque or cash (but not by credit card) a discount of \$100 per child will be credited in relation to bills paid on time.  
*(Note: Company Office will deduct the discount if payment is made on time and credit the amount against next term's bill.)*
  - 2.3 LATE PAYMENT Any bill not paid by 5.00pm on the first day of term may attract a late payment fee. A list of all bills in this category is tabled at each Governors' meeting.
  - 2.4 WITHDRAWAL If any bill remains outstanding 14 days after the commencement of any term (or at any time thereafter), the parents may be asked to remove their child forthwith.
  - 2.5 SPECIAL ARRANGEMENTS Any parent(s) experiencing temporary hardship can have their case put before the Finance Committee of the Board of Governors for approval of special payment terms. To this end, they should approach the Head of Frensham Schools, to initiate the process. Such arrangements will only be made if sought in advance of the payment deadline.
  - 2.6 PREPAYMENT Any parents who have failed to pay one or more bills by the first-day deadline of any term, may, at the discretion of the Governors, be required to pay future terms before their child(ren) is/are allowed back to school.
3. One term's notice of withdrawal must be given in writing to the School, otherwise one term's fee will be payable. One half term's notice of intended change in a student's status (from boarder to Day Boarder) must be given to the School in writing, otherwise one half term's fee differential will be charged.  
**Boarders in Year 12 who during that year change status to Day Boarders, will be charged the full boarding fee for the year.**
4. The School reserves the right to demand a student's withdrawal at any time if conduct or attitude to work is not considered satisfactory, or financial obligations are not met when due.
5. Possessions taken to School are at parents' risk and no claim against the School will be entertained.
6. It is the parents' responsibility to advise the School of a student's medical history and to notify any infectious/contagious diseases that may arise during a student's enrolment.

### FOR OFFICE USE ONLY

Registration Fee \$	Receipt No.	Date Received:     /     /
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