Presentation College Windsor
CRICOS Provider No: 03074B

International Student Application Form

Please note all sections of this Application must be completed and forwarded to the College.

A checklist has been provided to assist you with this.

Application (Pages 2, 3 and 4) Yes ☐ No ☐
Privacy of Collected Information (Page 4, 5, 6 & 7) Yes ☐ No ☐
Privacy and sharing of person information (Page 8 & 9) Yes ☐ No ☐
Homestay Application (Pages 11, 12 & 13) Yes ☐ No ☐
Student’s Writing Page (Page 14) Yes ☐ No ☐

Please attach:

Copy of Birth Certificate or other evidence of date of birth Yes ☐ No ☐
Copy of the parent’s passport or identification with signature Yes ☐ No ☐
Copies of the last two years’ school reports (Translated or certified if not in English) Yes ☐ No ☐
Copies of any Public Examination Results Yes ☐ No ☐
Copies of any international English test results (if available) Yes ☐ No ☐
Application for Enrolment of International Students

Application Date ____________________________

**Student Details**

Family Name ________________________________

Given Name ________________________________

Preferred Name (if any) ______________________

Home Address ___________________________________________________________________________
_____________________________________________________________________________________

Mobile Number _____________________________ Email ________________________________

Year Applying for 20_________ Year Level ____________

Citizenship ________________________________

Religion ________________________________

Gender (Male/Female) ________________________

Date of Birth ______________________________

Country of Birth __________________________

Passport Number __________________________

Current/Last School attended __________________________

Highest Academic Level __________________________

If already in Australia please provide your Visa Number ____________________ Expiry Date __________

Health Care Number __________________________
Parent’s Details

Father’s Surname ___________________________ First Name ___________________________

Occupation __________________________________________

Residential Address ______________________________________
________________________________________________________________________
________________________________________________________________________

Home Phone No __________________________________________

Mobile Phone No ___________________________

Email Address __________________________________________

Mother’s Surname ___________________________ First Name ___________________________

Occupation __________________________________________

Residential Address ______________________________________
________________________________________________________________________
________________________________________________________________________

Home Phone No __________________________________________

Mobile Phone No ___________________________

Email Address __________________________________________

Payment of Fees

Person responsible for payment of fees ___________________________

Guardian’s Details (In Australia if applicable)

Name __________________________________________

Occupation ___________________________ Relationship to student: ___________________________

Home Phone No ___________________________ Email ___________________________

Mobile Phone No ___________________________
Address ____________________________________________________________

Agent Details / Agent Stamp

Agent Name_________________________________
Phone No_________________________________ Email ____________________________
Address________________________________________________________________________

Conditions of Entry

1. The student or the Parent/Guardian will pay to Presentation College Windsor (Presentation College) the fees and charges for tuition and for the supply of goods and services to the student, as determined by the College.

2. All fees and charges will be payable in advance on the acceptance of a place at Presentation College i.e. Tuition Fees, Overseas Students’ Health Cover. This fee will be paid by Bank Draft for Australian Dollars, payable to Presentation College. (Current costs are included in the International Students’ Schedule of Fees Outline)

3. Any variation of the Terms and Conditions of this agreement must be in writing and signed by the Principal or her authorised delegate.

4. The student will be required to complete the recommended number of weeks of English Language instruction if necessary as arranged by Presentation College.

5. The student will be required to accept and comply with, all the rules and regulations as outlined in the Handbooks distributed each year.

6. The student will be required to accept to study diligently and to cooperate with fellow students and the teachers at all times.

7. The student must live in an appropriate accommodation approved by the College and comply with the regulations outlined in the Application for Homestay.

8. The student must comply with the regulations that the Australian Government has in place for overseas students studying in Australia.

9. The student must comply with all Presentation College policies and procedures during their course of study. Further information for international students is also available in the International Student Handbook. The policies and the International Student Handbook are available at the College website: http://www.pcw.vic.edu.au/index.php/2016-03-29-03-12-01/international-students

10. Specific conditions related to the student’s enrolment will be noted in the written Enrolment Agreement that will be provided to successful applicants.
Fees and Refund Policy

Payment of Fees

1. Fees are payable two weeks prior to the commencement of each study period (A study period is one semester)

2. All fees are subject to review and may change each year.

3. All fees must be paid in Australian Dollars

Refunds

1. Any refund of tuition fees in the event of visa refusal or College default will be made in the manner prescribed by the Education Services for Overseas Students Act 2000 and ESOS Regulations 2001.

2. Any refund of tuition fees or non-tuition fees for student default will be paid in accordance with the Presentation College Windsor refund policy which is attached.

3. Refunds will be reimbursed in Australian dollars and the payment sent to the applicant’s home country unless otherwise requested in writing.

4. Refunds will be paid to the student or the person specified in this agreement.

5. Application for refunds should be made using the Presentation College Windsor ‘Refund Request Form’ and submitted to the College Registrar.

6. The following applies to the determination of refunds:

In case a student is unable to commence at the College because of visa refusal

If a student’s visa application is refused by the Department of Immigration and Border Protection and the student is, therefore, unable to commence tuition at the College, the College will refund all tuition and non-tuition fees paid in advance, less the non-refundable Application Fee of $250.

If a student does not commence at the College

Where the student provides the College more than 28 days’ notice of withdrawal prior to the student’s course commencement date, the College will refund all tuition and non-tuition fees paid in advance, less the non-refundable Application Fee of $250.

Where a visa has been approved by the Department of Immigration and Border Protection and the student provides notice to the College of withdrawal less than 28 days prior to the student’s course commencement date, the College will retain the Application Fee and 50% of the tuition fees paid in advance and will refund the balance of the tuition fees and the non-tuition fees paid in advance.

However, the College will consider refunding these fees in full where the giving of adequate notice is not possible due to the existence of extenuating compassionate or compelling circumstances.

Please note that even if the student has not begun at the College but intends to enrol at another CRICOS provider the rules regarding transfer contained in the Transfer Policy will prevail.

If a student does not commence at the College and does not provide any notice of withdrawal to the College

Where a visa has been approved by the Department of Immigration and Border Protection but the student does not commence her course at the College and does not provide any notice of withdrawal to the College, the College will retain all of the tuition and non-tuition fees paid in advance.
However, the College will consider refunding these fees in full where the giving of adequate notice is not possible due to the existence of extenuating compassionate or compelling circumstances.

*If a student withdraws from the College after commencement*

If a student has commenced at the College but decides either to:

- Cancel enrolment (i.e. leave Australia), or
- transfer to another CRICOS provider

at least one complete term's notice must be provided to the Registrar. The College will refund any unspent tuition and non-tuition fees relating to any period commencing after the period of notice.

*Provider-Initiated Cancellation of Enrolment while at the College*

The College will not refund any tuition or non-tuition fees should the College cancel the student's enrolment for any of the following reasons:

- Failure to maintain satisfactory course progress
- Failure to maintain satisfactory attendance
- Failure to maintain approved welfare and accommodation arrangements
- Failure to pay College fees
- Failure to return from holiday without agreement from the College that compassionate and compelling circumstances exist
- Any behaviour regarded as a serious breach of the Student Code of Behaviour

*Provider Default*

Should the College not be able to offer a course or not be able to continue offering a course in which the student is enrolled and the student cannot be placed or refuses placement in an alternative course arranged by the College, a full refund of any unspent tuition and non-tuition fees will be paid. The calculation of unspent tuition and non-tuition fees will be made in accordance with section 46D(7) of the Education Services for Overseas Students Act 2000.

In the event that the school is unable to fulfil its obligations with respect to 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](https://tps.gov.au/StaticContent/Get/StudentInformation)

In cases of student default, refunds will be paid within 28 days of receipt of the ‘Refund Request Form’. In cases of provider default refunds will be paid within 14 days of receipt of the refund request.

All refunds will be paid by the College in the same currency in which the fees are paid i.e. Australian Dollars. The refund will be paid to the student or parent or nominee as authorised in writing by the parent and student on the ‘Refund Request Form’.

Refunds and refusal thereof are subject to the College's dispute resolution process.

A copy of this policy will be given to each intending student before an agreement is entered into.

*Compassionate and compelling circumstances* include:

- Illness, where a medical certificate states that the student was unable to attend classes
- Bereavement of close family members
- Major political upheaval or natural disaster in the student’s home country
- A traumatic experience which has impacted on the student
Complaints and Appeals

The student has the right to complain and/appeal any decision made by the College. Please refer to the Complaints and Appeals Policy available on the College website: [http://www.pcw.vic.edu.au/index.php/2016-03-29-03-12-01/international-students](http://www.pcw.vic.edu.au/index.php/2016-03-29-03-12-01/international-students)

“This written agreement, and the right to make complaints and seek appeals of decisions and actions 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”. (National Code 2018, Standard 3.4.5)

I have read and fully understand the Conditions of Entry and the policies included in this document. I acknowledge that any breach of these conditions can result in the termination of the enrolment by the College. I also confirm that I have read and understood the additional information and policies and procedures included in the International Student Handbook that I have downloaded from the College website: [http://www.pcw.vic.edu.au/index.php/2016-03-29-03-12-01/international-students](http://www.pcw.vic.edu.au/index.php/2016-03-29-03-12-01/international-students)

Student Signature_________________________________ Date___________________

Parent/Guardian Signature_________________________________ Date___________________

Principal ______________________________________________ Date___________________
Presentation College Windsor

Privacy and the sharing of Personal Information Policy

1. The College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student’s enrolment at the College. The primary purpose of collecting this information is to enable the college to provide appropriate schooling for your daughter.

2. Some of the information we collect is to satisfy the College’s legal obligations, particularly to enable the College to discharge its duty of care.

3. Certain laws governing or relating to the operation of schools require that certain information be collected. These include Public Health and Child Protection Laws.

4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about students from time to time.

5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, Catholic Education Office, the Catholic Education Commission, your local diocese and the parish, medical practitioners and people providing services to the College, including counsellors, specialist visiting teachers, sport coaches and volunteers.

6. Information is collected on this application and during your enrolment in order to also meet the College’s obligations under the ESOS Act and the National Code 2018 to ensure student compliance with the conditions of their visas and their obligations under the Australian Immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Regulations 2001 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018. Information collected about the student during the enrolment can be provided, in certain circumstances to the Australian Government, State and Territory agencies, ESOS Agencies and designated authorities and, if relevant, the Tuition Protection Service in accordance with the Privacy Act 1988.

7. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your daughter.

8. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, student activities and other news is published in College newsletters, magazines and on our website.

9. Parents may seek access to personal information collected about them and their daughter by contacting the College. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College’s duty of care to the student, or where students have provided information in confidence.
10. As you may know the College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the College’s fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

11. We may include your contact details in a class list and College directory.

12. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the college and why, that they can access the information if they wish and that the College does not usually disclose the information to third parties.

13. Presentation College Windsor uses photos of students when promoting the College. We believe this is the best form of promotion, showing the students in their natural learning environment. These photos may be taken whilst your child is participating in school functions events and/or classes.

Do you give consent for the College to publish your child’s photo (please indicate)  Yes  No

I/We (name) ____________________________________________________________

Being Parent/Guardian of (student name) ___________________________________________

Signature ___________________________ Date ____________________

Signature ___________________________ Date ____________________
Home Stay Information

- Presentation College Windsor requires all International Students to live with a host family (Homestay). We are concerned for the well being of students we take into the International Program hence we believe that the best environment for secondary students, irrespective of age, is with a family where their well-being and studies can be monitored.

- Permission may be granted for a student to live with a close relative (as defined by the Department of Immigration), only if the home is located within normal travel distance from the College. Notification of this arrangement must be made prior to the student arriving in Australia. The College will require all details of this arrangement at this time before approval will be given.

- Our policy is to place all students with a family within five kilometres of the College where possible.

- All Homestay placements will have access to public transport, if the home is not within walking distance of the school.

- Students will be placed with a family where English is spoken in the home. However, it is realistic to expect that an Australian family will be of a particular ethnic background as Australian families originate from many parts of the world.

- Presentation College engages the services of Australian Homestay Network (AHN) to provide homestays.

- All host families are checked carefully. This includes a meeting and an inspection of the home the amenities that will be offered to a student.

- A police clearance and “Working with Children Check” is required for all adults in the home and a reference where the family is not already associated with the College. This also applies to a host family selected by the parents unless it is a close relative.

- The College closely monitors the Homestay situation and concerns are dealt with as soon as reported to the College.

- Where the situation becomes untenable for either the student or the host family, the College will arrange a suitable change of host family.

- Both the student and the host family have access to the College at all times should the need arise.

- Normally students with the same language background would be placed with different Homestay families to maximise the students’ chances of improving their English skills.

- Students are not permitted to sleep over with another family or friend without knowledge and permission of both the International Student Co-ordinator and the Homestay family.

Homestay Application

Family Name: ____________________________________

Given Names: ____________________________________

Date of Birth: ____________________________________

Homestay Preferences

To help us place students with an appropriate family, please complete the following. This information will be used as a guide when placing students. However, we may not be able to meet all your requests.

Your daughter would prefer to live:

- In a household with no children  Yes  No
- A household with young children  Yes  No
- No Preference  Yes  No
- House with Pets  Yes  No
- House with other international student  Yes  No

Do you object to smoking in the home?  Yes  No

*Please note that there are strict smoking regulations in Australia and in most homes for health reasons.

Are you willing to help your host family with household chores?  Yes  No

Please give details
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

Does your daughter have any special food requirements, i.e. religious, vegetarian, vegan etc

Yes  No

Please give details:
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
Do you require any medication? Give details:

_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

Are there any medical conditions/allergies, which the school and the host family need to know about the student? Give details:

_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

Are there any religious considerations, which the school and / or the host family need to be aware of?

_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
Homestay Permission Notice

We regard your daughter’s welfare to be the utmost importance, hence whilst she is staying with a Homestay family and studying at Presentation College Windsor, your child will be cared for as a member of the Homestay family. It is necessary that you agree to this understanding and to each of the following requirements.

- My daughter will live with a Homestay family as if she were a member of the family
- The Homestay parents will act as custodial parents of my daughter hence will have the right to supervise the daily care and control of her and the right and responsibility to make decisions concerning her daily care and control.
- My daughter has permission to travel with the family on day trips, excursions and holidays.
- In an emergency where my daughter is at risk, or urgent medical assistance is required, the Homestay parents will have the right to make decisions for her care.
- Any medical costs incurred by your daughter which are not covered by the Overseas Health Cover will be the responsibility of the parents or guardian.

Parents’ Authorisation for Homestay

I, ___________________________ and I ___________________________

Father’s Name Mother’s Name

As the parents of _____________________________, authorise Presentation College to arrange homestay

Student’s Name

for our daughter whilst studying at the College. We agree to support the requirements as set out above.

_________________________________________  ______________________________

Father’s Signature  Mother’s Signature

_________________________________________  ______________________________

Date  Date
Student’s English Written Work

Applicants are requested to complete a piece of writing in English and include this with your application. This is to assist us in processing your application.

It is suggested that you write information about your family, yourself and your interests / hobbies and a description of the school you are attending now.

Student’s Name ____________________________________
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