INTERNATIONAL STUDENT ENROLMENT PROCEDURES

Introduction

The following notes are prepared to assist students to enrol at Presentation College Windsor (PCW). The practices of the Australian Immigration Department are set out below in a simple form and are accurate to the best of our knowledge at the time of preparation.

It is essential that you confirm all matters relating to your study visit to Australia with the appropriate authorities in your country.

1. Complete and return the International Student Application Document.

2. This Document should be forwarded together with the Application Fee of AUD$250.

3. Please enclose certified copies of your most recent school reports (past 2 years).

4. When the College is satisfied that you have the necessary qualifications for enrolment you will be issued with a “Letter of Offer”. In order to accept this offer you must make payment of the amount requested in the letter.

5. When payment has been received PCW will arrange for the issue of a “Confirmation of Enrolment” for your study at the College.

6. The Confirmation of Enrolment is a very important document and must be handed to the Australian Consular officials in your country to obtain your visa.
**Australian Immigration Department Procedures**

Under Australian Government policy, all applications for entry of overseas students to Australian schools must be processed by the Australian Consular Officials in your country.

You will also require the "Confirmation of Enrolment” form which will be issued by the College. You cannot make application for an entry visa without this form.

Medical cover for students in Australia must be paid for in order for you to obtain your visa. The medical cover is called the “Overseas Student Health Cover” (OSHC).

The Australian Authorities require a guarantee of suitable accommodation for students who will be under 18 years of age on arrival in Australia. This accommodation should be with either the College, a College appointed Homestay or a close friend or relative who is a permanent resident in Australia who has been subject to a Police Check and holds a Working With Children Card.

It is essential for students and their parents/guardians to read the attachment Education Services for Overseas Students (ESOS) Act 2000. (See Attachment)

**Enrolment**

Students may enrol at any of the four Term commencement dates in January, April, July or October and at the appropriate year level from Years 10 to Year 12. **Academic Year - 2017**

- **Term 1** 3 February to 31 March
- **Term 2** 20 April to 30 June
- **Term 3** 18 July to 22 September
- **Term 4** 10 October to 8 December

New students must start school on the first day of term. If students are unable to start at the beginning of term due to visa or flight arrangements, this will have to be negotiated with Deputy Principal.

**International Student Support**

**Orientation Program**

An orientation program that includes:
- Briefing regarding school procedures
- Tour of school
- Meeting staff and buddies (special friend at PCW)
- Uniform fittings
Subject Selection
Will be scheduled prior to your daughter’s commencement date.

Academic

Advice regarding subject selection is available at all times by our Deputy Principal. In addition, subject teachers are always available to advise and assist students. Our Deputy Principal will offer assistance with regard to subject selection at all levels.

In particular our Learning Leader offers personal assistance in the selection of VCE/Tertiary preferences, enrolment procedures and application.

Academic information is available from the College Website www.pcw.vic.edu.au. Please read this carefully before completing your application.

Welfare

Our Deputy Principal is available at all times to assist with any problems International Students may face. She works closely with all members of staff to ensure that students settle down to a comfortable and enjoyable routine at PCW. In addition, our Student Counsellors are available for students to discuss matters that are of concern and to assist them.

Accommodation

PCW rules specify that no International Student, irrespective of age, is permitted to live in accommodation other than that arranged through or approved by the College. Families are carefully chosen by our College staff after an interview, house inspection and obtaining a current police check and a “Working with Children Check”, to act as hosts. These families assume responsibility of parents in the day to day care of their host student. The College also engages the services of AHN, which is a reputable homestay organisation.

N.B.: The full Student Accommodation Policy can be found in Appendix 2 of the International Students’ Guide Handbook (Policy Statements, Terms & Conditions).

Student Grievances

PCW has a high commitment to the Pastoral Care of International Students. In the event of a student having a grievance, the class teacher would help address the issue to the student’s satisfaction. Should higher intervention be necessary, Heads of House and the Deputy Principal would be involved in arriving at a mutually satisfactory resolution.
In case the student grievances with the Homestay the Deputy Principal would intervene to facilitate resolution of the grievance as early as possible. Meetings would be set up to seek involvement of the Principal or Deputy Principal if necessary. Overseas parents would be informed in writing about all such proceedings.

In the event that the grievance cannot be resolved within the College, there is provision for the student to approach an external source who will arbitrate in the matter. This would be a representative from the Catholic Education Office and a person nominated by the student. The process will be communicated to the student and his/her overseas parents by the Deputy Principal.

**International Student Fees**

**General**
- Upon enrolment International Student Tuition Fees are payable six months in advance.
- The initial fees must be paid within 7 days of receipt of our letter of offer of a place.
- In subsequent years, fees will be billed 2 months prior to the anniversary date of commencement at PCW and must be paid within 14 days of receipt of account.
- Tuition may be withdrawn until fees are paid.
- Students completing Year 12 only will be billed on a pro rata basis.
- Fees that are paid 12 months in advance, after the initial enrolment, are eligible for a 5% discount.

**Method of Payment**

Currency is in Australian Dollars. All payments are to be made by Bank Draft in favour of PCW or International Bank Transfer. If paying by Bank Transfer the bank fees are an additional cost to be incurred by the applicant.

Accounts are payable within 21 days from the date of issue. A Late Payment Fee may apply if a payment is not received by the College by the relevant due date.

If parents or guardians have financial difficulty meeting the account they are encouraged to contact the Business Manager.

**Application Fee**

AUD$250 payable on application for enrolment and is non-refundable.

**Overseas Student Health Cover (OSHC)**

It is an Australian Immigration Regulation that all students must have medical insurance whilst studying in Australia. In most cases students will have purchased this prior to coming to Australia. Health Cover must be for the duration of the student visa plus 3 months. If no health cover has been arranged the school will assist the student with arrangements.

The College cannot issue a “Confirmation of Enrolment” form until this payment is received.
**Tuition Fees**
The academic year at PCW is from January to December. It is divided into two semesters. Each Semester consists of two school terms. Tuition fees are charged in two equal instalments. The College requires that tuition fees be paid at least six months in advance. The Tuition Fees for the academic year for **Years 7 – 12, 2017** AUD$23,000

**Stationery / Books costs** are an additional charge costing approximately **AUD$1000.00** depending on the year of entry.

**Uniform**
All students at the College must wear a uniform. The cost of a full uniform is approximately **AUD$1000**.

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**SUMMARY OF COMPULSORY FEES**

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee (Non-Refundable)</td>
<td>AUD $250.00</td>
</tr>
<tr>
<td>Tuition Fees per annum – Year 7 – 12 - 17</td>
<td>AUD $23000.00</td>
</tr>
<tr>
<td>Overseas Student Health Cover (Must cover duration of Visa plus 3 months)</td>
<td>AUD $on application</td>
</tr>
</tbody>
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**At the time of arrival the student will require cash or credit card for:-**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uniform (approx. set up cost)</td>
<td>AUD $1000.00</td>
</tr>
<tr>
<td>Stationery / Books Items (approx. cost for year)</td>
<td>AUD $1000.00</td>
</tr>
</tbody>
</table>

**Other costs incurred:-**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Transport (if required)</td>
<td>AUD $50.00 per week</td>
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</tbody>
</table>

It is an expectation that all students will have a laptop or ipad for class use.

**Refund Policy**

PCW will refund all payments, other than the Application Fee, if a student is refused a full visa to study in Australia.

In the event that a student arrives in Australia and cancels his/her enrolment prior to commencement of study at PCW no fees will be refunded.
At least one term’s notice must be given in writing to the Principal by the parent/guardian if a student is to be withdrawn. In this instance, one full term’s fees will be retained and the balance of fees refunded.


**SUMMARY OF ENROLMENT PROCEDURES**

1. Read and ensure students and parent/guardian understand all polices relating to applying for a place at PCW.
2. Lodge the Application with the College together with 2 years of academic reports.
3. On approval by the Principal an offer is made for a position at PCW.
4. The full amount of the fees due is paid to the College.
5. On receipt of these funds the College will provide the Confirmation of Enrolment.
6. Students must apply for their Visa in their own country.
7. College must be notified of approval of Visa and arrival details of student.