

# INTERNATIONAL STUDENT APPLICATION



Please read the sections 'Conditions of Entry', 'Fees and Charges' and 'Guidelines' before completing this application

Ensure all sections of the form are printed clearly and only use one form per child

## STUDENT DETAILS

Male  Female

Surname \_\_\_\_\_

Given Name \_\_\_\_\_

Other Given Names \_\_\_\_\_

Preferred Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

Country of Birth \_\_\_\_\_

Nationality \_\_\_\_\_

Country of issue of passport \_\_\_\_\_

Passport number \_\_\_\_\_

Are you an Australian resident? \_\_\_\_\_

If yes, number? \_\_\_\_\_

Religion (if any) \_\_\_\_\_

Current School \_\_\_\_\_

Current Year Level \_\_\_\_\_

Entry Year Level \_\_\_\_\_

Proposed Date of Arrival \_\_\_\_\_

## ENGLISH PROFICIENCY TESTING

Has the student completed an IELTS?  Yes  No

Level \_\_\_\_\_

If yes, please provide the results with this application form

## PARENT/LEGAL CUSTODIAN 1

Surname \_\_\_\_\_ Title \_\_\_\_\_

Given Name \_\_\_\_\_

Relationship to student \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Home \_\_\_\_\_

Business \_\_\_\_\_

Mobile \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Occupation \_\_\_\_\_

Job Position \_\_\_\_\_

Employer \_\_\_\_\_

## PARENT/LEGAL CUSTODIAN 2

Surname \_\_\_\_\_ Title \_\_\_\_\_

Given Name \_\_\_\_\_

Relationship to student \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Home \_\_\_\_\_

Business \_\_\_\_\_

Mobile \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Occupation \_\_\_\_\_

Job Position \_\_\_\_\_

Employer \_\_\_\_\_

# INTERNATIONAL STUDENT APPLICATION



BALCOMBE  
GRAMMAR SCHOOL

Student Name \_\_\_\_\_

## ACCOMMODATION, SUPPORT AND WELFARE ARRANGEMENTS

Primary and secondary students under 13 years of age must reside with and be cared for by either a parent/legal custodian or Department of Immigration and Border Protection (DIBP) approved relative.

Secondary students aged 13 or over can reside in accommodation arranged by their parents (either with a parent/legal custodian or DIBP approved relative) or the parents can request Balcombe Grammar School to arrange accommodation, support and general welfare.

Balcombe Grammar School does not use the term 'guardian' to refer to the welfare provider for an international student. The term 'guardian' has a distinct legal meaning which attributes significant responsibilities at law. An international student's legal guardian remains their parents (or where a student has no parents, the person/s granted lawful custody of them) irrespective of whether those persons are in Australia or not. The Balcombe Grammar School's obligations under the ESOS Act to arrange accommodation, support and general welfare for international students does not involve any transfer of legal custody to the School or any staff of the School.

### Accommodation and Welfare Arranged by the Parents

- The student will be residing with a parent/legal custodian
- The student will be residing with close relatives

If you are appointing a relative to provide accommodation, support and welfare please provide their details:

Surname \_\_\_\_\_ Title \_\_\_\_\_

Given Name \_\_\_\_\_

Preferred Name \_\_\_\_\_

Relationship to student \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Home \_\_\_\_\_

Business \_\_\_\_\_

Mobile \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Further information will be required at a later stage.

### Accommodation and Welfare Arranged by the School (students aged 13 years and over)

- We would like to nominate a family friend or relative to provide accommodation (to be approved by Balcombe)

In Melbourne, the student will be living with:

Surname \_\_\_\_\_ Title \_\_\_\_\_

Given Name \_\_\_\_\_

Preferred Name \_\_\_\_\_

Relationship to student \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Home \_\_\_\_\_

Business \_\_\_\_\_

Mobile \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

- We give permission for the school to organise a homestay placement

Please indicate your preferences:

Non-smoking household  Yes  No  Don't mind

Other secondary school students in household  Yes  No  Don't mind

Children in household  Yes  No  Don't mind

Pets in household  Yes  No  Don't mind

### In order to assist your child, please provide the following information.

Does your child have any particular needs (eg. dietary requirements)?  Yes  No

Please indicate the nature of these needs below.

- Physical and/or Medical condition (please specify)

\_\_\_\_\_  
\_\_\_\_\_

- Other (please specify)

\_\_\_\_\_  
\_\_\_\_\_



# INTERNATIONAL STUDENT APPLICATION



BALCOMBE  
GRAMMAR SCHOOL

Student Name \_\_\_\_\_

## CONDITIONS OF ENTRY

Students are admitted to the school subject to agreement by the parents to the following conditions:

1. At least one term's notice must be given in writing to the Deputy - School Operations, by the parents, before the withdrawal of a student. For example, if you wish to withdraw your student at the end of Term 4, you must advise the school prior to the end of Term 3 or one term's tuition fees will be payable immediately in lieu of notice.
2. A full term's fees will be charged if a student's place is cancelled later than four weeks before the agreed date of commencement or if the student fails to take up the place on the agreed date without four weeks notice.
3. Parents and guardians agree to abide by the regulations of the school and to support the school in the enforcement of school Rules and in the maintenance of the school's standards of behaviour at all times.
4. The school reserves the right to dismiss any student from the school without notice on the grounds of unsatisfactory conduct or failure to obey the Rules of the school or for any other reasons. This includes any instance where the student is in breach of the Australian visa regulations. These are based on attendance, fee payment, accommodation and academic performance.
5. Changes in accommodation whilst the applicant is a student of the school must also be approved by the school prior to any change being made.
6. All students must attend school full time and in accordance with term dates. These are published prior to the end of the previous year. Any changes to this ruling can only be approved by the Deputy - School Operations before any travel arrangements are confirmed if they fall within term time. This includes outdoor education programs and end of year functions.
7. All students entering Balcombe Grammar School must adhere to Australian Government and immigration laws.
8. I agree for my personal details and my child's details to be used by the school for communication purposes (Parents/legal custodians may wish to discuss or seek clarification of these conditions prior to lodging the application).

of the student as usual. Balcombe Grammar School will immediately implement any decision and/or corrective and preventative actions required.

Students have the right to appeal the School decision to report them to the Department of Immigration and Border Protection (DIBP) for non-compliance. Initially the appeal is heard internally by the Principal.

If the internal appeal is NOT successful – student and parents are informed in writing of the reasons why the decision was made, along with the following information:

- They have 20 working days in which they may take the complaint to the independent dispute resolution service, Overseas Students Ombudsman at [www.ombudsman.gov.au](http://www.ombudsman.gov.au)
- They may be assisted or accompanied by another person during this appeal.
- There will be little or no cost to this appeal.

If the external appeal is UPHELD – student and parents are informed of the outcome and schools resume monitoring

I agree / we jointly and severally agree to abide by the above conditions and to pay the school such fees and other charges as may be notified to me/us from time to time by the school, and such agreement shall be signified by the child's returning to Balcombe Grammar School at the commencement of each School term.

Where the signatures of both parents can be obtained, both signatures are required.

Signature \_\_\_\_\_

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Balcombe Grammar School reserves the right to offer places regardless of the order of application, but in most cases places are offered in order of receipt of applications. Where the school requires further information from the applicant, this must be received and evaluated before the offer can be made.

Balcombe Grammar School abides by the Commonwealth Privacy Act 1988. Personal information collected about students and during their enrolment can be provided in certain circumstances to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service (TPS). In other instances information collected on this form or during the students enrolment can be disclosed without your consent where authorised or required by law. The School's Privacy Policy may be viewed in full on our website [www.balcombegrammar.vic.edu.au](http://www.balcombegrammar.vic.edu.au)

## FEES AND CHARGES

### Application Fees

On lodging an application for a place in the school, parents are required to pay the non-refundable Application Fee. Upon accepting the offer of a place, parents are required to pay twelve-month's tuition fees and the full visa-length overseas student health cover (OSHC) payment within 30 days of the offer being made. Where in-country visa application procedures prohibit this, the referring agent may apply in writing to the Deputy - School Operations for an extension.

All students studying in Australia are required to be insured by Overseas Student Health Cover (OSHC) as a safeguard against medical costs during the extent of their stay in Australia. Payment details will be provided upon application.

### Tuition Fees

Tuition fees are payable in advance for the full year and must be paid by the due date stated on the invoice, unless prior arrangements have been made with the Deputy - School Operations.

2018 Fees	
Foundation to Year 6 Fees	AUD \$15,990.00 per year
Year 7 to Year 9 Fees	AUD \$19,188.00 per year
Year 10 to Year 12 Fees	AUD \$21,320.00 per year

Please note these fees are reviewed annually by the board and advised accordingly.

Fees do not include health insurance, accommodation, meals, uniform, books, stationery, optional school trips, etc.

Payment is strictly 30 days from the date of the invoice. Fees can be paid by cheque, money order, credit card or funds transfer. Cash payments are not accepted.

Any concerns regarding the payment of fees/fee structure please email [finance@balcombegrammar.vic.edu.au](mailto:finance@balcombegrammar.vic.edu.au) or phone +61 3 5970 1100.

### Airport Pick-up Fees

Full details of flight arrangements must be provided to the school one week prior to arrival to ensure that arrangements for your child's pick up can be made. If there is a change, please advise the school immediately. A non-refundable charge of AUD \$300.00 is made for this service.

### Homestay Fees

The cost for Homestay is AUD \$15,500 per year with a non-refundable placement charge of AUD \$130.00.

Homestay services include provision of:

- A single bedroom for the student's exclusive use
- Three meals a day, seven days a week
- Facilities including a bed, wardrobe, towels and linen
- Gas, electricity, heating and water
- Cleaning services of common living areas
- Use of living areas within residence
- Study facilities, including a desk, study light and bookcase.

### Non-Tuition Fees

The following costs are approximations only and provided for budgetary purposes:

- Books/Stationery items AUD \$600.00 per year, plus GST
- School Uniform AUD \$950.00 per year, plus GST

### Goods and Service Tax

GST is not charged on school fees and co-curricular activities. Other activities, however, may attract GST. School costs and charges have been calculated on the basis they are GST free.

Parents must accept the offer of a place within the time designated on the Letter of Offer or the position in the School will be given to the next applicant.

Fees for the first twelve months of study are payable in advance at the time of accepting an offer of enrolment.

**Fees and charges are subject to change.**



## GUIDELINES

### Age

To ensure that our international students are able to integrate socially into our school community, all applicants must be of the appropriate age to enter the year level for which they are applying. Therefore, students twelve months older or six months younger than the local students cannot be admitted to the program.

Students under 13 years of age must live with and be cared for by a parent/legal custodian or DIBP approved relative. School students over 13 years of age can live with their parents, relatives or in nominated third party homestay or homestay accommodation.

### Academic Requirements

Students must show that they have been consistent in their academic studies over a two-year period. As a guide, students studying English as a second language should be achieving a 90% average. Students should average 80% in all other subjects.

Balcombe Grammar School will evaluate the student's level of English proficiency via an Academic Test, via the agent or in person if possible. This test also gives indicators relating to the student's capacity to study in Mathematics and their general academic potential.

It is important that parents and students realise the need for high level English skills at the senior levels in all subject areas, including Mathematics and Science.

For direct entry into Year 11, IELTS 5.0 is required, otherwise students must be enrolled in an English preparation course.

### Visas

International students studying in Australia are required to hold a student visa. For studies at school level, the relevant visa subclass is 500.

This visa is awarded in conjunction with a study place, and the particular education provider must be named. In this instance, the education provider is Balcombe Grammar School, CRICOS Provider Code 03381B.

We recommend that visa applications be made with the assistance of an approved Balcombe Grammar agent.

Further information including the conditions of the student visa and application forms are available from the DIBP website [www.border.gov.au](http://www.border.gov.au).

### Legislative Authority

The Australian Government is committed to ensuring you have a great education experience in Australia. The ESOS Act and related laws protect international students through:

- The ESOS legislation and recent reforms
- The National Code
- The Overseas Students Ombudsman
- The Tuition Protection Service

For further information visit [www.internationaleducation.gov.au](http://www.internationaleducation.gov.au)

## CHECKLIST

- Ensure Pages 1 to 4 of the International Student Application form are complete.
- Ensure the International Student Application form has been signed by both parents, where possible.
- Complete the accommodation, support and welfare information. Please note: all students are required to remain in approved accommodation regardless of turning 18 years old. Eligibility of nominated relatives will be assessed in accordance with DIBP regulations.
- An International Application for enrolments must be forwarded with a non-refundable application fee of AUD \$150.00.

You also need to send the school the following:

- A copy of your child's birth certificate.
- A copy of your child's passport, including cover page and visa, where applicable.
- School reports for the last two years (translated into English).
- Evidence of any English Language Intensive Course for Overseas Students (ELICOS) studies taken in Australia.
- Evidence of any English courses taken in the country of origin, or study in English as the language of instruction.
- External Academic test results (these may be sent with the application or forwarded to the school after testing is completed).

**Once the application form is complete, please forward the first four pages to the Deputy - School Operations.**

**email** [international@balcombegrammar.vic.edu.au](mailto:international@balcombegrammar.vic.edu.au)  
**facsimile** +61 3 5974 2755

**mail to** Balcombe Grammar School, 389 Nepean Highway, Mount Martha Victoria 3934 Australia