

International Student Application for Enrolment



Billanook College
CRICOS 00131M

STUDENT DETAILS

Family Name	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Given Name (s)		
Preferred English Name	Date of Birth	
Religious Affiliation (if any)	Country of Birth	
Student Email	Student Mobile	
Present School	Present School Year Level	
Month and year of proposed entry to Billanook College (eg July 2011)		
Level of Entry (eg Year 9)		
Under which Visa / status will the student be coming to Australia?	PR <input type="checkbox"/>	Business visa <input type="checkbox"/> Student visa <input type="checkbox"/> Other <input type="checkbox"/>
Visa Number (if known)	Issue Date	Expiry Date
Passport Number	Issue Date	Expiry Date
Please advise of any medical issues that should be known to the College		
Student Nationality shown on Passport		

ADMISSIONS POLICY

Billanook College aims to select for enrolment international students who can demonstrate a commendable record of academic diligence and success in their country of origin, along with a sufficient level of proficiency in English language to enable the student to function effectively within the mainstream academic program in Australia.

Billanook College may make a Provisional Offer to an applicant with commencement of secondary school studies, at the agreed date. This offer is subject to satisfactory completion of an approved ELICOS Program which will be determined by both the recommendation and advice of the ELICOS Provider as well as independent assessment and interview by a qualified Billanook College staff member.

Billanook College will be keen to offer a place to an applicant who can demonstrate strength in co-curricular involvement and a genuine desire to become a well integrated member of the Billanook College community.

Applicants must submit the following documentation for consideration for a place

- A copy of the student's passport clearly displaying date of birth
- Certified Academic Transcripts for the previous two years of study (translated)
- Evidence of English language proficiency
- Letter of Recommendation provided by the Principal / Key Teacher at the student's current school (translated)
- Evidence of Co-curricular interests and achievements (Optional)

ENGLISH PROFICIENCY

Major language spoken at home			
Number of years the student has been studying English at school	Years		
Nature of English assessment completed (AEAS/IELTS TEST)	Date		
Test results enclosed	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Title of proposed ELICOS provider			
Proposed commencement of ELICOS program	Day	Month	Year

PARENTS' DETAILS

Student resides with BOTH PARENTS MOTHER FATHER OTHER (SPECIFY) _____

Is there a court order in relation to this student? YES NO

If yes, please attach a copy (translated into English)

FATHER

Family Name _____ Title _____

Given Name(s) _____

Address _____

Postcode _____

Tel H () () _____

Tel M () () _____

Tel W () () _____

Email _____

Occupation _____

Nationality shown on passport _____

Passport Number _____

MOTHER

Family Name _____ Title _____

Given Name(s) _____

Address _____

Postcode _____

Tel H () () _____

Tel M () () _____

Tel W () () _____

Email _____

Occupation _____

Nationality shown on passport _____

Passport Number _____

AGENT DETAILS

If an applicant is being introduced by an approved Agent, please complete the following

Name of agency _____ Mobile () () _____

Agency Tel () () _____

Contact name _____ Agency Fax () () _____

Email _____

Agency address _____

Postcode _____

OFFICIAL STAMP OF AGENT

CONNECTIONS WITH BILLANOOK COLLEGE

Are any members of the student's family a current or past student of Billanook College? Yes No

If yes, please provide name _____

Current year level or year of graduation _____

GUARDIANSHIP APPOINTMENT

I/We _____ / _____
(mother) (father)

of _____
address of parent/s (please print)

Suburb/Town Postcode Country

appoint International Student Alliance (Guardian & Welfare Service)

of Suite 20, Level 1, 108 Bourke Street,

Melbourne 3000 Australia
Suburb/Town Postcode Country

Tel +61 3 9663 2887

Fax +61 3 8678 1317

Email info@studentguardians.com Web www.studentguardians.com

in the role of guardian for my child

Student's name (please print)

I/We give International Student Alliance (Guardian & Welfare Service) the authority to act on my/our behalf concerning the welfare, discipline and academic progress of my/our child studying at Billanook College.

I/We understand that the full cost of services by International Student Alliance (Guardian & Welfare Service) will be paid by Billanook College from the fees paid to Billanook College.

I/We understand that once our fees have been paid to Billanook College, our details will be passed onto International Student Alliance (Guardian & Welfare Service) who will contact us to register for their service.

Signature of Father Date

Signature of Mother Date

HOMESTAY REQUIREMENTS

Please indicate your preferences

Non-smoking household Yes No

Other secondary school students in household Yes No

Children in household Yes No

Pets in household Yes No

Please advise of any medical issues that should be known to the Homestay family

Please provide details of any special dietary requirements

TERMS & CONDITIONS OF ENROLMENT

Should the student be accepted for enrolment at Billanook College, we the undersigned agree that:

1. The student will complete a recommended number of weeks of English language instruction at a College approved ELICOS institution before commencing study at Billanook College.
2. We understand that enrolment at the College implies acceptance of all the stated College rules and regulations.
3. We understand that the student is required to live in College approved Homestay accommodation, unless alternative arrangements have been made with the College's written consent.
4. The appointment of a Guardian/Local Support Person is required by the College for the protection of the student regardless of the age of the student.
5. It is our responsibility to be fully aware of all the Terms and Conditions of Enrolment as listed on the College website <http://www.billanook.vic.edu.au> and click the International link in the main menu.
In addition we understand that it is our responsibility to be fully aware of the rights and responsibilities of international students under the ESOS framework including the ESOS Act 2000 and the National Code 2007 details at: http://aei.dest.gov.au/AEI/ESOS/QuickInfo/ESOS_Framework_pdf.pdf.
6. We will be jointly and severally responsible for the payment of fees charged for the above student.
7. That the annual fees are payable in advance in full or in two instalments. We will pay each fee instalment by the due date according to the fee invoice. First payment in full must be made prior to issue of an Acceptance Advice form.
8. Where the student has already commenced studies we will give one term's notice of intent to remove the student from the College, stating reasons for this decision. In such circumstances a full refund of remaining pre-paid fees will be made. Failure to provide such notice will result in forfeiture of one term's fees and any pre-paid monies, other than any fees retained in lieu of such notice, will be refunded in full.
9. All notices of intention to remove the student from the College must be in writing, from the parent or guardian addressed to the Principal.
10. **Refund Policy**
 - Administration fee is not refundable once studies have commenced.
 - All pre-paid fees will be refunded if proof of a visa rejection is provided.
 - If enrolment is cancelled prior to commencement, requests for refund of fees must be made in writing to the College Principal, stating reason for cancellation.
 - Refunds for reasons other than visa rejection will be granted at the discretion of the Principal in accordance with Australian Government regulations. All refunds applicable will be issued within four weeks of request.
 - This agreement does not remove the right, under Australia's Consumer Protection laws, to pursue other legal remedies.
11. **Personal Information and Privacy Policy**

Information is collected on students, their visas and their obligations under Australian Immigration Laws as provided by the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. This is to ensure Billanook College can assist you to meet your obligations under the ESOS Act and National Code 2007.

If required, this information can be provided to the Australian Government or other designated authorities. There may be instances where, by law, this information can be provided to an authority without your consent.

To view Billanook College Privacy Policy, please visit www.billanook.vic.edu.au/PrivacyPolicy

I/We accept and understand the Terms and Conditions of Enrolment.

Signature of Father

Date

Father's name (please print)

Signature of Mother

Date

Mother's name (please print)