



GOLD COAST CHRISTIAN COLLEGE

APPLICATION AND ENROLMENT PROCEDURE

Step 1 – Complete the International Student Enrolment Application Form

This can be downloaded from our website. Please ensure all questions are answered and application is signed by both parents and student.

Step 2 – Send the completed Application Form and Application Fee

Please ensure you send all necessary documentation, including reports and English level tests along with the \$100 application fee to the College. Applications will not be processed until this is received.

Bank: Westpac – Burleigh Waters

BSB Number: 034-002

Account: 72-9319

Swift Code: WPACAU2S

Account Name: Gold Coast Christian College

Reference: Student's name

Step 3 – Letter of Offer & Written Agreement are issued

The application will be taken to the Principal and, if successful, a position will be offered via a letter of offer. Along with the letter of offer a written agreement will also be included. The written agreement will need to be signed, dated and returned to the College.

Step 4 – Payment of Fees

To confirm your acceptance of the offer, the full amount stated on the letter of offer will need to be paid. Please ensure when paying by **electronic transfer or direct deposit** that the **students name is clearly indicated**.

Step 5 – Confirmation of Enrolment issued

Once full payment stated on the Letter of offer has been received, a Confirmation of Enrolment (CoE) and Welfare Letter (if applicable) will be issued. You will need to lodge these documents at the Australian Department of Immigration and Citizenship in your country along with the visa application.

Step 6 – Homestay Application

A Homestay application form and Homestay Student Handbook (with attached policy documents) can be requested from our office. Please read these carefully and send in your completed and signed application form along with the \$245 application fee (non-refundable). The College will place the child with a suitable English speaking family. Homestay payments are made directly to the College and must be paid 6 months in advance.

Enrolment Application Checklist

Please ensure all documents are attached to the Enrolment Application.

- Copy of student's passport
- Copy of student's visa (if available)
- Copy of recent school reports (in English)
- Copy of English test results
- Medical Certificates / Doctors reports (if necessary)
- Letter of release (if applicable)
- Ensure enrolment form is signed and completed