

APPLICATION FOR ENROLMENT

INTERNATIONAL STUDENTS ONLY - CRICOS 01457C



Student's Personal Details

Family Name

Given Names

Preferred Name

Date of Birth Gender M F

Country of Birth

Nationality

First Language Spoken

Passport No.

Australian Visa Number (if known)

Date of Arrival in Australia

Course Start Date

Course End Date

Please indicate which year of entry you require:

CRICOS Course Code: 063036M Prep Year 1 Year 2 Year 3

Year 4 Year 5 Year 6

CRICOS Course Code: 098501B Year 7 Year 8 Year 9

Year 10

CRICOS Course Code: 098502A Year 11 Year 12

Current School

Current Year Level

FAMILY DETAILS - Student's Primary Residence

Father Stepfather Guardian Other

Title (Mr, Mrs, Dr, Other)

Family Name

Full Given Names

Residential Address

Postcode

Postal Address

Postcode

Telephone (home)

Telephone (mobile)

Telephone (work)

Email

Occupation

Employer

Country of Birth

Language/s Spoken

Religious Affiliation

Marital Status

Relationship to Student

FAMILY DETAILS - Student's Primary Residence

Mother Stepmother Guardian Other

Title (Mr, Mrs, Dr, Other)

Family Name

Full Given Names

Residential Address

Postcode

Postal Address

Postcode

Telephone (home)

Telephone (mobile)

Telephone (work)

Email

Occupation

Employer

Country of Birth

Language/s Spoken

Religious Affiliation

Marital Status

Relationship to Student

AGENT DETAILS

Company	<input type="text"/>
Contact Name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/> Postcode <input type="text"/>
Postal Address	<input type="text"/>
	<input type="text"/> Postcode <input type="text"/>
Telephone	<input type="text"/>
Telephone (mobile)	<input type="text"/>
Email	<input type="text"/>
Fax Number	<input type="text"/>

ONLY COMPLETE THIS SECTION IF STUDENT'S BIRTH PARENTS ARE NOT RESIDING TOGETHER

Parents separated	Yes <input type="checkbox"/> No <input type="checkbox"/>	Student lives with father only	Yes <input type="checkbox"/> No <input type="checkbox"/>
Parents divorced	Yes <input type="checkbox"/> No <input type="checkbox"/>	Student lives with mother only	Yes <input type="checkbox"/> No <input type="checkbox"/>
Student lives in shared arrangement	Yes <input type="checkbox"/> No <input type="checkbox"/>	Student lives with Legal Guardian	Yes <input type="checkbox"/> No <input type="checkbox"/>

ENGLISH PROFICIENCY

How long have you studied English?	<input type="text"/>		
Have you completed English Test?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Score (please attach cop of test results)	<input type="text"/>	Testing Centre	<input type="text"/>
Date of Test	<input type="text"/>		

A certified copy of the English test results must be provided with this application

HOMESTAY/ACCOMMODATION

Do you want the College to arrange homestay accommodation? Yes No
(please note that the College must approve any accommodation arrangements, especially if student is under 18 years of age)

HEALTH INSURANCE COVER

Do you want the College to organise overseas health cover? Yes No
(please note that overseas health cover must be arranged prior to arriving in Australia and is a requirement of your visa)

Student's Learning Needs Through the enrolment process which will follow, Immanuel Lutheran College will consider the educational needs of the applicant and the resources required to meet those learning needs.

Has the student ever participated in a learning enrichment program? (e.g. gifted and talented, academically accelerated) Yes* No

*If Yes, please provide details

Has the student ever accelerated a year? Yes* No

*If Yes, please provide details

Has the student ever repeated a year? Yes* No

*If Yes, please provide details

Has the student ever received Learning Support/Special Aide Assistance? Yes* No

*If Yes, please provide details (e.g. how many hours per day or per week?)

Has the student ever attended any specialised agencies, special schools, units or centres? Yes* No

*If Yes, please provide details

Please provide copies of any Education Adjustment Plans or Negotiated Curriculum Plans developed for the student.

Does the student have a diagnosis of any of the following impairments? (Please check the boxes that apply)

- | | |
|--|---|
| <input type="checkbox"/> Vision | <input type="checkbox"/> Non Verbal Learning Disorder |
| <input type="checkbox"/> Intellectual | <input type="checkbox"/> Speech/Language |
| <input type="checkbox"/> ADD/ADHD | <input type="checkbox"/> Social/Emotional |
| <input type="checkbox"/> Autism/Aspergers | <input type="checkbox"/> Physical |
| <input type="checkbox"/> Learning Difficulty | <input type="checkbox"/> Hearing |
| <input type="checkbox"/> Other (specify below) | |

Has the student received any medical or educational assessments or reports? (e.g. speech pathology, hearing, visual, psychological, paediatric specialists or occupational therapist) Yes* No

*If Yes, please provide details below

Type of assessment/report

Date of testing

Name of Professional

Do you have a report/s from the above health professional? Yes* No

(*If Yes, and willing to provide a copy, please attach to application)

Has behaviour management ever been an issue with the student in a school or any other educational setting? Yes* No

*If Yes, please provide details

Has the student ever been suspended (internally or externally), excluded or expelled from school or any other educational setting? Yes* No

*If Yes, please provide details

Student's Medical Needs

Does the student have any significant medical conditions? (eg. asthma, diabetes, severe allergy, seizures etc.) Yes* No

*If Yes, please provide full details

Does the student require a medical management plan? (eg. Severe asthma, allergies, diabetes, epilepsy) Yes* No

- 1.0 A priority for enrolments is to ensure that Immanuel Lutheran College creates a community that will both nurture and support students in their faith and reveal the gospel of Christ to all members. When children are enrolled, parents will undertake to support the beliefs and values that underpin Immanuel Lutheran College.
- 1.1 Application for admission of a student can only be made on this official application for enrolment form and accompanied by:
- (a) non-refundable application fee of \$250.00 AUD (children of former students are exempt);
 - (b) copy of the prospective student's passport;
 - (c) copies of school reports from the previous two years (English transcript);
 - (d) a written character reference from current school;
 - (e) current relevant medical reports/information - e.g. allergies, asthma or diabetes (this is required for the purpose of enabling Immanuel Lutheran College to assess how to meet any medical or health needs of the student);
 - (f) other relevant allied health professional reports which may refer to social/emotional, behavioural or additional learning needs that are pertinent to the student, e.g. speech, language or occupational therapists, psychologist or audiologist - in some cases an updated report may be requested by the College (this is required for the purpose of enabling Immanuel Lutheran College to assess how to meet any health or other needs of the student);
 - (g) Certified copy of English test results.
- All the above information/reports must be presented with this application. This application will not be assessed until all of the above information/reports have been provided (where applicable).*
- 1.2 In determining an offer of enrolment, the following factors shall be considered:
- (a) siblings (of existing students) and children of former students;
 - (b) students returning from an approved leave of absence;
 - (c) capacity to resource identified additional learning and/or support needs - where a student has been identified as having additional needs, an initial enrolment interview with parents may be requested and an assessment of the students' needs may be undertaken by the Immanuel Lutheran College or an independent body; and
 - (d) date of receipt of application.
- 1.3 Tours of Immanuel Lutheran College are conducted upon request as an early phase of the enrolment process.
- 1.4 Programs and subjects offered may vary from time to time.
- 1.5 If a vacancy arises throughout the year in any year level, the Enrolment Registrar will contact families in the wait list pool to organise a formal interview. This can be with the Principal or their delegate. Where possible, both parents are asked to accompany their child to this interview and the two most recent school reports must be provided prior to the interview.
- 1.6 **Immanuel Lutheran College's expectations of parents:**
- (a) involvement in and commitment to Immanuel Lutheran College;
 - (b) prompt payment of term fees by the specified date;
 - (c) willingness to work through issues, when they arise in an atmosphere of mutual respect;
 - (d) willingness to obtain additional assessment/s if requested to assist in the student's future learning;
 - (e) abide by the conditions as stated in the enrolment agreement and other Immanuel Lutheran College policies; and
 - (f) agree to adhere to Immanuel Lutheran College procedures, e.g. wearing correct uniform.
- 1.7 **Immanuel Lutheran College's expectations of students:**
- (a) attendance requirements (as governed by the *Education General Provisions Act 1989* and other relevant Acts, including the *ESOS Act* governing the enrolment of international students);
 - (b) behavioural expectations;
 - (c) educational expectations;
 - (d) homework expectations;
 - (e) uniform policy;

- (f) participation in all programs of the College - camps, excursions, carnivals, sporting, cultural and co-curricular activities as required; and
- (g) involvement in all aspects of Christian Studies, chapel devotions and assemblies.

Any matters relating to additional needs of the student will be raised in discussion.

In confirming an enrolment, parents accept or agree to adhere to all Immanuel Lutheran College policies. A range of policies are available on the Immanuel Lutheran College website www.immanuel.qld.edu.au If an offer of enrolment is made, parents and students are asked to complete all necessary documentation and amend any personal details which may have changed. Enrolments are confirmed on receipt of payment of the Enrolment Confirmation Fee within 14 days of receiving the offer.

- 1.8 Should the enrolment not proceed, the Enrolment Confirmation Fee is non-refundable.
- 1.9 The Principal reserves the right to offer or decline to offer a place, and to offer subjects or activities within the constraints of the College.
- 1.10 A separate refund policy applies to the enrolment of international students which states clearly the procedures in place for the return of fees paid in advance if the enrolment of an international student is terminated. A copy of this policy is available on the Immanuel Lutheran College website www.immanuel.qld.edu.au

DECLARATION

All students and parent(s) or legal guardians (if student is under 18 years of age) must read and sign this written agreement:

I/We hereby apply for admission of: , whose details appear on the Application for International Enrolment Form, accept and confirm we/I have received and understood information from Immanuel Lutheran College regarding the following:

- The course/s in which I/the student is being enrolled
- All course and course related fees
- The sharing of personal information
- Change of address obligations
- Conditions on enrolment in this course/s

I/We understand that it is a condition of enrolment that the student agrees to abide by all College policies for the duration of their enrolment. These are:

- Accommodation & Welfare Policy
- Refund Policy
- Complaints & Appeals Policy
- Student Progress, Attendance & Course Duration Policy
- Student Transfer Policy
- Deferment, Suspension and Cancellation Policy
- International Student's Holiday Policy
- Deferment, Suspension and Cancellation Policy

I/We understand that the initial and continuing enrolment of my/our child at Immanuel Lutheran College is dependent upon open and honest disclosure of information relating to the educational needs, health and wellbeing of my/our child.

I/We understand that the student is obliged to notify the College of any change of address while enrolled at the College. The student understands that this is to ensure that any breaches are sent to the student's current address.

I/We understand that the College will review its fees on an annual basis.

I/We understand that the College does not insure the student's property of any description.

I/We undertake to support the ethos of Immanuel Lutheran College and its rules, regulations and work programs, including any subsequent changes that may be introduced.

I/We agree to have our child's image used for promotional/marketing purposes.

I/We have read, understood and agree to the terms and conditions of the enrolment policy and the Written Agreement for International Students.

I/We accept that the Principal of Immanuel Lutheran College reserves the right to cancel my/our child's enrolment at Immanuel Lutheran College in the following circumstances:

- for breach of the rules and regulations;
- for non-payment or late payment of Immanuel Lutheran College fees;
- if I/we have provided any false or misleading information to Immanuel Lutheran College;
- if I/we have failed to disclose relevant information that was requested by Immanuel Lutheran College;
- if my/our child's circumstances change and those circumstances affect the ability for Immanuel Lutheran College to provide the necessary resources to accommodate my/our child's needs.

I/We understand that once a student commences at Immanuel Lutheran College, one full term's notice in writing to the Principal is required before a student is withdrawn from the College, or a term's fees will be charged in lieu of notice. This does not apply to students exiting at the end of Year 12. All offers of place are made at the discretion of the Principal of Immanuel Lutheran College.

I/We give permission for Immanuel Lutheran College to contact my/our child's previous/current school or nominated health professional to seek further documentation.

I/we authorise Homestay family, Principal or appointed staff member to act in "loco parentis" in the event of my child requiring urgent medical attention because of injury or some other condition and to arrange for appropriate treatment and agree to pay for all medical expenses incurred through this treatment.

I/we further authorise a qualified practitioner to administer anaesthetic if such an eventuality arises at a time when a parent cannot be contacted. I/we submit all relevant medical information about my child.

I/We authorise the staff involved to make the necessary arrangements in the event of medical assistance being necessary, and I agree to pay all expenses incurred on behalf of the above student.

I/We have read, understood and agree to the terms and conditions of the enrolment policy.

(1) Parent/Guardian
(please print full name)

Signature _____

(2) Parent/Guardian
(please print full name)

Signature _____

Student
(please print full name)

Signature _____

INTERNATIONAL APPLICATION FEE PAYMENT FORM

Student Details

Family Name

Given Name

Entering Year Level in Year

Method of Payment

- Credit Card (Please complete credit card payment details below)
- Money Order (Please attach to Application for International Enrolment)
- Cheque (In AUD, attach to Application for International Enrolment)
- Bank Transfer (refer to payment instructions below)

Credit Card Payment Details

- Visa Card MasterCard

Name on Card Expiry Date /

Payment amount of \$

Instructions for Bank Transfer

Bank	Westpac Bank
Branch	Maroochydore, Queensland
BSB (Branch Number)	034-198
Account Number	202980
Account Name	ILC Management Account

Quote student's full name as the reference

ENROLMENT CHECKLIST

Please use the checklist to confirm that all documentation is enclosed with this application. Please note that your application will not be processed unless all the listed information is supplied

1. A completed and signed Application for Enrolment -International Student per student
2. Copies of the student's academic reports for the last two years (English transcript)
3. Copy of English test results and any other English reports if applicable
4. Copy of student's passport (must include photo)
5. A written reference from current school (English transcript)
6. Copies of any relevant specialist/health professional reports and assessments
7. A statement or certificate from a qualified Medical Practitioner confirming applicant's health status
8. A copy of the student's visa (if applicable)
9. Application Fee \$250.00 AUD (completed Payment of Application Fee Form)

PLEASE RETURN THE COMPLETED APPLICATION FORM AND ALL ATTACHED DOCUMENTATION TO:

The Enrolment Registrar
Immanuel Lutheran College
PO Box 5025
MAROOCHYDORE BC QLD 4558
T: +61 7 5477 3441
F: +61 7 5477 3477
E: dabineti@immanuel.qld.edu.au
W: www.immanuel.qld.edu.au

NOTES:

- (1) Information provided by the student and family may be made available to Commonwealth or State Agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code.
- (2) Should the College default, refunds are covered by the provisions of the ESOS Act 2000 and the ESOS Regulations 2001.