

International Student Program

Application for Enrolment



St Mark's Coptic Orthodox College ABN 64 796 481 099
52 Australis Avenue Wattle Grove NSW 2173 Australia
PO Box 747 Moorebank NSW 1875 Australia
Tel: +61 2 9825 6768 Fax: +61 2 9825 6489
Web: www.stmarks.nsw.edu.au
CRICOS Provider No:02342F

HOW TO ENROL

1. Application

- Complete the International Student Program Application for Enrolment and return the form together with:-
- Enrolment Application Fee (Non-refundable).
- Copy of student's birth certificate and immunisation records.
- If not Australian citizen, proof of the passport must also be presented.
- Copy of student's last two years school report (if applicable).
- Two written family references.

International students must also provide:

- Copy of student's passport and entry visa.
- Copy of language school reports.

Please note that application for enrolment does not in itself constitute enrolment.

2. Interview

Upon receipt of International Student Application for Enrolment form, your child will be placed on our list of applicants for the relevant year. An interview will be arranged with a senior member of staff.

3. Letter of Offer

Following the interview, the Head of College will write to notify you on the result of your enrolment application. Enrolment is offered in accordance with St Mark's Conditions of Enrolment.

4. Acceptance Of Offer

If successful, the student's place is secured upon receipt of an Acceptance Offer form together with the enrolment fee. The enrolment fee is considered a firm commitment and is non-refundable. The enrolment fee is considered firm commitments and is non-refundable.

5. Commencement Details

You will be notified of commencement dates, orientation days and any other relevant details in the term prior to commencement.

6. Tuition Fees

The full year's tuition fee is payable in advance.

CONDITIONS OF ENROLMENT

1. That the student will participate fully in the life and program of the College, such as the devotional activities, Biblical studies, excursions, camps and attendance at Presentation Evening.
2. That the Parents will support fully both the student and College in all activities.
3. To ensure my child submits to the College's academic, dress and disciplinary regulations as may be instituted by the Head of College and staff of the College.
4. To be aware that my child must demonstrate effort and maintain a proper attitude towards their academic studies during their time at St Mark's Coptic Orthodox College.
5. It is a requirement that all yearly tuition fees are paid on enrolment and prior to the commencement of the course. All fees are to be paid in Australian Dollars. Subsequent Yearly tuition fees must be paid in full upon receipt of an account and prior to the date shown unless prior approval is given by the College Executive.
6. To pay for the provision of College approved ESL classes if these are required after school by private tuition.
7. Tuition Fees are not transferable.
8. St Mark's Coptic Orthodox College reserves the right to change its fees for the following academic year.
9. A student wishing to enrol in St Mark's Coptic Orthodox College must have a current passport.
10. Unless otherwise shown in the application form I/We willingly entrust the Head of College of St Mark's Coptic Orthodox College to undertake to provide accommodation for, and to be responsible for the support and general welfare of the aforementioned student.
11. All students under the age of 18 years are required to live in Australian Home stay accommodation approved by the College as part of their enrolment conditions. Enrolment will be terminated if students breach this condition.
12. Students 18 years and over will be required to live in a Australian Home stay accommodation unless private arrangements are approved by the Principal prior to such arrangements being made. Enrolment may be terminated if students breach this condition.
13. Notwithstanding points 8 & 9, students must advise St Mark's Coptic Orthodox College of any change in their contact details within 48 hours of the change.
14. Students on student visas must comply with the conditions of their visas which are to maintain a minimum of 80% attendance for each term and maintain satisfactory progress which will be assessed by maintaining regular and punctual attendance, completing prescribed tasks and homework and abiding by the school's rules and student dress code. Should the student not comply with these conditions their enrolment and visa may be cancelled.
15. St Mark's Coptic Orthodox College shall not be liable for any loss, damage or injury to persons or property. Students are advised to take out personal insurance to cover themselves against accident or illness.
16. That the College may suspend or terminate enrolment at its discretion for failure to comply with these conditions or any other serious breach of the

College's rules and regulations. Subject to complaints and appeals policy available on website.

17. Transferring from other Institutions Policy
Saint Mark's Coptic Orthodox College will only enrol a student who has completed another relevant course (a course provided by a registered provider and listed on the CRICOS) if the School is satisfied that:
 - a) The student had demonstrated a commitment to studies in that previous course;
 - b) Attendance was above that required by ESOS legislation; and
 - c) Had paid all fees for that course.
 - d) Enrolment into Saint Mark's Coptic Orthodox College will only be considered if the student who has not completed a previous course can produce a letter of release or has DIAC approval that attests to the three matters stated above.

BUSINESS ARRANGEMENTS

1. Acceptance of a place at Saint Mark's is confirmed by the payment of an Enrolment Fee. The Enrolment Fee is considered a firm commitment and is non-refundable.
2. The amounts of the enrolment and tuition fees are determined by the College Council from time to time and are subject to variation without notice.
3. Fees are payable on the first day of the term to which they apply. In the case of international students, the full year's tuition fee is payable in advance.
4. The parents/guardians of a student are jointly and severally responsible for payment of his/her fees.
5. If fees are not paid within 14 days of the commencement of term and there has been no notification/agreement made to the Head of College, an administration fee of 10% will be charged for late payment.
6. If difficulties arise in meeting payments within the specified time frame, special arrangements, in writing, must be made with the Head of College/College Council.
7. Failure to meet the requirements for fee payment may prevent the student from commencing a new term.
8. A pro rate charge is made for students entering the School during a term. If a student leaves the College during a term, no refund will be made in respect of the remaining portion of the term.
9. Other costs for items such as camps, excursions or materials may be charged to a student's account and will be payable under the same conditions as College fees.
10. A term's notice in writing must be given to the Head of College before the withdrawal of a student from the College, or a full terms fees will be payable. The same applies to withdrawal from an extra subject.
11. The College has accident insurance for all enrolled pupils with worldwide cover. Benefits include: lump sum payment of permanent disability; certain non-medicine expenses; and benefits for broken bones or damaged teeth. Further details can be obtained from Office.
12. The College does not take a responsibility for insuring the cost of medical or dental expenses in the case of accident to a student while playing sport or taking part in College activities. Parents are therefore advised to consider taking out appropriate insurance cover. A number of organisations offer comprehensive accident insurance.
10. The College does not undertake insurance of students' personal belongings. It is recommended that parents obtain suitable cover for their children's effects.

ACADEMIC DETAILS

PRESENT SCHOOL	
ADDRESS	
HIGHEST LEVEL OF EDUCATION ACHIEVED IN HOME COUNTRY	
IF NOT ATTENDING, DATE OF LAST ATTENDANCE	
Certified copy of school reports for previous two years [including the most recent report] must be attached. •Please note that all required documents must be translated (if not in English) and certified.	

COURSE DETAILS

PROPOSED CALENDAR YEAR OF ENTRY	
PROPOSED ENTRY CLASS (eg, Year 10)	
INTENSE ENGLISH REQUIRED	
PROPOSED COURSE ENTRY DATE	

STUDENT HEALTH INFORMATION

Please indicate if your child has been immunized against any of the following:	POLIO: No <input type="checkbox"/> Yes <input type="checkbox"/> MEASLES: No <input type="checkbox"/> Yes <input type="checkbox"/> MUMPS: No <input type="checkbox"/> Yes <input type="checkbox"/> DIPHTERIA: No <input type="checkbox"/> Yes <input type="checkbox"/> TETANUS No <input type="checkbox"/> Yes <input type="checkbox"/> RUBELLA (German Measles) No <input type="checkbox"/> Yes <input type="checkbox"/>	
Does the student suffer from allergies or chronic complaints (eg, Asthma)?	No <input type="checkbox"/> Yes <input type="checkbox"/>	LIST
Is the student on a permanent medication?	No <input type="checkbox"/> Yes <input type="checkbox"/>	LIST
Does the student require the medication to be administered?	No <input type="checkbox"/> Yes <input type="checkbox"/>	
Any special difficulties?	No <input type="checkbox"/> Yes <input type="checkbox"/>	LIST
Is there any other medical information of which St Marks should be aware of that could affect his/her schooling?	No <input type="checkbox"/> Yes <input type="checkbox"/>	LIST

OVERSEAS HEALTH COVER

If you cancel before your course starts, the College will refund the pre-paid amount in full. If you cancel after your course starts, there will be no refund.

The Australian Government required that this must be paid for the full duration of the course upon application.

DISCLOSURE STATEMENT The disclosure of all medical, psychological/psychometric and educational testing information relating to a student seeking enrolment is a fundamental condition to the acceptance of that student for enrolment at Saint Mark's. Such information is important in assessing the appropriateness of an enrolment at St Mark's for the purposes of duty of care and educationally, to support fully the student's academic needs and progress.

Failure to provide a full and accurate disclosure of the required information may lead to the termination of enrolment by the School.

COMPLAINTS AND APPEALS POLICY

1. At the time of enrolment, International students will be notified of various mechanisms through which any grievances or concerns may be addressed.
2. Counseling will be provided for overseas students by their Year Advisor, the Deputy Head of College and the Head of Curriculum. International students should first approach the Head of College if a grievance arises. Should no solution be reached then the Head of College will be, as a last resort recommend an independent arbitrator.
3. The Chief Executive of the Vocational Education & Training Administration Board (VETAB)
 - (i) Has the power under the Education (overseas students) Act of 1996, to suspend or cancel the registration of a provider of a course; and
 - (ii) Students concerned about the conduct of a provider may contact officers of the Department involved in the administration of the Education (overseas students) Act of 1996 and
 - (iii) The dispute resolution process does not prevent a student from exercising the student's rights of other legal remedies.

PARENTS/GUARDIAN INFORMATION

FATHER		MOTHER	
SURNAME		SURNAME	
GIVEN NAME		GIVEN NAME	
RESIDENTIAL ADDRESS		RESIDENTIAL ADDRESS	
	POST CODE		POST CODE
COUNTRY		COUNTRY	
TEL (HOME)		TEL (HOME)	
TEL (BUS)		TEL (BUS)	
MOBILE		MOBILE	
EMAIL		EMAIL	
POSTAL ADDRESS		POSTAL ADDRESS	
	POST CODE		POST CODE
OCCUPATION		OCCUPATION	
EMPLOYER		EMPLOYER	
WORK ADDRESS		WORK ADDRESS	
	POST CODE		POST CODE
WORK EMAIL		WORK EMAIL	
LANGUAGE SPOKEN AT HOME OTHER THAN ENGLISH	Mother <input type="checkbox"/> Father <input type="checkbox"/> Student <input type="checkbox"/>		
STUDENT LIVES WITH	Both parents <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian <input type="checkbox"/> Parents divorced <input type="checkbox"/> Mother/Father deceased <input type="checkbox"/>		
NAME OF STEP-FATHER/STEP-MOTHER (IF APPLICABLE)			

PAYMENT DETAILS

PAYMENT OPTIONS	Cheque or money order, made out to Saint Mark's Coptic Orthodox College			Cash <input type="checkbox"/>	Visa <input type="checkbox"/>	Mastercard <input type="checkbox"/>
AMOUNT PAID	\$					
CARD NUMBER				EXPIRY		
NAME ON CARD						
CARD HOLDERS SIGNATURE			DATE	2 0		

REFUND POLICY AND TUITION FEES

1. The Application Fee is non-refundable.
2. The College will refund within 28 days all tuition fees paid where the student produces evidence that the application made by the student for a student visa has been rejected by the Australian Immigration authorities.
3. The College will refund within 28 days of the receipt of written notification of cancellation by the student (or parent (s)/legal guardian tuition fees paid by or on behalf of the student less the amounts to be retained as agreed and detailed below.
 - (a) If written notice is received up to 4 weeks prior to commencement of the course, the College will be entitled to retain an administration fee.
 - (b) If written notice is received less than 4 weeks prior to commencement of the course 70% of the course fee will be refunded.
 - (c) If written notice is received after the commencement date and before the end of the first semester of the student's course, one Term's course fees will be refunded.
4. You are required to make your request for a refund in writing, signed by you, to the Head of College, Saint Mark's Coptic Orthodox College.
5. Where a student's enrolment is cancelled for any of the following reasons, a cancellation fee of 100% of the current semester fee is applicable.
 - (a) Failure to maintain satisfactory course progress (visa condition 8202)
 - (b) Failure to maintain satisfactory attendance (visa condition 8202)
 - (c) Failure to maintain approved welfare and accommodation arrangements (visa condition 8532)
 - (d) Failure to pay course fees
 - (e) Any behavior identified as resulting in enrolment cancellation in Saint Mark's Coptic Orthodox College's Code of Conduct.
6. Any refund of tuition fees approved will be sent to your home country and is not payable in Australia unless authorized by parents. Refunds will be paid to the person who enters into the written agreement.
7. If a student becomes an Australian resident during the course of studies (i.e. has a change of visa status), there will be no adjustment to the fees paid for the remainder of the calendar year.
8. Any default by the College will be covered by the provisions of the ESOS Act 200 and the ESOS regulations 2001 (as amended). They include:
 - (f) If for any reason the College is unable to offer a course, a full refund of fees paid will be made within 14 days of notification of course cancellation.
 - (g) If for any reason the College is unable to continue offering a course after commencement, a full refund of fees paid will be made within 14 days of notification of course cancellation.
9. This agreement and the availability of complaints and appeals processes, does not remove the right to take further action under Australia's consumer protection laws.
10. Completion of this form does not guarantee enrolment in Saint Mark's Coptic Orthodox College.

DECLARATION

I/We declare that to the best of my/our knowledge the information supplied is correct and complete. I/We recognize that it is my/our responsibility to provide all necessary documentary evidence of my/our child's studies and hereby authorize of College to obtain further information where necessary. I/We have understood and accept the Refund Policies. I/We am/are aware of the Conditions of Enrolment of The College and have understood and accept these conditions.

SIGNATURE OF MOTHER/GUARDIAN DATE

SIGNATURE OF FATHER/GUARDIAN DATE

CHECKLIST

Please ensure that all required documents and the application fee are forwarded together with this completed application form.

- Enrolment Application Fee (non-refundable)
- Certified copy of student's birth certificate and official immunisation records
- Copy of student's most recent school report (if applicable)
- Two written family references
- Copy of student's passport and entry visa (international students only)
- Copy of language school reports (international students only)

HOW DID YOU FIND OUT ABOUT St MARK'S?	<input type="checkbox"/> Sibling at St Mark's	<input type="checkbox"/> Media
	<input type="checkbox"/> Family Association	<input type="checkbox"/> Publications
	<input type="checkbox"/> Referral	<input type="checkbox"/> Church
	<input type="checkbox"/> Website	<input type="checkbox"/> Other

The information supplied on this form is required by St Mark's to manage the enrolment application. No personal information will be disclosed outside the School without your express consent except when required by law. A copy of St Mark's Privacy Policy is available on the St Mark's website.

RETURN TO

The Head of College Private PA
PO Box 747 Moorebank
NSW 1875 Australia

For further information contact The Head of College or The Head of College Private PA.