240-FM-MGS **MACQUARIE GRAMMAR SCHOOL**

INTERNATIONAL STUDENT APPLICATION FORM

COMPLETING APPLICATION FORM

This application form is to be completed by international students only.

All fields must be completed in English clearly using **BLOCK LETTERS** to proceed. Please tick boxes where appropriate.

STUDENT DETAILS

Title: ☐ Mr ☐ Miss ☐ Ms ☐ Mrs

Family Name: .....

Given Name(s): .....

Date of Birth: ..... /...../.....

Gender: ☐ Male ☐ Female ☐ Other

Nationality: .....

Home Address - Overseas (must be applicant's address):

Unit No: ..... Street No: .....

Street Name: .....

Suburub: .....

State: ..... Postcode: .....

Country: .....

Home Phone No: .....

Mobile Phone No: .....

Email Address: .....

Address in Australia (if known, must be applicant's address):

Unit No: ..... Street No: .....

Street Name: .....

Suburub: .....

State: ..... Postcode: .....

Country: .....

Home Phone No: .....

Mobile Phone No: .....

INFORMATION ON SPECIAL NEEDS AND PERSONAL HISTORY

The information provided below will assist the School in arranging, monitoring and improving services to assist students.

Do you have a disability, impairment or long term medical condition which may affect your studies? ☐ Yes ☐ No

Would you like to receive information on support services, equipment and facilities available which may assist you? ☐ Yes ☐ No

Please indicate the type of disability that applies:

☐ Mobility ☐ Hearing ☐ Vision ☐ Learning ☐ Medical

If other, please specify: .....

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Do you have any medical conditions or allergies? ☐ Yes ☐ No

If yes, please specify: .....

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Is there anything in the student's history or circumstances (including behavioural, physical violence or illegal drug use) that might pose a risk of any type to the student, other students or staff? ☐ Yes ☐ No

If yes, please specify: .....

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PARENT DETAILS (Mandatory Fields)

Family Name of Parent: .....

Given Name(s) of Parent: .....

Relationship to Student: ☐ Mother ☐ Father

Unit No: ..... Street No: .....

Street Name: .....

Suburub: .....

State: ..... Postcode: .....

Country: .....

Home Phone No: .....

Mobile Phone No: .....

Email Address: .....

GUARDIANSHIP ARRANGEMENT (Applicants under 18 years old)

Do you require a CAAW from MGS? ☐ Yes ☐ No

Do you require MGS to arrange guardianship? ☐ Yes ☐ No

If no, you have to nominate a person to be your guardian, who must be over 21 years old and an Australian Citizen or Permanent Resident and approved by MGS through an interview. MGS requires certified copies of citizenship certificate, AFP report and a proof of residential address at an interview.

Guardianship Details

Family Name of Guardian: .....

Given Name(s) of Guardian: .....

Relationship to Student: ☐ Mother ☐ Father ☐ Relatives

Unit No: ..... Street No: .....

Street Name: .....

Suburub: .....

State: ..... Postcode: .....

Country: .....

Home Phone No: .....

Mobile Phone No: .....

Email Address: .....

ACCOMMODATION ARRANGEMENT

Do you require MGS to arrange airport transfer services? ☐ Yes ☐ No

Do you require MGS to arrange homestay? ☐ Yes ☐ No

If yes, you must complete homestay application form for the services

If no, please provide your homestay details (MGS will inspect homestay place):

Contact's Name: .....

Contact's Mobile Phone No: .....

Contact's Email Address: .....

Unit No: ..... Street No: .....

Street Name: .....

Suburub: .....

State: ..... Postcode: .....

Home Phone No: .....

EDUCATION AGENT / REPRESENTATIVE

Are you applying through an education agent? ☐ Yes ☐ No

Representative's details

COURSE SELECTION

* International students applying from offshore cannot join directly into Year 12 without completing Year 11 in Australia or providing evidence of matching contents.

*Application for students transferring from other education providers will be assessed by the Principal and will be required to attend an interview.

*For eligibility, please see ENTRY REQUIREMENT section.

Please select courses you wish to study:

Course	Year
☐ High School Preparation (HSP) *HSP is an intensive English program for students who need to improve their English proficiency before commencing high school studies.* *International student is required to enrol HSP course if he/she does not have 5.5 IELTS result or equivalent.*	☐ Pre-intermediate ☐ Intermediate ☐ Upper-intermediate
☐ Junior Secondary (Years 7-10)	☐ Year 7 ☐ Year 8 ☐ Year 9 ☐ Year 10
☐ Senior Secondary (Years 11 and 12)	☐ Year 11 ☐ Year 12

Please select when you wish to commence studies:

☐ January ☐ April ☐ July ☐ September Year: .....

EDUCATION DETAILS (Documents are required to provide)

This is to identify if you satisfy MGS entry requirements. Please list previous education that you have completed.

Qualification Name	Institution Attended	Date of Completion

ENGLISH LEVEL DETAILS (Documents are required to provide)

Test Type	Results/Score Overall	Date of the Result

FURTHER STUDY DETAILS

Do you intend to take further studies after completing High School?

☐ Yes ☐ No

If yes, what is the course that you intend to study?

☐ Higher Education (University)

☐ Vocational Education & Training (VET)

☐ Other

STUDENT VISA DETAILS

Do you have a current Australian visa? ☐ Yes ☐ No

If yes, Visa Type: ☐ Student ☐ Visitor ☐ Other

If no, which Visa Type are you applying for? ☐ Student ☐ Visitor ☐ Other

At which DIBP (Department of Immigration and Border Protection) City office location will you submit a visa application?
City: …… Country:……..

OVERSEAS STUDENT HEALTH COVER (OSHC) ARRANGEMENT

OSHC arrangement is a requirement for a student's visa application from DIBP.

Do you have OSHC? ☐ Yes ☐ No

If no, do you require MGS to arrange OSHC? ☐ Yes ☐ No

If yes, please provide details:

OSHC Provider's Name: ……
Membership No: ……
Expiry Date: …… /……/……

Overseas Visitor Health Cover (OVHC):

Parent who will be residing in Australia with student under 18 years old and applying for a guardian visa must hold OVHC. MGS arranges the cover.

Do you require MGS to arrange OVHC? ☐ Yes ☐ No

DOCUMENT CHECKLIST

Please ensure to check if you have attached the following documents to this application. All documents that are not in English must be translated into English.

Documents for all students:

☐ A copy of passport and visa

☐ Certified copies of English proficiency (must be obtained within the last 2 years, if required)

☐ Certified copies of Academic Transcripts and Certificates

Documents to provide for nominated guardian by parents and homestay host for students under 18:

☐ Certified copies of passport, Australian Citizenship and residential address

☐ Certified copies of proof of relationship to the student (if guardian is relative)

☐ Working with children check & Police check

☐ Homestay inspection outcome (for MGS to issue CAAW)

TERMS & CONDITIONS

Review of Fees

MGS reserves the right to review its fees. If tuition fees are increased you will be required to pay the new fees when they are introduced.

Tuition Fees

MGS will not be responsible for any monies paid to an agent or third party. When MGS receives your fees, and confirms you have signed our Terms & Conditions on the application form, we will send you a ***Confirmation of Enrolment.*** This form is used to apply for your student visa. For courses exceeding 24 weeks duration no more than 50% of the total course fee is required prior to the course commencement date, with subsequent study period payments not required until two weeks before the commencement date. Tuition fees only cover the charges for tuition. Tuition fees DO NOT cover the charges for application fee, accommodation placement, airport pickup, transport, living expenses, textbooks, stationery, and equipment; or clothing required. Individual payment plans can be organised on an individual student basis.

On accepting ***Letter of Offer*** students must pay:

a) The first course fee instalment, equal to 50% of total course fees, prior to the commencement of the course in order to obtain a ***CoE*** to start their course **OR**

b) **T**he full course tuition fee in the case where the course is 24weeks or less.

In the case where a course exceeds 24 weeks in duration, (i.e. more than one 24-week period), the remaining fee instalment/s is/are required to commence two weeks prior to the commencement of the second study period. Non-payment of course fees will result in expulsion and reporting to DIBP. If fees are not paid by the due date, a late fee of AUD 200.00 per instalment may be charged.

School Aged Dependant

Students are advised that any school aged dependants accompanying them will be required to pay full fees if they are enrolled in either a government or non-government school.

Course Credit

MGS offers course credit if a student demonstrates written knowledge of equivalent subject content and duration.

Refund Policy-Student Default

1. Student Default applies under section 47A of the ESOS Act, an overseas student or intending overseas student defaults, if:
    - the course starts at the location on the agreed starting day, but the student does not attend the course on that day and has not previously withdrawn
    - the student withdraws – before or after the agreed starting day; or
    - the school (MGS) refuses to provide (or continue to provide) course due to:
        - non-payment fees;
        - the student breached a condition of his/her student visa
        - misbehaviour by the student (Note: the student is entitled to natural justice under subsection 47A (3)).

No refund is applied to this circumstance.

2. In case of visa refusal circumstances of student default:
    - student hasn't started the course for visa rejection only
        - MGS will refund all the fees except the application fee and $500 administration expenses.
    - Student has started course/onshore enrolment
        - MGS only makes a refund which equals the amount of the total tuition fees paid for the remainder of the course not completed at the time of default.
3. In all other instances where a student does not take up their place at MGS (ie personal choice), the school will refund all Fees paid in advance, minus the Application Fee of $300 and the Enrolment Bond of $2,000.
4. MGS will make a refund in Australian Dollars only within 4 weeks of receiving a written claim by the student in accordance with the Terms and Conditions as outlined on this Application Form.
5. All refund considerations will be strictly limited to the total of monies which MGS has actually received. The refund calculation will not include:
    - application fee
    - enrolment bond (under circumstances 4).
    - Overseas Student Health Cover (OSHC)
    - administration expenses totalling no more than the lesser of $500 or 5% of total course money received before the default date
    - the part of expenses for travel
    - bank charges
    - accommodation and other domestic services that cannot be offset by providing the services to someone else
    - the cost of books, equipment and other materials needed for the course
    - proportion of course money received for the proportion of the course provided to the student before the default date
    - Agent's commission paid either directly by the student or through MGS on behalf of the student whether the commission was paid before or after monies were received by MGS.
6. MGS will make the refund available to either the student or the student's representative as identified on the Application Form as per the ESOS Act Regulation 3.19.
7. When students are enrolled in package courses, in the event of a cancellation or withdrawal, a refund will be granted on the second course (treated as an independent course) as per the conditions above in point 1, if the student cancels or withdraws after the course commencement date of the first course. No refund of prepaid course fees will be made to any student who withdraws after the commencement date of a single course within MGS, or the first course within a packaged program composed of two or more MGS courses within one or more MGS.
8. Course and other fees are not transferable to another student or institution.
9. Personal insurance and student expenses are not included in the fees quoted and are the responsibility of the student.
10. All applications for refund must be made by the student in writing using the Refund Request Form and submitted to the Finance Department.
11. If a student transfer to another provider is approved, he or she is subject to the normal refund policy conditions.

Refund Policy-Provider Default

Refunds in situations of Provider Default are covered by the provisions of ***The Education Services for Overseas Students Legislation Amendment (Tuition Protection Service and Other Measures) Act 2012*** and apply if:

- MGS does not offer a course on the advertised start date or
- terminates a course after the course start date or before the course completion date or
- does not provide a course as advertised due to sanctions by any authority or
- does not provide a course in full.

In such a case MGS will pay the student a refund which equals the amount of the total tuition fees paid for the remainder of the course not completed at the time of default if an alternative placement with another provider cannot be found to the student's satisfaction. Such refunds will be made within 2 weeks following the default date.

Change of Provider

A student on a student visa is not permitted to change his or her primary provider during the first six months unless exceptional circumstances apply.

Change of Student Contact Details

A student must immediately advise MGS of any changes in address/ contact details and/or in any circumstances within 7 days.

Assessment and Delivery

MGS delivers and assesses only the courses registered on its scope of registration. Delivery and assessment strategies have been developed in consultation with industry representatives and include various strategies, validation processes and pathways. Student visas require students to make satisfactory academic progress and to complete assessment tasks satisfactorily.

Discipline and expulsion

MGS reserves the right to expel students for serious breaches of discipline following appropriate disciplinary procedures. Refunds are subject to the refund policy. DIBP will be notified.

Arrival and Induction
All students will attend an Orientation to MGS and be inducted into MGS and courses within the first week of classes.

Attendance/Academic Performance
All overseas students on a student visa must maintain a minimum of 80 per cent average course attendance plus satisfactory academic progress of any stage of their course. Students not maintaining these conditions will be warned and subsequently reported to DIBP via PRISMS.

Release of Personal Information
The information provided by the student to MGS, including personal and contact details, course enrolment details and changes, attendance and academic progress can be made available to Commonwealth and State agencies, pursuant to obligations under the ESOS Act 2000 and the National Code. The School is obligated, under s19 of the ESOS Act 2000, to inform certain Government bodies about changes to the student's enrolment and the circumstances of any suspected breach by the student of a student visa condition relating to attendance or satisfactory academic performance without student consent or notification. Personal information supplied, along with consent to being contacted, will only be used by MGS in connection with an application for a student to study at MGS or in the case where any outstanding fees payable need to be recovered by an external agency. Provision of personal information is voluntary. However the application may be hindered if relevant information is not provided. MGS will only disclose personal information to outside parties if required to by law, with parental consent in other circumstances, or if it is needed to prevent serious threat to a person's health or safety. Personal information provided to MGS can be accessed and amended by contacting Student Services Department.

Visa and Visa Subclass Conditions
It is the responsibility of the student to remain aware of the conditions of their visa and visa subclass relating to their course after the student has taken their Confirmation of Enrolment to DIBP for approval.

Change to Conditions
MGS reserves the right to change its fees, conditions, course times or course commencement dates.

Complaints Procedure
If the student or parent has any complaint(s) about the services provided by MGS or the relevant fees, attempts should be made to resolve the problem with the relevant staff before lodging the complaint.
Full details of the complaints procedure are available at the campus.

Breach of Terms and Condition
Any breach of these terms and conditions may result in the termination of the student's enrolment.

Overseas Student Health Cover (OSHC)
All international students are required to arrange Overseas Student Health Cover (OSHC). It is the student's responsibility to check the conditions of this health cover. MGS arranges OSHC and OVHC for students and student's guardian upon requests.

Change of Homestay and Guardianship (Under 18)
A student must immediately advise MGS of any changes in homestay place or guardianship details within 7 days. Nominated Homestay place must be inspected by MGS and homestay host will be required to provide relevant documents and guardian must be interviewed by providing requested documents for an approval and to be issued CAAW from MGS.
Failure to notify may lead to cancellation of CAAW.

DECLARATION

I have read, understood and accepted the terms and conditions and agree to be bound by all policies and conditions. I declare that all information provided with this application form is correct and complete and that I have read and understood and agree to be bound by the Terms and Conditions on this form. These terms and conditions together with any offer letter sent by MGS in response to the application will, upon payment of fees, constitute a written agreement between the parents (student if over 18 years) and MGS for the purpose of the ESOS Act 2000 and the National Code of Practice 2007. I agree that in the event that false, inaccurate or misleading information is provided, MGS reserves the right to cancel the enrolment. I agree that when I am accepted for enrolment into MGS I must comply with and ensure the student complies with the terms and conditions of enrolment. I understand and consent that personal information provided by the student to MGS may be available to the health insurance provider, Commonwealth and State agencies, pursuant to obligations under the ESOS Act 2000 and the National Code of Practice 2007 and to any contractors engaged by MGS to provide advice or services in connection with any aspect of MGS's international student programme or operation.

I hereby consent to being contacted in connection with this application and any subsequent enrolment by text message, email or other electronic means and note that I may at any time opt out of being contacted by any such electronic means by contacting Admissions Department and so advising.

I consent to the student named on this application form:

- Attending and participating in MGS activities, including excursions and trips arranged by MGS, and
- In the event of an emergency, using ambulance transportation and/or receiving such medical or surgical treatment as may be deemed necessary.

I am responsible for costs incurred in providing medical treatment and associated services for the student.
I agree that if there is any difference in meaning of the provision of an English version and any translated version of this form or the Terms and Conditions to me, the English version is to prevail. I enclose the required fees and authorise Macquarie Grammar School Ltd to retain my tuition fees in accordance with the Refund Policy if I elect to cancel my enrolment at any time.

This agreement, and the availability of MGS complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

Student Signature: .....

Date: .....

Full Name: .....

Students under 18 years old, parent/guardian signature is required.

Parent/Guardian Signature: .....

Date: .....

Full Name: .....

PLEASE FORWARD COMPLETED APPLICATION TO:

MGS Admissions Department
Level 8, 225 Clarence Street Sydney NSW 2000
[T]: 61 2 8228 3022
[E]: enrolments@mgs.edu.au

Macquarie Grammar School Ltd
CRICOS Provider Code: 03330B
ACN 141 160 483