

APPLICATION FOR ENROLMENT INTERNATIONAL STUDENTS



STRIVING
FOR
EXCELLENCE

To complete your child's Application for Enrolment please:

1. Complete the form below; and
2. Pay the non-refundable registration fee of \$50 (bank details: BSB 306 089 Account number: 1721 518 or via credit card by calling our Reception on 9303 3840); and
3. Return the completed form **AND** copies of these documents to our Admissions Registrar at enrolments@sag.wa.edu.au

- Photo page of current Passport
- Most recent school reports – the last 2 years (if possible)
- English Language test report
- Copy of Immigration Visa Grant Notice
- Supplementary Form for Students with Special Needs (if applicable)

Section 1 STUDENT INFORMATION

Proposed St. Andrew's Grammar Year Level of Entry (**Year 1 to Year 12**) ____ for **20** ____ starting in Term ____.

Surname: _____ First Name: _____

Second Name: _____

Preferred Name: _____ Sex: M / F / X Date of Birth: ____ / ____ / ____

Country of Birth: _____ Ethnicity: _____

Language(s) spoken: _____

Religion: _____

Has an Education Agent assisted you with this application? YES NO

If YES, provide the name of the agent: _____

Section 2 VISA STATUS

Passport number: _____ Expiry date: _____

Country of Issue: _____ Date of Entry into Australia: _____

Current Visa Type and Number:

Student Visa (subclass 500)	YES	NO
Visitor Visa (subclass 600)	YES	NO
Bridging Visa	YES	NO

If Yes – what type of visa have you applied for? _____

Section 3 ACCOMMODATION AND WELFARE ARRANGEMENTS

If the student's parent or legal custodian or a relative is accompanying them to Perth and staying with them for the duration of their enrolment at St Andrew's Grammar, please go to Section 4.

(This person will need to be approved by the Department of Home Affairs ^{#1} see notes in Appendix 1)

1. If the student's parent or legal custodian or a relative is NOT accompanying them to Perth, does the student have an eligible relative ^{#2} in Perth whom the parent/legal custodian has nominated to take on the role of guardian? YES__ NO__

If **YES**, please provide details of the guardian^{#3}:

Name: _____

Address in Perth: _____

Relationship to student: _____

If **NO**, please contact our Education Agent Jing Wei.

2. Will the student live with this approved guardian? YES__ (go to next Section 4) NO__

If **NO**, will the student live with **another eligible relative or close family friend**, approved by the parent/legal custodian, during their enrolment at St Andrew's Grammar? YES__ NO__

If **YES**, please provide details of the person the student will live with^{#3}:

Name: _____

Address in Perth: _____

Relationship to student: _____

Relationship to nominated guardian: _____

If **NO**, please contact your Education Agent.

Section 4 STUDENT MEDICAL INFORMATION

Please detail any medical conditions your child has, including whether each condition is considered **mild, moderate, or severe**. Please note we may require more detailed information during the enrolment process.

Please tick and provide information for all that apply below:

Medical Action Plan: ☐ Yes ☐ No To be provided to the school annually: ☐ Yes ☐ No

Anaphylactic reactions: _____ ☐ Yes ☐ No

EpiPen Required: ☐ Yes ☐ No To be provided to the school annually: ☐ Yes ☐ No

Allergies: _____ ☐ Yes ☐ No

Intolerance to food: _____ ☐ Yes ☐ No

Asthma: _____ ☐ Yes ☐ No Diabetes: _____ ☐ Yes ☐ No

Epilepsy: _____ ☐ Yes ☐ No Phobias: _____ ☐ Yes ☐ No

Please be aware that we have a Nut Exclusion Policy at our school. As some students at our school have severe allergies to these products, we do not allow them on campus. Please ensure your children do not bring these foods to school. For example, foods such as peanut butter and/or Nutella sandwiches are not allowed.

STUDENTS WITH SPECIAL NEEDS

In order to best assist your child's education and provide the appropriate level of support, please detail any special needs your child has that may affect their education. The Supplementary Enrolment Form will also need to be completed if you have ticked **Yes** on any of the boxes below. This form is available from our website or from the School upon request. Failure to disclose this information may negate this application or may result in the School having to cancel the enrolment at any time.

Psychological <input type="checkbox"/> Yes <input type="checkbox"/> No	Physical <input type="checkbox"/> Yes <input type="checkbox"/> No
Behavioural/Safety <input type="checkbox"/> Yes <input type="checkbox"/> No	Communication <input type="checkbox"/> Yes <input type="checkbox"/> No
Mobility <input type="checkbox"/> Yes <input type="checkbox"/> No	Sensory (e.g. Vision/Hearing) <input type="checkbox"/> Yes <input type="checkbox"/> No
Cognitive <input type="checkbox"/> Yes <input type="checkbox"/> No (Gifted & Talented or Learning Difficulties)	Other (please state) <input type="checkbox"/> Yes <input type="checkbox"/> N

PARENT DETAILS

Only complete both sections if both parents/guardians are able to sign this application form

PARENT 1

Relationship to student: _____ Relationship to Parent 2: _____

Mr/Mrs/Ms/Miss/Dr Other: _____

Surname: _____ First Name: _____

Preferred name: _____

Religion: _____ Country of Birth: _____

Nationality: _____ Australian Citizen: ☐ Yes ☐ No

Visa Type and Number: _____ Visa Expiry: _____

Passport Number: _____ Country of Issue: _____

Date of Entry into Australia: _____

Main Language(s) spoken: _____

Residential address in Australia: _____

Suburb: _____ Postcode: _____

State: _____

Residential address overseas: _____

Suburb/city: _____ Postcode: _____

Country: _____

Mobile Number: _____

Email (*please print clearly*): _____

The following information regarding your educational qualifications is required by the Federal Government for school census data collection – See MCEETYA Data Collection below:

Occupation: _____ Employer: _____

What is the highest year of schooling you have completed? (Please tick the appropriate)

☐ Year 9 or below ☐ Year 10 ☐ Year 11 ☐ Year 12

What is the highest level of qualification you have completed?

☐ No qualification after school ☐ Certificate I to IV ☐ Advanced Diploma

☐ Bachelor's Degree or above

Please indicate your appropriate occupational group:

Senior Management, Government Administration or Defence, Qualified Professionals ☐

Business Managers, Arts/media/sportspersons, Associate Professionals ☐

Tradespersons, Clerks & Skilled Office Workers, Sales & Service Staff ☐

Machine Operators, Hospitality Staff, Assistants, Labourers, and related workers ☐

Not in paid work ☐

PARENT 2

Relationship to student: _____ Relationship to Parent 1: _____

Mr/Mrs/Ms/Miss/Dr Other: _____

Surname: _____ First Name: _____

Preferred name: _____ Religion: _____

Country of Birth: _____ Nationality: _____

Australian Citizen: ☐ Yes ☐ No

Visa Type and Number: _____ Visa Expiry: _____

Passport Number: _____ Country of Issue: _____

Date of Entry into Australia: _____

Main Language(s) spoken: _____

Residential address in Australia: _____

Suburb: _____ Postcode: _____

State: _____

Residential address overseas: _____

Suburb/city: _____ Postcode: _____

Country: _____

Mobile Number: _____

Email (please print clearly): _____

The following information regarding your educational qualifications is required by the Federal Government for school census data collection – See MCEETYA Data Collection below:

Occupation: _____ Employer: _____

What is the highest year of schooling you have completed? (Please tick the appropriate)

☐ Year 9 or below ☐ Year 10 ☐ Year 11 ☐ Year 12

What is the highest level of qualification you have completed?

☐ No qualification after school ☐ Certificate I to IV ☐ Advanced Diploma
☐ Bachelor's Degree or above

Please indicate your appropriate occupational group:

Senior Management, Government Administration or Defence, Qualified Professionals ☐
Business Managers, Arts/media/sportspersons, Associate Professionals ☐
Tradespersons, Clerks & Skilled Office Workers, Sales & Service Staff ☐
Machine Operators, Hospitality Staff, Assistants, Labourers and related workers ☐
Not in paid work ☐

GUARDIAN DETAILS if the student is being accompanied by their legal custodian or a relative, not their parent:

Mr/Mrs/Ms/Miss/Dr Other: _____

Surname: _____ First Name: _____

Preferred name: _____

Mobile Number: _____

Email (*please print clearly*): _____

EMERGENCY CONTACTS

Please provide the names and details of persons to be called if parents/guardians cannot be contacted.

*****This is a compulsory field and must be completed, with a minimum of 2 contacts required*****

Name 1: _____ Relationship to student: _____

Telephone: _____ Mobile: _____

Name 2: _____ Relationship to student: _____

Telephone: _____ Mobile: _____

Name 3: _____ Relationship to student: _____

Telephone: _____ Mobile: _____

MCEETYA DATA COLLECTION

The Ministerial Council on Education, Employment, Training and Youth Affairs, Federal Government, requires information captured above regarding your educational qualifications for school census collection.

Information is also collected on this form and during your child's enrolment in order to meet our obligations under the ESOS Act and the National Code 2007 for international students; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in 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. Information collected about you and your child on this form and

during his or her enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information can be collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

PRIVACY STATEMENT

Under the Privacy Act (the Act) St Andrew's Grammar is required to provide you with certain information as to how we protect your privacy and how we comply with the requirements of the Act and the 13 Australian Privacy Principles (APP's). This information is set out in your Privacy Policy which is available on the schools public website

www.sag.wa.edu.au and also available upon request from the School Administration. Our Privacy Policy describes:

- Who we collect information from;
- The types of personal information collected and held by us;
- How this information is collected and held;
- The purpose for which your personal information is collected, held, used and disclosed;
- How you can gain access to your personal information and seek its correction;
- How you may complain or inquire about our collection, handling, use or disclosure of your personal information and how that complaint or inquiry will be handled; and
- Whether we are likely to disclose your personal information to any overseas recipients.

**** We strongly recommend that you read our Privacy Policy and if you have any queries with respect to its content you should contact the Principal's Personal Assistant at principalpa@sag.wa.edu.au.**

PARENT ACKNOWLEDGEMENTS

I/We acknowledge that all information provided to the school is true and current to the best of our knowledge and belief, and that a failure to disclose any information may result in this application being refused or may result in the school having to cancel the enrolment at any time.

I/We acknowledge that information about our school account may be shared with the Education Agent, if they have assisted with this application.

Signature of Parent 1: _____ **Date:** _____

Signature of Parent 2: _____ **Date:** _____

Appendix 1: Notes:

#1 The Department of Home Affairs will assess the nominated arrangements according to the Migration Regulations 1994 and, if approved, the eligibility relative will be the student's nominated guardian. The School is not involved in setting up the student's accommodation or welfare arrangements but may require the guardian to meet with staff early in the first term of the student's enrolment.

#2 Eligible relative is:

- a brother, sister, step-parent, step-brother, step-sister, grandparent, aunt, uncle, cousin, niece, nephew, step-grandparent, step-aunt, step-uncle, step-niece or step-nephew
- nominated by a parent/legal custodian of the student
- at least 24 years of age
- of good character: if residing in Australia have a valid Working with Children (WWC) card or a police clearance from their own country
- an Australian citizen, permanent resident or be eligible to remain in Australia until the student's visa expires or the student turns 18 years of age (whichever happens first).

#3 In this case the School will issue a **Confirmation of Accommodation and Welfare letter (CAAW)** and accept responsibility for the welfare arrangements of the student. We are placing a student into arrangements that we consider suitable – into the care of

- a. a relative who has signed an agreement with the parents/legal custodian to act as the nominated guardian and provide accommodation; or
- b. a relative who has signed an agreement with the parents/legal custodian to act as the nominated guardian AND another **relative** or **close family friend** who will provide accommodation. Parent/legal custodians has agreed to this accommodation arrangement.

**Please send a copy of my child's statement to
Guardian
Agent**

DOCUMENTS ATTACHED TO THIS APPLICATION FOR ADMISSION

It is essential that copies of the following documents are supplied together with your application. Please tick the boxes below to acknowledge that copies have been attached.

- ☐ Current Passport
- ☐ Most recent school reports (2 years if possible)
English Language test report
- ☐ Copy of Visa documents
- ☐ Supplementary Form for Students with Special Needs (if applicable)

ADMINISTRATION USE ONLY

- ☐ Registration Fee of \$50.00 Receipt Number: _____ Cash/EFTPOS
- ☐ Documents scanned/received Date received: _____
- ☐ Interview Booked Date of Interview: _____
- ☐ Entered into Synergetic ☐ F ☐ C Date of entry: _____

Additional Notes: _____
