



St Paul's Grammar School

Application for Enrolment International Student

THIS IS A DIGITAL
FILLABLE PDF

Click inside each field to fill
out the form.

PARENT CHECKLIST

For your application to proceed, please provide the following:

- \$350 (AUD) application fee (paid upon acceptance)
- Copy of the student's last school report
- Copy of the student's passport
- Copy of the student's immunisation record

OFFICE USE ONLY

Student ID

THIS FORM MUST BE TYPED ONLY

STUDENT DETAILS

Given Name(s)		Known As (if applicable)	
Family Name		Gender	Date of Birth
Nationality		Country of Birth	
Passport Number		Passport Expiry Date	
To Commence in Year Level		In Term	Calendar Year
If a Language other than English is spoken at home, please state			
Current School		Year Level	

ENGLISH LANGUAGE

Has the student completed formal English testing? YES NO

If yes, which test

Please supply a copy of the test results (if applicable)

Will the student be attending an English College prior to enrolling at St Paul's Grammar School? YES NO

If yes, which college?

Dates of college enrolment (if known)

STUDENT BACKGROUND

Are you aware of any diagnosed social, emotional or intellectual difficulties or special medical or learning needs which may impact on the student's ability to take full advantage of the programmes offered by the school?

- Gifted
- Support in Numeracy
- Support in Literacy
- English Second Language (ESL)
- Medical
- Integration*
- Not Applicable
- Other (please specify below)

*Integration is program support for a disability or impairment



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PARENT DETAILS

THE STUDENT RESIDES WITH: Both Parents Father Mother Guardian

If natural parents are not living together please indicate below.

- Parents Separated Parents Divorced
 Mother Remarried Father Remarried

PARENT/GUARDIAN A

Relationship to Student	Father <input type="checkbox"/> Mother <input type="checkbox"/> Guardian <input type="checkbox"/>		
Family Name			
Given Name(s)		Date of Birth	
HOME ADDRESS			
Country		Province/City	
District/ Town		Post Code	
Address			
Mobile		Email Address	
WeChat Address		Occupation	

PARENT/GUARDIAN B

Relationship to Student	Father <input type="checkbox"/> Mother <input type="checkbox"/> Guardian <input type="checkbox"/>		
Family Name			
Given Name(s)		Date of Birth	
HOME ADDRESS			
Country		Province/City	
District/ Town		Post Code	
Address			
Mobile		Email Address	
WeChat Address		Occupation	

MEDICAL DETAILS

(All information is dealt with in strictest confidence)

DOES YOUR CHILD SUFFER FROM ANY OF THE FOLLOWING?

(please indicate with a tick in the space provided)

CONDITION		
ADHD	Allergies	Anaphylactic
Aspergers	Asthma	Autism
Anxiety	Behaviour disorder	Cardiac conditions
Diabetes	Epilepsy	Hearing Impairment
Vision Impairment	Mental health issues	Physical disability
Seizures	Scoliosis	Other diagnosed conditions

Has your child been immunised?

YES NO

If yes,

1. Please supply a current Immunisation History Statement.
2. Please supply a certified English translation of the current Immunisation History Statement. (if applicable).

Is your child on any regular medication?

YES NO

If YES, please supply details below.

ST PAUL'S GRAMMAR SCHOOL PRIVACY POLICY

AS IT AFFECTS PARENTS

Why have a privacy policy?

St Paul's is bound by the national privacy principles in the Commonwealth Privacy Act which seeks to protect people's right to safeguard the privacy of personal and sensitive information as far as is practicable.

What kinds of personal and sensitive information does St Paul's need to collect?

Any information that enables the school to provide schooling for your sons or daughters and to discharge its duty of care. The school uses this information to keep you informed about matters related to your sons'/daughters' schooling through correspondence, newsletters and magazines; for day to day administration; for looking after your sons'/daughters' educational, social and medical wellbeing; for seeking donations and marketing for the school; and for satisfying the school's legal obligations to discharge its duty of care. Because the school only collects information considered necessary for your sons'/daughters' schooling and care, your withholding permission to collect such information could jeopardise their enrolment.

Who else, apart from St Paul's, might have access to this personal and sensitive information?

If it is considered necessary in discharging its primary task of providing schooling for your sons/daughters and discharging its duty of care, the school might pass on such information to another school, government departments (including The Australian Taxation Office's school tax file number program), medical practitioners, those providing specialist services to the school, recipients of school publications, school fundraisers and anyone you authorise the school to disclose information to.

Should I inform others if I disclose information about them to the school?

Yes. If you provide the school with personal information about others, such as contact details of doctors and emergency agencies, we encourage you to inform those others that you have disclosed that information to the school, that they can access that information if they wish and that the school will not disclose that information to others.

How does St Paul's respect the confidentiality of such information?

The school staff is required to keep such information secure. The school has in place steps to protect personal information the school holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and passworded access to computerised records.

Do parents or children have right of access to such records about them?

Yes, though where such access has an unreasonable impact on the privacy of others, where it may result in a breach of the school's duty of care to students, or where sons/daughters have provided information in confidence, the school has the legal right to deny access. Students will generally have access through their parents, but older students may seek and receive right of access themselves, subject to relevant legislation.

Will St Paul's seek parental permission when outside sources ask for information about their sons/daughters?

Yes, if in the circumstances it is appropriate. St Paul's respects the right of parents to make decisions about their son's/daughter's education. Apart from cases that would indisputably be in the student's schooling and care interests, the school will refer requests for consent and notices in relation to the personal information of students to their parents. St Paul's will treat consent given by parents as consent given on behalf of their sons/daughters, and notice given to parents will act as notice given to such children.

What do I do if I have further questions?

Please refer to the St Paul's Grammar School Privacy Policy on eCampus of St Paul's Grammar School. If you still have further questions, please contact the Registrar.

Consent:

I/we have read the St Paul's Grammar School Privacy Policy as it relates to parents and I give the school permission to collect and disclose information in accordance with that policy. My permission includes a recognition that if there are changes to the legislation from time to time, that policy will need to be updated to meet such legislative requirements.

I/we also give permission for my contact details (name and phone number only) to be placed on a class list and circulated to parents and caregivers of children in my daughter's/son's class.

I/we also give my permission for my child's photo to be placed in the school's records, and displayed from time to time around the school and in school publications.

I/We have read and agree to the St Paul's Grammar School Privacy Policy as compliant with the Privacy Act. (please tick)

INTERNATIONAL STUDENT PROGRAMME CODE OF CONDUCT FOR STUDENTS

Students who enrol at St Paul's Grammar School "The School" are required to obey all of the behaviour expectations outlined in the School's Code of Conduct. In addition, International Students agree to the following obligations:

- 1. Laws of Australia and New South Wales**
The laws of Australia and the state of New South Wales must be respected and obeyed at all times. Students must comply with all visa conditions.
- 2. Supervision**
Students must obey the rules of the School, which are stated in detail in the Student Handbook. Students must accept and comply with the supervision and discipline of the School and the homestay family.
- 3. Schooling**
The reason for coming to Australia is for study at school. Students are required to attend all classes, participate fully in the school activities, and complete all out-of-class tasks, including private study. It is not possible to do this and at the same time engage in business or employment. Absence from school must have prior approval from the Principal or be supported by a medical certificate.
- 4. Communications**
Students are required to comply with the School's mobile phone policy. All telephone calls (local within Australia, and overseas) and internet access fees are to be paid for by the student using their own mobile phone or internet modem.
- 5. Drugs**
The possession and/or use of illicit drugs is not permitted, as such activity is against Australian law. Students who break this rule will be reported to authorities.
- 6. Alcohol**
Possession or consumption of alcohol while at School or at a school activity is strictly forbidden. Alcohol may be consumed only by those who are 18 years of age or older. Consumption by students over 18 should always be in moderation. No alcohol may be consumed at the homestay even if a student is over 18 years old.
- 7. Smoking**
The School is a declared smoke-free area. Therefore, possession or consumption of tobacco while at School or at a school activity is strictly forbidden. Smoking is also prohibited at the homestay premises. The purchase and/or use of tobacco is forbidden by Australian law for children under 18 years old.
- 8. Security**
Upon arrival at St Paul's Grammar School, the students' passports will be collected by the School and held in the school safe for security and safekeeping.
- 9. Overseas Travel**
Students are advised that they may only return to visit their home country in vacation periods. Travel during term time is only with the permission of the Principal. All transfers to and from the airport are arranged by the school and the cost debited to the student's school account.
- 10. Sexual Activity**
Students are to refrain from sexual activity while they are students at the school.
- 11. Driving**
Students should refer to the school Driving Policy for International Students if they would like to learn to drive while a student at the school.
- 12. Domestic Travel**
Travel within Australia, other than going to and from the School, is to be undertaken only with the consent of the family, homestay family and the School, and at the expense of the student. Students are forbidden to undertake domestic travel without approved adult supervision unless specific permission has been granted by the school to do so.
- 13. Paid Employment**
Study visas limit students' access to paid employment. Conditions of such visas must be strictly complied with. However, it is the strong recommendations of the school that students do not undertake paid employment.'
- 14. Liability for Damage**
The student is responsible for and liable for any damage he/she has caused to the School or to the home or property of the homestay family.
- 15. Gambling and the Loan of Money**
Students are not to engage in any form of gambling while they are students at the school. It is highly recommended that borrowing and lending money not be entered into, as this can have unforeseen circumstances attached. Gambling is forbidden by Australian Law for children under 18 years old.
- 16. End of Study**
The student will return home within the terms specified in the visa approval.

We (parent/s and student) understand and accept the terms and conditions of this Code of Conduct. We also understand that breaching this Code of Conduct may result in the student's place at the School being placed under review. (please tick)

INTERNATIONAL STUDENT SAMPLE CONTRACT

1. Enrolment

Course numbers will be listed for the student

2. Period of Enrolment

The Student's enrolment study period will be listed on the contract

3. School Rules

The Parents or Legal Guardians agree to be bound by the School Rules and decisions, and by the authority of the School Board and the Principal.

4. International Student Programme Code of Conduct for Students

The Parents acknowledge and agree that:

- (a) the International Student Programme Code of Conduct for Students ("the Code of Conduct") forms part of this contract;
- (b) their son/daughter is bound by the Code of Conduct for Students and to any variations to the Code of Conduct as agreed by the Principal from time to time;
- (c) the School, in its absolute discretion, may terminate the enrolment and send the Student home at the Parent's expense, should the Student breach any of the provisions of the Code of Conduct.

5. Tuition Fee

- (a) The Parents or Legal Guardians must pay the School fees according to the schedule below.
- (b) Half of the annual tuition fee is payable in advance before a Confirmation of Enrolment can be generated for the student visa application.
- (c) All Non-tuition fees are payable twelve months in advance.
- (d) Parents or Legal Guardians may pay the first full year's tuition fee in advance if they choose.
- (e) Subsequent year's tuition fees must be paid in advance upon receipt of an invoice from the School.
- (f) The International Baccalaureate Diploma or Higher School Certificate courses in Years 11 and 12 is a two year course payable in advance. The first instalment will be 70% of the two year total tuition fee and is payable in January of the year of commencement in Year 11 with the balance to the two year course tuition fee due in January prior to the student entering Year 12.

The Parents or Legal Guardians agree to pay the tuition fee in advance and acknowledge that there will be no refund, in whole or in part, if the Student is absent from School due to illness, leave or suspension.

A fee schedule will be included in the student's contract.

6. Non-Tuition Fees

The contract will contain information about how the deposit for other charges and expenses is invoiced against trust account as required.

7. Homestay Arrangements

- (a) When the School arranges for homestay accommodation for the student it is at a cost as outlined in the contract. The cost of the homestay accommodation will be reviewed at the commencement of each academic year. The Parents or Legal Guardians agree to pay any increases in the cost of the accommodation that the School may, in its absolute discretion, determine.
- (b) The homestay fees are payable in advance. A proportion of the homestay fees may, in the School's discretion, be refunded if the Student's enrolment is withdrawn or terminated during the academic year.
- (c) The School will charge an initial placement in a homestay or an approved relatives home and fee per annum in each subsequent years for ongoing monitoring. Monitoring of all accommodation arrangements for students under 18 years old is an Australian Government requirement. Actual costs are outlined in the contract.
- (d) Airport and other transfers will be charged to the Student account as they occur.
- (e) The homestay fees are charged in full for the Academic year and school vacation periods with the exception of the December/January vacation weeks if the student is not in residence in the homestay.
- (f) Students will return to their home country in the December/January vacation period. Application to remain in Australia should be made in writing to the Principal stating the reason and the details of the vacation Guardian, if applicable. Students who remain in Australia must be engaged in appropriate school approved activity at the parents' expense or under the direct care of an adult relative aged over 25 years.
- (g) Students who remain in homestay, with the Principal's approval, during the December/January vacation period are charged homestay fees and a Guardianship fee (if applicable) for the duration of the vacation. These fees are payable in advance and in addition to other fees and charges.

8. Medical Insurance

Comprehensive medical insurance is an Australian Government condition of student visa issue. The cost for the duration of the visa will be charged to the student. The actual fee will be listed in the contract.

9. Deposit

- (a) The Parents or Legal Guardians acknowledge that a deposit of \$7,000 is due and payable to the School before a Confirmation of Enrolment document can be issued.
- (b) The School may refund the deposit to the Parents or Legal Guardians when the Student's enrolment ends, provided all outstanding fees and charges have been paid to the School.
- (c) The enrolment deposit may be refunded to the Parents or Legal Guardian if the student leaves the school prior the end of the contracted enrolment period, provided that the place allocated for the student can be filled by another enrolment.
- (d) The enrolment deposit will be forfeited by the Parents, at the School's absolute discretion, if:
 - (i) The Student is withdrawn from the school prior to the end of the contracted enrolment period without at least one term's notice being given in writing to the School;
 - (ii) The Student is withdrawn from the school in order to complete his or her schooling at another school or at a university Foundation Course, even if one term's notice is given; or
 - (iii) Any breaches of this contract or the Code of Conduct are made by either the Parents or the Student, which results in the school terminating the enrolment of the Student.

10. Termination

Except in the case of conduct that the School, in its absolute discretion, decides warrants immediate termination of the Student's enrolment, each party must give the other one term's notice of their intention to terminate the enrolment.

11. Refund of Fees Policy

A copy of ISP Refund Policy 2019 is attached to the student's contract. The policy should be read in conjunction with the offer documents.

12. Country of Jurisdiction

This agreement is governed by the laws of New South Wales and of Australia and any dispute in relation to any part, or all, of this agreement will be determined with reference to the laws of New South Wales and Australia.

13. Notice

(a) Any notice that is required to be served by the Parents under this agreement must be sent to the Principal at enrol@stpauls.nsw.edu.au

14. Medical Treatment

(a) The Parents or Legal Guardians consent to the School:

- (i) seeking medical attention by calling an ambulance if the Student is sick or injured and, in the opinion of the School staff or homestay parent, is in need of urgent medical treatment;
- (ii) giving Paracetamol to the Student where, in the opinion of the School staff or homestay parent, it is necessary;
- (iii) authorising medical treatment for the Student which is considered necessary by a consulting doctor including surgery and the administration of anaesthetic.

(b) If the Student is in need of medical treatment, the School will endeavour to contact the Parents or Legal Guardians as soon as is practicable.

(c) The parents or legal guardians are required to keep the School fully informed of a Student's health issues or other special needs.

15. Change of Address

Students over 18 years of age must advise the School of any change of address, mobile telephone number or email address whilst they are enrolled as a student at St Paul's Grammar school. It should be noted that while enrolled at St Paul's Grammar School, the Student must live with an approved relative or in a school approved homestay.

16. School's Care of Students

The Parents or Legal Guardians acknowledge that:

(a) the School seeks to maintain an environment that is safe for all students and in which learning can take place;

(b) the Principal or the Principal's nominee may:

- (i) search the Student's bag, locker or other possessions;
- (ii) discipline the Student for breaches of the School Rules, the International Student Programme Code of Conduct for Students or unacceptable conduct occurring in, or associated with, the School by detention or extra activity and, in aggravated cases, by suspension or dismissal.

17. Compulsory Activities

The Parents acknowledge that:

(a) the School may determine which particular courses and activities will be offered and/or provided at any time and which of these courses and activities are compulsory; and

(b) all students must attend chapel services, Christian education classes, foreign language classes from K 10 and annual camps.

18. Privacy Statement

Parents are required to read and acknowledge consent to the Privacy Statement included in the Application Form.

19. Student Travel

The Parents acknowledge that:

(a) The Student must travel back to his/her home country during the December/January holidays, a period of approximately six-seven weeks, unless the Student is participating in an intensive English Course approved and organised by the school for the duration of the holidays or another arrangement has been approved by the Principal.

(b) The Student may travel to his/her home country during other vacations. Parents or Legal Guardians must forward a copy of the student's travel itinerary or e-ticket to the school at least three weeks prior to travel. Flights must be arranged within the vacation periods so that the student is not absent from class.

(c) Travel within Australia during vacation periods must be approved by the School Principal or their delegate. No student may travel without being accompanied by a Parent or Guardian (approved by the school and over 25 years old)

(d) Absence from school outside vacation periods must be approved by the Principal or their delegate.

(e) There will be no reduction in homestay fees during an approved absence.

(f) Transfers to and from the airport must be arranged by the school and are charged to the parents.

20. Completion of School

The Parents acknowledge that, by signing this contract, they intend the Student to complete his or her education at the School unless unforeseen circumstances arise.

21. TPS Levy

The Australian Government imposes a Tuition Protection Scheme levy to insure students against any failure of the provider to deliver the course that has been paid for. In the unlikely event that St Paul's Grammar School is unable to honour its commitment to its International Students, the student can access this scheme to obtain a refund of fees if St Paul's Grammar School is unable to provide the refund.

22. Complaints and Appeals

Parents are required to read and sign the Complaints and Grievances Resolution Policy and Procedure included with the enrolment contract. The policy outlines the procedures for making a complaint to the school and how to make a complaint to an external provider if the school is unable to resolve the issue.

23. Enrolment Contract

This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws. Signing this contract acknowledges acceptance of the policy and procedures outlined in the documents supplied with the contract.

A formal contract will be sent to parents for their signature with the offer of Enrolment.

DECLARATION

Please complete for your application to proceed.

I/We confirm the information given in this form is true, complete, and accurate. (please tick)