

Application for Admission – Overseas Student

Student's Full Name: _____ (First names)	_____ (Family name)
Gender:	Date of Birth:
Country of Citizenship:	Country of Birth:
Calendar year of entry desired:	Year level at entry:
Present school:	Current level:
Student's first language:	Other languages spoken:
Student's Passport Number:	Country of Issue:
How long has the student been in Australia:	Religion:
Does the student have Medical Insurance Cover?	If so, name of the fund:
Membership number:	Expiry date:
Remarks as to the student's health:	
Will the student require ESL assistance?	

(You will need to supply a report from the student's language school confirming attendance and giving progress ratings.)

PARENT or GUARDIAN DETAILS

Father/Guardian: _____ (Title) (First name) (Surname)	Mother/Guardian: _____ (Title) (First name) (Surname)
Occupation:	Occupation:
Home Address:	Home Address:
Postal Address:	Postal Address:
Home telephone:	Home telephone:
Email:	Email:



*Developing engaged global citizens aspiring to excellence,
demonstrating integrity and valuing difference.*

ADDRESS OF THE STUDENT IN AUSTRALIA

Name of Host/Guardian

Home Address

Postcode: Telephone: Email:

Enrolment depends on satisfactory accommodation arrangements and this will be discussed with you prior to enrolment.

PERSON WHO WILL BE RESPONSIBLE FOR PAYMENT OF FEES

Name:

Address for Accounts:

Telephone: Email:

If you will be applying for a new Student Visa, please give the name of the city where you will be lodging your application at an Australian Immigration office:

Country: City:

Refund Policy for Overseas Students

All payments to Somerset College must be made in Australian dollars.

The application and registration fees are not refundable.

If the required notice is not given, one term's fee (ie a half of a semester) will be payable.

In the event that a place is not taken up after fees are paid, a refund of the Confirmation of Enrolment fee and tuition fees will only be given if the reason for the cancellation is beyond the control of the applicant, as determined by the Headmaster. Otherwise \$500 will be deducted from the Confirmation of Enrolment fee.

In the unlikely event that Somerset College is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided. You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement.

Should documentary evidence of Australian Residency be provided during the period of enrolment, fees will be adjusted to take account of Commonwealth and State funding which is subsequently received by the College in respect of the student.

Amounts paid for medical insurance can only be refunded by the College if the College has not already passed the amount to the medical insurance fund for processing.

If a grievance arises reference should be made to the Somerset College Grievance Policy (see below).

The College agrees to pay within the time period specified in the ESOS Act 2000.

Student Grievances

As for any student at the School, Overseas students are encouraged to consult their House Tutor or Classroom teacher in the first instance if they have any grievances or problems to be resolved.

If necessary, the student or the teacher can then refer the matter to the Head of Senior School, the Head of House or Head of Junior School in case of Junior School students or the Deputy Headmaster or the Headmaster if necessary.

If further consultation is required to resolve the grievance, the matter can be referred to a review panel comprising the relevant Head of House, Deputy Headmaster and the Head of Senior School.

If the dispute is not satisfactorily resolved within the School, the matter may be referred to an independent arbiter. For further details of the Somerset College policies in this area please see the Dean of Admissions.

Enrolment Application Fee

I/We enclose our payment of the application fee of \$110.00 (including GST). I/We understand this fee is to cover administration costs and is **non-refundable** irrespective of the outcome of the application.

- Cheque made payable to Somerset College
- Cash (payable in person)
- Credit Card Visa Mastercard

Card Number:..... Expiry Date:

Cardholder Signature: Date:

Name of Cardholder:

Please complete and return this form, together with your payment of the application fee, to the Dean of Admissions, Somerset college, Somerset Drive, Mudgeeraba, Queensland 4213, Australia.

Declaration

All students and parent(s)/legal guardian (if student is under 18 years of age) must read and sign this written agreement.

- I/We hereby apply to have the above named student enrolled at the College, and should he/she be accepted, I/we undertake to support the rules, regulations and programmes of work of the school as they may be determined from time to time, to be responsible for the payment of fees and charges, and accept the school’s refund policy for overseas students.
- I/We enclose the AU\$110 application fee for this application.
- I/We agree to Somerset College enrolling the above named student to the Queensland Certificate of Education at the appropriate time.
- I/We confirm I have received and understood information from the school regarding the following:
 - the course(s) in which I am to be enrolled
 - conditions on enrolment in the course(s)
 - all course and course-related fees
 - Somerset College’s Refund Policy
 - the sharing of personal information
 - change of address obligations
 - grounds on which my enrolment may be deferred, suspended or cancelled (available from the Dean of Admissions)
- I/We hereby declare that the information supplied by me/us is true and correct.
- I/We agree to pay all fees owing and by the due date.
- I/We have read, understood and agree to be bound by the above conditions of enrolment.
- I/We agree to advise the College of any change of address while enrolled.
- I/We agree to provide the College with one term’s notice if we wish to cancel our child’s enrolment. (Failure to do so may result in a term’s fees being charged in lieu of notice.)

Signed:

Father/Guardian: Mother/Guardian:

Date:

Date:

Student:

Date: