Application for Admission
International Students

(Full Fee Paying Students from overseas require a Student Visa to attend school in Australia)

Please complete and return this application form together with the application fee of AUD $200 and a copy of the student’s birth certificate and passport to:

Mrs Julia Bairstow
Registrar
Great Southern Grammar
PO Box 1151
ALBANY WA 6331
Australia

244 Nanarup Road, Albany, WA
T: +61 8 9844 0307
F: +61 8 9844 0380
E: julia.bairstow@gsg.wa.edu.au
W: www.gsg.wa.edu.au

An application for a place does not constitute an enrolment or a contract between the school and an applicant to provide a place. Enrolments and written agreements will be offered to students in waiting list order subject to a satisfactory interview and provision of further information at the time of enrolment, which may be up to 12 months prior to commencement.

Return this form with the Application Fee of AUD $200 as per payment options provided below with the supporting documentation requested below. Information provided to the school about the student may be made available to WA and Commonwealth Agencies.
# Student Details

<table>
<thead>
<tr>
<th>Surname: __________________________</th>
<th>Given Names: __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferred Name: _________________</td>
<td>Date of Birth: <strong><strong><strong>/</strong>__/</strong></strong>___</td>
</tr>
<tr>
<td>Gender: M or F</td>
<td>Country of Birth: __________________________</td>
</tr>
<tr>
<td>Religion: __________________________</td>
<td>Nationality: __________________________</td>
</tr>
<tr>
<td>Passport Number: _____________</td>
<td>Visa Category: __________________________</td>
</tr>
</tbody>
</table>

*(Please provide a copy of birth certificate and passport)*

**Name of Current School**

**Year of School Entry**

Secondary School

- Year 7
- Year 8
- Year 9
- Year 10
- Year 11
- Year 12 *(please circle)*

**Languages Spoken at Home:** ___________________________________________________________

**Hobbies and Interests:** _______________________________________________________________

# Parent/Legal Guardian 1

<table>
<thead>
<tr>
<th>Title: _____</th>
<th>Surname: __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Given Names: ___________ ___________</td>
<td>Preferred: __________________________</td>
</tr>
<tr>
<td>Home Address:</td>
<td>Postal Address:</td>
</tr>
<tr>
<td>Street:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td></td>
</tr>
<tr>
<td>Country:</td>
<td></td>
</tr>
<tr>
<td>Home: Phone:_________ Fax:_________ Email_________ Mobile:_________</td>
<td></td>
</tr>
<tr>
<td>Work: Phone:_________ Fax:_________ Email_________ Mobile:_________</td>
<td></td>
</tr>
</tbody>
</table>

# Parent/Legal Guardian 2

<table>
<thead>
<tr>
<th>Title: _____</th>
<th>Surname: __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Given Names: ___________ ___________</td>
<td>Preferred: __________________________</td>
</tr>
<tr>
<td>Home Address:</td>
<td>Postal Address:</td>
</tr>
<tr>
<td>Street:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td></td>
</tr>
<tr>
<td>Country:</td>
<td></td>
</tr>
<tr>
<td>Home: Phone:_________ Fax:_________ Email_________ Mobile:_________</td>
<td></td>
</tr>
<tr>
<td>Work: Phone:_________ Fax:_________ Email_________ Mobile:_________</td>
<td></td>
</tr>
</tbody>
</table>
Association with the School

<table>
<thead>
<tr>
<th>Are there <strong>siblings</strong> currently at Great Southern Grammar?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Years Attended:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other connections (names and relationships) to student:

___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

Additional Information

Does the student have any medical conditions or special needs? (eg. health, physical, learning)

___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

Are there any current court or custody orders that apply to the students?

___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

Please provide any other comments that are relevant to the student:

___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
Signatures

I/we have read and understood the Conditions of Enrolment included in this application form.
I/we agree that the General Conditions of Enrolment form part of our agreement with Great Southern Grammar with regard to the education of the Student and we agree to be bound by them.
To the best of my/our knowledge the information contained within this application form is complete and correct.
I/we acknowledge and agree that if we have knowingly withheld information relevant to the enrolment process or have knowingly incorrectly completed this application form, the school may refuse or terminate the enrolment of my/our child.
Should my/our child’s educational or health circumstances change between the date of application and entry to the school, I/we will inform the school.

Parent /Legal Guardian 1: Name: ___________________________________________________

Parent /Legal Guardian 1: Signature: ________________________________________________

Parent /Legal Guardian 2: Name: ___________________________________________________

Parent /Legal Guardian 2: Signature: ________________________________________________

Date of Application: _____ / _____ / _____

All offers of places at Great Southern Grammar are subject to the Conditions of Enrolment included with this application form.

Documentation

The following documents should be submitted with the application form:

1) Copy (translated to English) of the student’s most recent report.
2) A supporting statement from the Principal of the student’s current school.
3) A copy of the student’s birth certificate and passport
4) English Language Testing results.

Payment

If you wish to pay your application fee by credit card, please complete the following details:

Payments by credit card: MasterCard ☐ Visa ☐
(2% surcharge on credit card payments)

Card Number:_____________________________ Expiry Date: _____ / _________

Name on Card: (Please print) ____________________________________________________

Amount: $ ____________________________ Signature: ________________________________

If you wish to credit our bank account direct, our details are:

National Australia Bank, Albany Western Australia  SWIFT Code: NAT AAU 3303M

Account Name: Great Southern Grammar  BSB: 086 518 Account Number: 4745 21617

We also accept cheques, cash and bank drafts in Australian dollars
Conditions of Enrolment

This is an important document. Your agreement is required and is assumed when the Application for Admission form is signed.

Application and Enrolment Conditions

1. Lodging an Application for Admission – International Student form along with the application fee and required documentation places each child on the waiting list. It does not guarantee entry to Great Southern Grammar. Places are allocated in order of application date.

2. Students whose first language is other than English are required to undertake English Language Testing, to be conducted at the applicant’s expense, by Australian Education Assessment Services (AEAS), in Australia or overseas. The report provided will be used to assess the English language ability of the student and the suitability of the school’s programme for their needs.

3. A student usually requires a minimum AEAS score in the range of 61 to 70 to be considered for entry by the School.

4. Depending on the student’s English language ability, the student may be required to successfully complete an English Language Intensive Courses for Overseas Students (ELICOS) course prior to commencement.

5. Parents are required to organise Overseas Health Cover (OSHC) for a child coming to GSG on a student visa prior to arrival from an Australian provider. OSHC provides a safety net for international students similar to that provided to Australians through Medicare. For more information please visit www.health.gov.au.

6. Students under the age of 18 are required to maintain adequate welfare and accommodation requirements as a condition of their student visa, as defined by the Department of Immigration and Citizenship. Students under the age of 18 will be enrolled as a Residential Student at Great Southern Grammar.

7. If a suitable student place is available, parents will be offered a Written Agreement enrolment contract.

8. Upon signing the Written Agreement – Notice of Acceptance, an interview with the student and parent, in person or by telephone, will be conducted with the Headmaster or Head of Sub-School. The school will not admit a student if it is considered that the school programmes cannot meet the student’s needs.

Course Fees and Other Charges

1. Definition: Course monies includes tuition fees, boarding fees and any other amount the student has to pay in order to undertake the course. The Application Fee is not included in course fees.

2. Endowment Fee – To enable the school to provide quality buildings and facilities and to complete the enrolment procedure, a non-refundable Endowment Fee of $2,000 is payable per child. This is required to accept your child’s place on signing the Written Agreement. The fee is in addition to tuition fees.

3. Tuition Fees include most textbooks, excursions, after-school academic support, outdoor education programme and sporting association registration fees (if playing for a GSG sporting team). Tuition Fees do not include compulsory school uniform, personal stationery, individual music tuition, sporting venue entrance fee, or special and voluntary events during the term. ** Please note fees rise each year

   Please refer to current Fees and Charges for International Students.

4. Boarding fees are additional to tuition fees and provide services seven days each week including supervision, activities programme and laundry services. Year 12 Boarding fee is calculated over three terms to allow for the shorter school.

   Please refer to current Fees and Charges for International Students.

5. Uniform expenses - The wearing of the school uniform is compulsory. The approximate uniform costs are approximately A$850.

6. Late Fee - $25.00 per default for fees outstanding 14 days after the commencement of a semester.
7. Damage of School Property - Parents will be invoiced by the school for damage or loss of school property (including textbooks) by malicious or careless action of a child.

Payment of Course Monies and Fees
1. All fees must be paid in Australian Dollars directly to the school.
2. The Endowment Fee is payable on acceptance of a student place.
3. Course monies include tuition and boarding fees and any other amount the student has to pay in order to undertake the course.
4. Course fees are set out in the Fees and Charges Schedule and shall be those fixed from time to time by the School Council. Course Fees rise by approximately 5% to 10% per annum.
5. Course monies are charged on an annual basis in two instalments and payable in advance before the first day of each semester.
6. Fees outstanding 14 days after the commencement of a semester will attract a late fee of $25.
7. Students will not be permitted to commence a new semester unless all previous fees have been paid, unless alternative arrangements have been made with the Headmaster.
8. Failure to pay fees when due may result in a student’s attendance being suspended or enrolment terminated and subsequent cancellation of student visa.
9. The applicant shall be responsible for payment of any legal costs incurred by the school and incidental to the recovery of overdue fees.

Refund of Course Monies
1. This refund policy applies to all course monies which are to be paid directly to the School. The School does not deal with or accept course monies from education agents. Fees for services paid to education agents by parent(s)/legal guardian(s) are not covered by this refund policy.
2. The Application Fee is non-refundable.
3. If the student changes visa status (e.g. becomes a temporary or permanent resident) he/she will continue to pay full overseas student’s fees for the duration of that calendar year or until Government funding applies.
4. Refunds will be reimbursed in Australian dollars and the payment sent to the applicant’s home country unless otherwise requested in writing.
5. Refunds will be paid to the person specified in the written agreement.
6. Unsuccessful Enrolment/Visa Rejection
   a) The school will refund within 28 days all course monies paid (less an administration fee of $230) where the school withdraws the offer of a place to the student, or is unable to provide the program. If an offer from the school was based on incorrect information provided by student, up to $550 will be retained by the school.
   b) The school will refund within 28 days all course monies paid (less an administration fee of $230) where the student produces evidence that the application made by the student for a student visa has been rejected by the Australian immigration authorities.
7. Student Default
   a) All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to the Headmaster.
   b) Refunds for student default apply to course monies and will be refunded in accordance with 8.d and 8.e.
   c) If the student does not provide written notice of withdrawal and does not start the course on the agreed starting date, no refund of course monies will apply.
   d) The school will refund within 28 days of the receipt of written notification of withdrawal by the parent(s)/legal guardian, course monies paid on behalf of the student less the amounts to be retained as agreed and detailed below:
      i. If written notice is received more than two weeks prior to commencement of the course, all semester’s course monies paid voluntarily in advance will be refunded less an administration fee of $1,000.
ii. If written notice is received two weeks or less before commencement of the course, 70% of the semester’s course monies will be refunded, less an administration fee $1,000.

iii. If written notice is received after the course commences and within 4 weeks of commencement, 30% of the semester course fees will be refunded, less an administration fee of $1,000.

iv. If written notice is received more than 4 weeks after the commencement date of the student’s course, no refund of current semester course fees will be made.

e) No refund of course fees will be made for the semester in which a student has seriously breached international student visa conditions. The following reasons are considered to constitute student default:

i. Failure of student to maintain satisfactory course progress (visa condition 8202)

ii. Failure of student to maintain satisfactory attendance (visa condition 8202)

iii. Failure of student to maintain approved welfare and accommodation arrangements (visa condition 8532)

iv. Failure to pay course fees

v. Any student breaching school rules by indulging in behaviour that results in cancellation of enrolment in Great Southern Grammar’s Pastoral Care policies, including but not restricted to:

- disregard for the property of others
- disregard for teachers
- behaviour that endangers self or others e.g. violence/drugs
- repeated or consistent bullying or other anti-social behaviour

Expulsion as a result of behavioural issues will lead to students being reported to the Department of Immigration and Citizenship (DIAC). This will lead to cancellation of enrolment and cancellation of the student visa.

8. **School Default**

In the unlikely event that Great Southern Grammar is unable to deliver your course in full you will be offered a refund of all the course money you have paid to date.

a) The refund will be paid to you within two weeks of the day on which the course ceased being provided.

b) Alternatively you may be offered in an alternative course Great Southern Grammar at no extra cost to you. You have the right to choose you would prefer a full refund of course fees or to accept a place in another course.

c) If you chose a place in another course, we will ask you to sign a document to indicate that you accept the placement.

**Notice of Withdrawal**

1. Notice of withdrawal of an international student must be made in writing to the Headmaster.

2. Notice of at least one (1) full semester prior to departure is required.

3. Failure to provide adequate notice will incur a penalty of one (1) semester’s tuition and residential fees. A waiver may be granted in the event that the Headmaster, having considered the circumstances of individual cases, deems it appropriate.

**Student Suspension or Expulsion**

1. The Headmaster may, if he considers he has adequate cause for doing so, forthwith suspend or terminate a student’s enrolment. Expulsion as a result of behavioural issues will lead to the
student being reported to the Department of Immigration and Citizenship (DIAC). This will lead to cancellation of enrolment and cancellation of the student visa.

**General Conditions**

1. Students shall comply with all requirements the school may make in respect of dress, general appearance, behaviour and participation in the school’s programme of sports and activities.
2. At all times during any excursion the staff in charge shall have the same powers of control and guardianship as the parent/guardian would have if present, including the power to consent to medical, surgical or hospital treatment and the parent/guardian will be responsible for any expenses so incurred for or on behalf of the student.
3. The parent will be responsible for all breakages and damage to school property caused by a student. (The cost of repairs or replacement will be added to the student’s account.) The school will not be responsible for the loss of or damage to clothes, effects, etc., of students no matter how caused.
4. Insurance – Students’ personal property is not insured by the school against damage or loss. Personal accident cover and insurance is provided by the school for all full time students and covers every student against temporary and permanent injury.
5. Where more than one person has applied for enrolment of a student the liability of each hereunder shall be joint and several.
6. Privacy – Information is collected in order to meet our obligations under the ESOS Act and the National Code 2007, and to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally.
7. These conditions are subject to alteration from time to time by the School. Any such alteration shall be notified in writing to parents. Continued enrolment of a student at the School following receipt of such notice shall be deemed to constitute acceptance of the revised conditions.
8. This agreement, and the availability of complaints and appeals processes, does not remove the right of the parent/student to take action under Australia’s consumer protection laws.

**Useful Websites:**

- [https://aei.gov.au/Pages/default.aspx](https://aei.gov.au/Pages/default.aspx)
What influenced you to enrol your child at Great Southern Grammar?

<table>
<thead>
<tr>
<th>influences</th>
<th>Strong Influence</th>
<th>Moderate Influence</th>
<th>No Influence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic reputation</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Pastoral care program</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Co-curricular program</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Facilities</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Location</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Subjects offered</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Quality of staff</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>School’s reputation</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Coeducational school</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Have other children at the School</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Parent attended the School</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Prospectus or other school literature</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Word of mouth</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Tour of School</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
</tbody>
</table>

How useful were the following in assisting you to learn about GSG?

<table>
<thead>
<tr>
<th>resources</th>
<th>Very Useful</th>
<th>Useful</th>
<th>Not Useful</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>School website</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Prospectus</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>School tour</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>School newsletter</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Advertisement or news item</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Field Day</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Friend or colleague</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Family member</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Relocation agent</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Other (Please specify):</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>