

# Camberwell Girls Grammar School

An Anglican School from Pre-Prep to Year 12

## International Application for Enrolment

### HOW TO APPLY - There is no application fee

Please complete and sign the Application for Enrolment Form and attach certified translated copies of the following:

- A reference from current school
- The most recent school report from the student's school in their home country
- Birth certificate
- Passport
- Evidence of English language skills

An IELTS test or Australian Education Assessment Services (AEAS) test is required before an offer of a place can be made.

### STUDENT'S SURNAME

(Block letters please)

### STUDENT'S GIVEN NAME/S

(Block letters please)

Date of Birth

Religious Denomination

Year Level Required

Intended Year of Entry

Name of siblings *who have previously* attended Camberwell GGS

Alumni Year

Name of siblings *who are currently* attending Camberwell GGS

Year

Name of siblings *who may enrol in the future* student of Camberwell GGS

Year of Entry

### FATHER

(Title/surname)

### MOTHER

(Title/surname)

(Given names)

Professional Qualifications

(Given names)

Professional Qualifications

Occupation

Occupation

Type of Industry

Type of Industry

Employer

Employer

Private Address

(Correspondence will be sent to this address unless you request otherwise)

Private Address

Postcode

Postcode

Telephone (H)

Fax

Telephone (H)

Fax

Mobile

Mobile

email

email

### GUARDIAN'S NAME

Address

Postcode

Telephone

Mobile

email

Overseas applications or applications from families recently arrived in Australia are required to complete the following:

- Permanent Residency Status     Temporary Residency Status  
 Full Fee Paying Student         Exchange Student

"International students" are students who are not: Australian Citizens; New Zealanders; Australian permanent residents.

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Language/s spoken at home

Citizenship

Country of Birth

Name and address of student's school in home country

Current Year Level

Highest Secondary School level completed (eg "O" levels)

Future Career

Are you aware of any special needs your child may have?

Please specify

1. Learning needs

2. English as a second language

3. Medical condition

Further Comments

### INTERNATIONAL BUSINESS REGULATIONS

Camberwell Girls Grammar School offers a number of places to international students (holders of students visas) who are not Australian Citizens, New Zealand Citizens or Australian Permanent Residents. The School is a registered provider (No 00141J) on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

#### FEE PAYMENT POLICY

Tuition fees are payable one semester in advance prior to enrolment. Fees are payable in two instalments two months prior to the beginning of each semester. Both parents must sign the Application for Enrolment Form. Both parents are jointly and severally liable for payment of all fees and charges. A current Fee Schedule is enclosed.

#### REFUND POLICY

The Enrolment Confirmation Fee is non-refundable. Tuition fees which have been paid will be refunded if a student is unable to obtain a visa. Evidence of inability to obtain the visa must be provided. Withdrawal prior to commencement at the School: If written notice of withdrawal is received by the Principal at least two months prior to the date of entry offered, tuition fees already paid will be refunded in full. There will be no entitlement to any refund of tuition fees already paid or payable if written notice of withdrawal is not received by the Principal at least two months prior to the date of entry offered. Withdrawal after commencement at the School: A semester's notice in writing to the Principal is required in respect of a withdrawal of an international student once a student has commenced at the School. Tuition fees paid for a semester will be refundable if written notice of withdrawal from the School or from any special subject is received by the Principal on or before the first day of the previous semester, otherwise there is no entitlement to any refund of tuition fees already paid or payable. Once a semester has commenced, there is no entitlement to any refund of fees paid or payable for that semester. [This agreement does not remove the right to take further action under Australia's consumer protections laws.]

**PLEASE NOTE: Both parents' signatures are required.**

**FATHER'S signature**

Date

**Senior Campus & Administration**  
2 Torrington Street Canterbury 3126  
Victoria Australia  
Telephone +61 3 9813 1166  
Facsimile +61 3 9882 9248  
camgram@camgirls.vic.edu.au

**Junior Campus – Ormiston**  
4 Mont Albert Road Canterbury 3126  
Victoria Australia  
Telephone +61 3 9813 1965  
Facsimile +61 3 9813 2530  
www.camberwellgirls.net

#### ACCOUNT ENQUIRIES AND PAYMENTS

Enquiries relating to school accounts should be directed to the Business Manager. Payments may be made directly to the school account through bank transfer, by prior consultation with the Business Manager, or by Bpay, cheque, cash, Visa, Mastercard or Bankcard.

#### RESOLUTION OF STUDENT GRIEVANCES

If a student has a grievance of any sort in relation to her schooling, she should discuss the issue with the International Student Coordinator. If the matter is not resolved, it should be brought to the attention of the Principal for resolution. Failing that, a panel consisting of the Principal, the International Student Coordinator, the Head of Pastoral Care, the student and the School's appointed Grievance Officer will meet to resolve the issue.

#### STUDENT RECORDS

The School will maintain on file for each enrolled international primary level student either evidence, from the relevant pages of a passport, that the student is a child of a full-fee paying international student, or a letter from the parent(s) of the student addressed to the School in which it is stated that he or she approves the homestay arrangements in Australia.

#### CHANGE OF STATUS

If a student obtains Australian Residency status she is required to provide evidence of a change in status to the School. The fees will be adjusted accordingly. **I/we** have read and understood the Camberwell Girls Grammar School Business Regulations. **I/we** agree to abide by these regulations. **I/we** acknowledge that we are jointly and severally liable for all fees and charges falling due to the School in respect of the enrolment of our child. The information provided by the student may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code. The School is required to advise the Department of Immigration about certain changes to the student's enrolment; and any breach by the student of a student visa condition relating to attendance or academic performance.

**MOTHER'S signature**

Date

Camberwell Girls Grammar School complies with the principles of the Commonwealth Privacy Act.  
ABN 79 004 166 349  
CRICOS 00141J

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