

OVERSEAS STUDENT APPLICATION FOR ENROLMENT

4 STEPS TO SUCCESSFUL ENROLMENT

1

Complete and return the Application for Enrolment Form with the required documentation

2

If successful, accept the Letter of Offer by making payment of the required fees

3

Once payment is received, a Confirmation of Enrolment (CoE) and Confirmation of Appropriate Accommodation and Welfare Form CAAW Letter (if applicable) will be issued for VISA approval.

4

Inform the College of the arrival date before the English Course start date, if applicable

APPLICATION CHECKLIST

- Complete IN FULL International Student Application for Enrolment Form
- Provide a certified copy of Passport
- Provide school reports, in English, for the last 2 years
- Provide any English test to support application (optional)
- Read and understand the Application for Enrolment Terms & Conditions and sign the Contract of Enrolment below

STUDENT INFORMATION

(Please print in English)

Family Name/Surname:	Home Address:
Given Names:	
Preferred Name:	
Date of Birth: Age:	
Country of Birth:	Country:
Nationality:	Postcode:
Religion:	Phone:
DIAC Office (where Confirmation of Enrolment [CoE] form is to be lodged):	Email:
	Passport:
Level of Study at Our Lady of the Sacred Heart College:	
Date of Commencement at Our Lady of the Sacred Heart College:	
Name of present or last school attended:	
Highest level of study achieved (attach last school report):	

PARENT OR LEGAL GUARDIAN INFORMATION

Family Name/Surname:	Address:
Given Names:	
Mr/Mrs/Ms:	
Relationship to student (e.g. father, mother):	
	Country:
Home Phone:	Postcode:
Business Phone:	Business Email:

OTHER INFORMATION

How did you learn about Our Lady of the Sacred Heart College? You may tick more than one box:

- | | |
|--|---|
| <input type="checkbox"/> Recommended by a friend or relative | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Recommended by an Education Agent | <input type="checkbox"/> Newspaper / Magazine |
| <input type="checkbox"/> Exhibition | |

HOMESTAY/GUARDIANSHIP

Do you wish for Our Lady of the Sacred Heart College to arrange homestay accommodation with an Australian family?
Yes No

For all students, the College takes the responsibility of guardianship. Under guardianship requirements, students must live in a homestay unless they are living with a Blood Relative who is an Australian Citizen or Resident over the age of 21 and has been approved by the College. They must also then provide written consent from the Department of Home Affairs who will undertake a formal investigation and grant approval if all legal requirements are met.

If you intend to commence your studies at Our Lady of the Sacred Heart College and do not intend to apply for homestay arrangements, please provide the name and address of the person in Adelaide who will act as your guardian in Australia and meets the above requirements.

DETAILS OF NOMINATED GUARDIAN IN AUSTRALIA

Mr/Mrs/Ms	Family Name or Surname	Given Names
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GUARDIAN'S ADDRESS AND TELEPHONE NUMBER

Number	Street	Suburb	Postcode Telephone
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Relationship to the Student

Airport Pick-up Required? Yes [] No []

(Additional charge. Please refer to our General Information insert for details)

MEDICAL AND EXCURSION CONSENT

Should it be necessary for your child to receive medical attention while on a school excursion, I hereby give the school permission to use its judgments to obtain the best of such services as required. We understand that any cost incurred will be our responsibility. Parents may have to provide information relevant to any special needs that an applicant may have at the time of the enrolment. Failure to disclose this information could result in the student's placement being delayed or withdrawn. If the student has a known medical problem, please note the details. This is to help us in case a medical condition occurs at school, e.g. asthma, epilepsy, allergy, or severe cramps.

If there is not sufficient space below, please attach relevant documents and additional details if needed.

Please note it is illegal for anyone under the age of 18 to purchase or smoke/consume tobacco and alcohol in South Australia. It is illegal for anyone over the age of 18 to purchase/supply tobacco and /or alcohol to anyone under the age of 18. The use of illicit drugs is strictly prohibited.

By signing this document, you agree to abide by this whilst studying at Our Lady of the Sacred Heart College.

Medical Problem/Disability:

Known allergies (Food, Insect Bites, Medication, Other):

Please list any medication she is taking:

I understand by completing the Application for Enrolment I give permission for emergency treatment to be given to my child if needed, based on the information given in this Application Form, and accept that I am responsible for any costs incurred outside of my child's Overseas Student Health Cover (refer to www.ahm.com.au for details).

I understand that if I fail or neglect to provide sufficient and current information in writing to enable proper treatment of my child, no liability will be accepted by OLSH College for any injury or illness that my child may suffer as a result.

SPECIAL NEEDS

Parents/guardians must provide information relevant to any special needs that an applicant may have at the time of enrolment:

INTERNATIONAL STUDENTS

Our Lady of the Sacred Heart College is a vibrant, inclusive, and hopeful community in which each individual is valued as we engender a passion for learning, nurture faith, challenge injustice, and recognise the world in which our students live.

Our Lady of the Sacred Heart College is registered in the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS 02209M). International students are welcome, and all applications will be individually considered by the College with offers of enrolment dependent upon availability of places and assessment of supporting documents provided with the application. All students' study will be on campus.

The course codes are:

Junior Secondary Girls Year 7-10 096726A
Senior Secondary Girls Year 11-12 096727M

The College markets its education services ethically and professionally to maintain the integrity and reputation of the international education industry.

In our marketing materials, we do not make false claims or provide misleading information about ourselves, our courses, our course outcomes including migration outcomes, guarantee a successful education assessment outcome, employment outcomes associated with a course, and claims of associations between organisations and providers.

Marketing information is provided to students before enrolment in the following ways:

- Prospectus pack
- College website: www.olsh.catholic.edu.au

For information regarding policies for deferment, suspension, cancellation, and other international student policies, please refer to our website.

VISA REQUIREMENTS

International students must have a valid visa for the duration of their studies in Australia. The type of visa will determine if the student is classified as a Full Fee-Paying Overseas Students (FFPOS). The process for enrolment of FFPOS is in keeping with the Australian Government Department of Home Affairs legislation and procedure. For further information please visit the Australian government website at www.immi.gov.au

ENGLISH REQUIREMENTS

If English is not the applicant's first language, the student may be required to undertake an English assessment (interview and/or written piece) to determine the number of weeks of English Language Intensive Course for Overseas Students (ELICOS) she will require before commencing at the College.

English Language Proficiency test results, such as IELTS, AEAS, or TOEFL will be taken into consideration but are not required and will not be used alone to determine English-level proficiency.

Further information is available in our Enrolment policy on the website: www.olsh.catholic.edu.au

OVERSEAS STUDENT HEALTH COVER

As per their visa requirements, International Students are required to have Overseas Student Health Cover (OSHC) for the duration of their course and an additional three months. The College can organise this on the student's behalf upon application. If an agent or student wishes to organise their own health cover, they must inform the College at the time of enrolment and provide a copy of the cover obtained.

UPDATING PERSONAL INFORMATION

Students must keep the College informed of any changes to contact details, which include their addresses, home/mobile telephone numbers, emergency contacts, and email addresses both before enrolment and during their enrolment. Any changes must be communicated to the College within seven days. Once commenced, students are asked to complete a confirmation of contact details biannually as a condition of a subclass student visa.

ATTENDANCE POLICY

As per the conditions of an international student visa, students are required to attend a minimum of 80% of their classes each semester. Students who fail to maintain this standard are at risk of being reported Department of Home Affairs for unsatisfactory attendance which can result in the cancellation of their visa. The College records class attendance daily and has a system for monitoring course attendance. Please refer to the Course Progress and Attendance policy available on the College website www.olsh.catholic.edu.au.

If the student is ill for longer than one day, she must provide a doctor's certificate. Students must also be aware that sick days are marked as absent and will affect their attendance record by reducing it. If a student is late for class without a permissible reason, she will also be marked as absent, and her attendance will be reduced. Unless prior approval is sought, students may not book appointments during class time. Failure to do so will reduce her attendance record.

Students must discuss any leave required (holidays, family commitments, etc) by completing a Leave Request Form BEFORE ANY travel bookings are made, whether they are during school time or in the school holidays. Any leave taken outside the approved dates will be marked as absent.

COURSE PROGRESS POLICY

According to the DOE - Department of Home Affairs policy students must achieve competency in a minimum of 50% of the subjects required to be undertaken in a given study period to be considered as having a satisfactory course progress. In determining whether a student has achieved the 50% competency requirement, only those subjects, where the assessment occurred in that term, will be included in the determination.

At OLSH when considering whether students have met their progress requirements all subjects studied will be considered. At OLSH a term will be considered the necessary study period needed to determine competency. Upon receiving a term report any student who is not maintaining the 50% requirement is considered to be at risk of not meeting satisfactory course progress and is subject to the Intervention Strategy. It is a requirement of the Policy that Our Lady of the Sacred Heart College must advise a student in writing, who has unsatisfactory course progress in two "consecutive" terms that it intends to report the student to the Department of Home Affairs for unsatisfactory progress. The student will be advised that she can access the Catholic Education Office's Complaints and Appeals Process and has 20 working days from the (date after 2 days of issuance) to implement that process www.olsh.catholic.edu.au.

SUPPORT PROGRAM

Teachers can notify the International Program Officer (IPO) of concerns about progress after just one task in just one subject via the Senior Campus Progress database, or email in Years 7-10. The International Education support officer will meet with the student to offer support in order to prevent further concerns.

At the end of each term, teachers record assessment of each student in a term report which provides assessment information on student progress. This report is sent to each student and their parent. A copy is also sent to their agent.

The International Program Officer will review the course progress report for each student from the electronic reporting system. If a student has failed to achieve a C grade or better in any subject the student is considered to be at potential risk of progress in the Course and will be asked to enter the Support Program. The International Program Officer will send out a Support Program letter to the student which is generated manually.

Those students will be asked to attend a Support Program meeting with the International Program Officer and fill out the Support Program form which details strategies to improve performance.

- Identify the problems that are impeding the course progress of the student
- Arrange with the student additional time to work one-on-one with the International Education Support Officer
- Seek strategies from teachers that can support the student
- Plan work to be undertaken within an agreed time frame using a structured study timetable
- The completion of all outstanding assessments according to an agreed timeframe
- Parents and Homestay will be notified about this process.

PROCEDURE TO MONITOR COURSE PROGRESS

Towards the end of each semester, the International Team will conduct Review meetings with each international student.

- Feedback is sought from subject teachers and pastoral care teachers about student achievement concerns or any pastoral concerns
- Feedback collated by the International Education Support Officer and shared with the International team
- Meeting conducted with each student and international team. Progress, concerns, and future actions are discussed
- If any action is to be taken to address academic progress or pastoral concerns impacting academic progress, these are recorded on Review proforma, put in writing, and shared with relevant teachers and the College's Leadership team if necessary. Procedure to process unsatisfactory course progress.

Students who have unsatisfactory course progress in two consecutive terms will be reported to the Department of Home Affairs. Unsatisfactory course performance is defined as failing to achieve a C grade or better in at least 50% of subjects required to be undertaken in a term. A failure to achieve a C grade or better in at least 50% of the subjects required to be undertaken in a single term will trigger a review of course progress and implementation of an intervention strategy by the College.

After a term, the International Program Officer will review the course progress of all students and identify those students who have failed to achieve a C grade or better in at least 50% of the subjects required to be undertaken in the term.

Within 21 days of the completion of a term all students identified as having failed to achieve a C grade or better in at least 50% of the subjects required to be undertaken will be sent a letter requiring them to attend an Intervention Strategy meeting (ISM) with the International Program Officer and the Deputy Principal.

At the ISM the International Program Officer will consider, and implement if applicable, the following intervention strategies:

- Identify the problems that are impeding the course progress of the student.
- Arrange with the student for additional work to be undertaken within an agreed timeframe using a structured study timetable.
- The completion of all outstanding assessments according to an agreed timeframe - Assessing whether the course is still suitable for the student.
- Whether the reassessing of any tasks is appropriate.
- Arranging for the review of any agreed additional work.
- The Deputy Principal will reinforce to the student her rights and obligations under the ESOS act and underline that unsatisfactory course progress in two consecutive study periods may lead to the student being reported to the Department of Home Affairs and cancellation of her visa, depending on the outcome of any appeals process.
- Place a copy of any warning letter and all other relevant documents in the student file.

If a student fails to achieve a C grade or better in at least 50% of the subjects required to be undertaken in two consecutive terms; then OLSH must notify the student in writing of its intention to report the student for not achieving satisfactory course progress. The student must be informed they have 20 working days from the (date after 2 days of issue) to appeal to the Institute and the grounds available for any appeal. If the appeal is not upheld, or the student withdraws from the appeal process, then the College must report the student to the Department of Home Affairs · the student may appeal on the following grounds:

- OLSH has failed to record or calculate a student's marks satisfactorily,
- Compassionate or compelling circumstances,
- OLSH has not implemented its intervention strategy and other policies according to its documented policies and procedures that have been made available to the student.
- Note: The appeals process includes both the informal and formal process, internal and external appeals process as set out in the Catholic Education Office's (CEO) Complaints and appeals procedures. If the student is successful in the internal appeal, then the student will not be reported to the Department of Home Affairs for unsatisfactory course progress. If the appeal is unsuccessful in the internal appeal, and the student has not requested an appeal to the external mediator, then the student will be reported to the Department of Home Affairs, and DOE will be notified, through PRISMS.
- If the student has requested an appeal to the external mediator through the CEO and the external mediator has upheld the appeal, OLSH will not report the student to the Department of Home Affairs for unsatisfactory course progress. If the appeal to the external mediator is unsuccessful, then OLSH will report the student to the Department of Home Affairs, and DOE will be notified, through PRISMS.

PAID WORK POLICY

As part of the 571 visa conditions, students can undertake paid work for a maximum of 20 hours per week and not, at any time, interfere with attendance and course progress.

To maintain student health and safety, students must inform the College of their place of work, hourly rate, and work schedule, as well as update the school with changes to their work status during their time at the College.

REFUND POLICY

Prospective students may apply for a refund in compliance with the Education Services for Overseas Students Act 2000 (ESOS Act) and the requirements of Standard 9 of the National Code. This policy and the availability of complaints and appeals processes do not remove the right to take further action under Australia's consumer protection laws. Our Lady of the Sacred Heart College (OLSH) is committed to providing a clear, easy-to-understand, fair, and transparent refund process to international students and potential international students. OLSH shall treat all applications for withdrawal or refund in confidence.

Details concerning the scope of OLSH's Refund Policy are available to prospective students before contractual arrangements are made. This dissemination is in the form of the Application for Enrolment and OLSH website www.olsh.catholic.edu.au.

No request for refund will be considered unless the student has completed and submitted OLSH's Refund Request Form, available online at www.olsh.catholic.edu.au or from the International Program Officer.

A student may lodge an appeal against any refund decision reached by OLSH College under the Catholic Education Office's Complaints and Appeals Policy www.olsh.catholic.edu.au. A student making an appeal also has the right to pursue other legal remedies.

On receipt of the Refund Request Form, the International Program Officer will notify the student of the decision within five (5) business days.

REFUND CONDITIONS:

- (a) Students will receive a refund of the tuition fees if, before the commencement of the course, certified evidence from Australian Immigration Authorities is provided that the student's visa application has been rejected. The refund will be either the full fees less 5% of the amount of the total course fees or \$500 (whichever is the greater amount). Any application fees are not included in this amount and are non-refundable.
- (b) Students will receive a refund of the tuition fees paid, less 20% if more than 28 days before the commencement of the course, a student provides written notification of cancellation for any reason other than the rejection of visa application.
- (c) With the exceptions listed above, one semester's notice in writing is required prior to students withdrawing from Our Lady of the Sacred Heart College. Failure to do so will incur the payment of one semester's fees.
- (d) Refunds are made by bank draft in Australian dollars with any bank charges being deducted from refunds. Refunds cannot be made directly to students in Australia. Course fees are not transferable to another person or institution. The refund will be paid within four (4) weeks after receiving the refund request form. No refund is due if a student is required to leave the College because of a breach of visa conditions, unsatisfactory attendance, or a break of college rules.
- (e) Where a student's enrolment is cancelled for any of the following reasons, a cancellation fee of 100% of the current semester fee is applicable.
 - i. Failure to maintain satisfactory course progress (visa condition 8202)
 - ii. Failure to maintain satisfactory attendance (visa condition 8202)
 - iii. Failure to maintain approved welfare and accommodation arrangements (visa condition 8532).
 - iv. Failure to pay course fees
 - v. Any behaviour identified as resulting in enrolment cancellation in the College's Personal Responsibility Policy/ International Student Program Rules. Any default by the school will be covered by the provisions of the ESOS Act 2000 and the National Code 2018. These include: (a) If for any reason the school is unable to offer a course, a full refund of fees paid will be made within 14 days of notification of course cancellation. (b) If for any reason the school is unable to continue offering a course after commencement, a full refund of fees paid will be made within 14 days of notification of course cancellation.

REFUND PROCEDURE:

1. A student requesting a refund should complete Our Lady of the Sacred Heart College's Refund Request form, available online at www.olsh.catholic.edu.au or from the International Program Officer.
2. The student should send the completed Refund Request Form to the International Program Officer. Any documents supporting the application should be attached to the Refund Request Form. Incomplete forms will not be accepted.
3. The International Student Support Officer will notify the student of the decision within five (5) business days of receiving the request and send this notification to the email address specified on the submitted Refund Request Form.
4. If the refund is not approved, the International Program Officer will notify the student of the decision and state that the student has the right to appeal the decision in accordance with OLSH's Complaints and Appeals Policy. This notification will be sent to the email address specified in the submitted Refund Request Form.
5. If the refund is approved, refunds will be submitted for payment within 28 business days of the refund being approved. Refunds will be processed to the nominated bank account advised on the Refund Request Form which must be the person who signed the enrolment form. Refunds will be processed in Australian dollars.
6. OLSH will not be responsible for bank delays in processing any transfers and a student applying for a refund should be aware that international transfers may not be received for 7-10 days after OLSH has made the transfer.

TRANSFER REQUEST POLICY

Students seeking to transfer from Our Lady of the Sacred Heart College International students seeking to transfer from Our Lady of the Sacred Heart College to another registered provider before completion of the first 6 calendar months of their principal course must seek approval to transfer and obtain a Release letter. They are required to complete a Transfer Request Form for their request to be processed. Our Lady of the Sacred Heart College will issue a Release letter only if:

1. A course is academically unsuitable for a student - e.g. where a student is better suited to a different learning environment, or the course does not meet her educational or developmental needs or
2. Compassionate or compelling reasons for the transfer exist.

As required by ESOS NC18, S7.3, before the Release letter is issued:

1. The student must present a valid letter of offer of enrolment with the receiving provider
2. If the student is under the age of 18, written evidence is required that the student's parent or legal guardian supports the transfer new provider will accept responsibility for approving a student's accommodation, support, and general welfare.

In accordance with ESOS NC18, Our Lady of the Sacred Heart College will refuse the issue of a Release letter if the transfer would be considered detrimental to the student and the circumstances for approving the grant of a Release letter have not been satisfied. A student who has unpaid course fees for the current study period will be refused the issue of a Release letter. Factors that would be considered detrimental to the student include:

- A transfer would jeopardise a student's progress
- A student requires or has access to support services that will not be delivered by the receiving provider or accessible by the student following the transfer. The College will assess and respond to the application within 10 working days.

Students seeking to transfer to Our Lady of the Sacred Heart College International students within the scope of this policy who seek to transfer to Our Lady of the Sacred Heart College before completion of the first 6 calendar months of their principal course, will be issued with a CoE only if:

1. The original registered provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered;
2. The original registered provider has had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the student from continuing his or her principal course; or
3. Any government sponsor of the student considers the change to be in the student's best interest and has provided written support for that change; and
4. If the student is under the age of 18, there is written evidence the student's parent or legal guardian supports the transfer and Our Lady of the Sacred Heart College has put arrangements in place for approving a student's accommodation, support, and general welfare arrangements as per S5. ESOS NC18, S5 requires that where students under the age of 18 are not being cared for in Australia by a parent or suitable nominated relative, registered providers ensure the arrangements made to protect the personal safety and social well-being of those students are appropriate.

The letter of release, if granted, will be issued at no cost to the student. Where a request for a letter of release is refused, the student must be advised in writing of the reasons for the refusal and of the right to appeal the decision. Records of all requests for letters of release, the assessment of the application, and decisions will be kept in the student's file.

COURSE CREDIT

OLSH College will assess all applications for entry to the College. Course credit may be offered for students transferring from interstate or overseas in year 11 and the beginning of year 12, based on evidence provided by studies undertaken under the relevant state, territory curriculum assessment authority, or nationally accredited framework.

COURSE CANCELLATION

In the event a course is not being delivered by OLSH College, the College will assist the student in relocating to another course with another provider and provide a refund of unspent tuition fees as per the Tuition Protection Scheme (TPS).

ESOS FRAMEWORK

The ESOS Framework is set up to provide quality education whilst protecting the rights of international students and education providers.

The process for enrolment of FFPOS is in keeping with the Australian Government Department of Home Affairs legislation and procedure. The Australian Government wants international students in Australia to have a safe, enjoyable, and rewarding place to study. Australia's laws promote quality education and consumer protection for international students. These laws are known as the ESOS Framework, and they include the Education Services for International (ESOS) Act 2000 and the National Code 2018. The Framework also importantly provides rights and protections for both students and education providers including the standards for the delivery of education services. For more information, please visit the Department of Home Affairs website at <https://www.homeaffairs.gov.au>

CONSENT FOR PHOTOGRAPHS AND PUBLICATIONS OF STUDENT WORK

Photographs and video footage may be taken of students at school internal and external events for the school's records and/or promotional and marketing purposes. Students' work may also be published to showcase talent and may also be used for demonstrative purposes for other students or the public. **If parents/guardians do not wish to give permission for photographs, video, or publication of their child's work, please express in writing to the school via email.**

PRIVACY POLICY

Information is collected on this form and during your enrolment to meet our obligations under the ESOS Act and the National Code 2018; and 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 and the National Code 2018. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian and State Government and designated authorities, and, if reluctant, the Tuition Protection Service and the ESOS Assurance Fund Manager. In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law. The College is also bound by the Australian Privacy Principles under the Privacy Act 1988. Information may be collected as per below:

1. The school collects personal information, including sensitive information about students and parents or guardians before and during a student's enrolment at the school. This may be in writing or during conversations. The primary purpose of collecting this information is to enable the school to provide schooling to the pupils and to enable them to take part in all the activities of the school.
2. Some of the information we collect is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act 1988. We may ask you to provide medical reports about students from time to time.
5. The school from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a pupil to another school. This includes other schools, government departments, the Catholic Education Office, South Australian Commission for Catholic Schools, the School's local Diocese and the Parish, Schools within other Dioceses, medical practitioners, and people providing services to the school, including specialist visiting teachers, sports coaches, volunteers, and counsellors.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. In situations where parents are separated, it is the policy of the school to release school reports to the mother and father of the student upon request. It is also our policy to allow both mother and father to attend parent/teacher interviews upon request. However, the school will abide by any court orders which prevent the release of such information.
8. The school may store personal information in the 'cloud' which may mean that it resides on servers that are situated outside Australia.

9. In the event of a default on payment of fees, the school may refer the default to a debt collection agency. If this occurs, personal information will be disclosed to the agency, and you will be responsible for the collection costs.
10. The School's Privacy Policy sets out how parents or students may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school's duty of care to the pupil, or where students have provided information in confidence.
11. The School's Privacy Policy also sets out how you may complain about a breach of privacy and how the school will deal with such a complaint.
12. On occasion, information such as academic and sporting achievements, student activities, and similar news is published in School newsletters and magazines, and on our website. Photographs of student activities such as sporting events, school camps, and school excursions may be taken for publication in School newsletters and magazines, and on our website. **If parents/guardians do not wish to give permission for photographs, video, or publication of their child's work, please express in writing to the school via email.**

TERMS AND CONDITIONS OF ENROLMENT

1. Any variations of the terms and conditions of this agreement must be made in writing and signed by the Principal.
2. Our Lady of the Sacred Heart College will provide tuition to the student in the subjects and for the enrolled course provided payments of all fees are made in advance. Course codes are: Year 7-9 Cricos Course Code 096726A, Year 10-12 Cricos Course Code 039221K.
3. The student undertakes to abide by the rules and regulations of Our Lady of the Sacred Heart College and to work regularly and systematically through the course in accordance with instructions.
4. In accordance with Department of Home Affairs policy, students must remain with Our Lady of the Sacred Heart College for the first 6 months of their course, or if the course is for less than 12 months, for the duration of the course.
5. Payment of Fees. Enrolment, Course, and Overseas Student Health Cover fees must be paid before a Government Confirmation of Enrolment form is issued.
6. **Accommodation Policy.**
 - a. Students who have nominated Homestay as their accommodation preference will stay with a family approved by the College, through a formal homestay system such as AHN (Australian Homestay Network).
 - b. Students may change host families if approved by the College, however, they MUST stay within the homestay system for the duration of their studies at Our Lady of the Sacred Heart (OLSH) College.
 - c. Students will not be permitted to live independently while enrolled as a student at Our Lady of the Sacred Heart (OLSH) College regardless if they are 18 years or over.
 - d. If a student has compelling or extenuating reasons, they may leave the homestay system to live with a blood relative who is an Australian Citizen or Resident, and over the age of 21, however, they must first notify the College for approval. They must then provide written consent from the Department of Home Affairs who will undertake a formal investigation and grant approval if all legal requirements are met.
7. In enrolling my daughter at OLSH College I/we accept that she will be educated in the Catholic faith within a Christian educational environment.
8. I/we accept that the support of school staff and cooperation regarding the school curriculum and school activities is essential.
9. I/we accept that we will abide by school policies as amended from time to time.
10. I/we accept that participation in camps is compulsory and that membership in school sporting teams takes priority over competing sporting interests.
11. I/we accept that the College reserves the right to suspend or expel a student for serious or continued breaches of school rules, regulations, and/or policies, including conduct that brings into disrepute the good name and reputation of the College.
12. I/we accept the standards the College sets regarding grooming, uniform, and personal presentation.
13. I/we accept responsibility for the payment of tuition fees and other costs associated with the education of my/our daughter as determined and amended from time to time by the College as they become due and payable.
14. I/we accept that the College does not accept liability for damage or loss of any personal possessions of students and that insurance for students' personal possessions is my responsibility.
15. I/we accept this written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student under the Australian Consumer Law if the Australian Consumer Law applies.

DECLARATION OF UNDERSTANDING

Our College has an expectation that students will perform at a level to maintain our College's academic record and behavioural code. Conditions of the student visa class 500 also require that students must:

- meet the attendance requirements of the course – greater than 80% attendance
- meet the academic requirements of the course – at least a C grade average
- abide by the student code of conduct
- have travel schedules approved before making travel bookings

TUITION FEES

For details regarding tuition fees payable please refer to the International Enrolment section of our website <https://www.olsh.catholic.edu.au/node/70>. If a student wishes to pay more than 50% of their tuition fees for the total course before they commence, please advise the College. This will be if permitted by the ESOS Act.

The student is responsible for keeping a copy of the written agreement as supplied by Our Lady of the Sacred Heart College and receipts of any payments of tuition fees and non-tuition fees.

The College may charge a late fee for payment of school fees if payment has not been made as required.

The College will retain records of all written agreements as well as receipts of payments made by students under the written agreement for at least 2 years after the person ceases to be an accepted student.

CONTRACT OF ENROLMENT

I hereby apply to enrol (insert name of student) _____ at Our Lady of the Sacred Heart College and agree that if this application is accepted I will be bound by the 'Terms and Conditions of Enrolment' included as part of this Application for Enrolment which I have read and understood. I will pay Our Lady of the Sacred Heart College the total annual tuition fee of AUD\$ 16,500. This is payable to Our Lady of the Sacred Heart College as set out in the published current fee schedule and such other fees or charges as may become **payable on receipt of invoice during the period of enrolment.**

Signature of Student

Signature of Parent/Guardian

Date

Accepted for Our Lady of the Sacred Heart College

Date