



# International Student Application for Enrolment

## STUDENT DETAILS

Family Name 姓		Given Names 名		DOB: 出生年月	
Name to appear on Certificates 护照上的姓名		Passport Number 护照号码			
Language College attending on arrival in Australia 所要读的语言学校名字					
Proposed Commencement Date at Stella Maris Colleg 预期抵达我校的日期					
Country of Birth 出生地				Grade 年级	
		Nationality 国籍			
Allergies and/or Medical Problems 过敏或医疗问题		Immunizations 预防接种		Yes / No 是/否	

## EMERGENCY CONTACT 紧急联系人 Name

Phone 电话

### Welfare arrangements 学生住宿监管安排

Option 1 – School arrange welfare and accommodation

Option 2 – Parent or relatives approved by Department of Home Affairs to arrange welfare and accommodation

## FAMILY DETAILS of PARENTS OVERSEAS

Father's Name 父亲		Occupation 职业	
Address 电子邮件Address		Mobile 手机	
家庭地址			
Mother's Family Name 母亲		Occupation 职业	
Home Phone 家里电话号码		Mobile 手机	Postcode 邮编
Email Address 电子邮件			
Wechat 微信联系方式			

I understand Stella Maris College is bound by the privacy laws operative in NSW and will hold all information in confidence. However, personal information supplied in this application may be provided to any official authority or organization deemed appropriate by the Principal.

I have read, understand and accept my responsibility for the payment of fees by the due date, the *College Fees and Refund Policy*, my rights and responsibilities as set out in the attached ESOS framework document and marketing and curriculum information displayed on the College website or Prospectus. I understand that my payment of the invoiced amount forms an agreement between the College and ourselves and that I have read, understand and agree to be bound by the above conditions of enrolment.

I declare that the information I have given in this form is true and correct.

Signature Parent/Guardian 家长或监护人签字

Date 日期

Agent Company Name and Address 中介公司姓名和地址

Office Phone 办公室电话		Office Fax 传真	
Email 电邮			



# Stella Maris

COLLEGE MANLY

## Responsibility for College Fees International Students

Your application for enrolment of [redacted] ("the student") is acknowledged. Before enrolling the student we require you to read and complete this document so that the person(s) responsible for payment of College fees is/are identified. We are unable to enrol the student at Stella Maris College ("the College") until such time as this form is completed and returned to the College.

It is understood and agreed between the College and the person(s) whose details and signature(s) appear on this sheet ("the responsible person(s)") that:

1. The current College fee structure and payment policy has been explained fully by the College to the responsible person(s) as part of the application for enrolment of the student; and
2. The responsible person(s) is/are responsible and liable for all College fees and associated education expenses incurred by the student which are invoiced by the College whilst the student is enrolled at the College; and
3. The College will only change the name of the responsible person(s) and/or their address details upon receipt of a written request from the responsible person(s) whose details and signature(s) appear on this sheet; and
4. Should the responsible person(s) require the person responsible for the College fees to be changed, then the new person responsible for payment of College fees will be required to complete this form (or its equivalent at the time) and return it to the College before the request can be processed; and
5. Upon receipt of the documentation required by clauses 3 and 4 the College will write to the responsible person(s) and the new responsible person(s) confirming the change of the person responsible for payment of College fees. The responsible person(s) will remain liable for all College fees and associated expenses incurred for the student prior to written notification of the change of the responsible person(s) being given by the College; and
6. All College fees are to be paid by the due date. The College Policy is that school fees for the entire school year are to be paid in advance without exception. Ninety days notice by invoice will be provided.
7. The responsible person(s) acknowledge that this document may be relied upon by the College as evidence of the responsible person(s) liability for payment of the College fees incurred for the student.

**Person 1 - Full Name**

Relationship to Student

Address

Home Phone

Work  
Phone

Mobile

Email Address

**Signature**

Date

**Person 2 - Full Name**

Relationship to Student

Address

Home Phone

Work  
Phone

Mobile

Email Address

**Signature**

Date

Signed for and on behalf of Stella Maris College

Zita Briones, Director of Business Services

Date



## Fees, Cancellation and Refund Policy- International Students

*This policy does not remove the right to take further action under Australia's consumer protection laws.*

1. Fees for overseas students are payable in advance. For all international students, this means that that two terms of tuition fees are to be paid as an acceptance of the course prior to issue of a Confirmation of Enrolment. For current overseas students, invoice is issued twice a year in June and November with options to pay one or two semesters of tuition fees.
2. Fees can be paid by cash, cheque, direct debit, electronic funds transfer or credit card. Cheques are to be made out to "Stella Maris College".
3. Cash payments may either be made in person at the Stella Maris College Finance Office or at any Westpac Bank into the Stella Maris College Account.

Bank: Westpac Banking Corporation, 30 The Corso, Manly NSW 2095      BSB Number: 032-096      Swift Code: WPACAU2S

Account Name: Stella Maris College      Account Number: 87-1332

Please notify the Finance Department of student family and first names, bank, branch and amount.

4. Credit card payments may be made at the terminal located in Stella Maris College Finance Office. All credit card payments will incur
5. a surcharge of 0.5%.
6. Internet transactions can be made directly into the Stella Maris College Account (see details above) with student family and first name.
7. All fees payable for a course will be clearly shown as 'fees in advance' at the time of registration for that course.
8. For courses shorter than 25 weeks, the tuition fee must be paid in full prior to the date nominated on the invoice.
9. As fees are paid in advance, there will be some situations in where upon defaults occurred or withdrawal of enrolment refunds may be payable. The Stella Maris College policy on cancellation of enrolment and refunding fees is as follows:

CIRCUMSTANCES	CANCELLATION & REFUND POLICY
1      Refund prior to commencing study	<p>The College will provide a full refund of any tuition fees paid, less \$500 administration charge, upon receipt of evidence if:</p> <ul style="list-style-type: none"> <li>▶ The student visa is refused</li> <li>▶ SMC cancels the enrolled course</li> <li>▶ Political or civil unrest or natural disasters prevent the student leaving their home country</li> <li>▶ The student is unable to commence due to a serious and/or prolonged illness</li> <li>▶ Disability or death of a parent or sibling</li> </ul> <p>The offer of a place is withdrawn</p>
2      A student who has enrolled and requests for withdrawal for reasons other than those mentioned above	<p>Withdraw request lodged three months prior to commencement date:</p> <ul style="list-style-type: none"> <li>▶ The enrolment is cancelled, and pre-paid fees are refunded, less \$500 Administration charge.</li> </ul> <p>Withdraw request lodged less than three months prior to commencement date:</p> <ul style="list-style-type: none"> <li>▶ The enrolment is cancelled, and a pro-rata refund of 85% of pre-paid fees, less \$500 Administration charge, will be refunded.</li> </ul>
3      A student withdraws after commencement in the course, within first 3 weeks of classes.	<ul style="list-style-type: none"> <li>▶ A pro-rata refund of 75% of course fees paid will be given.</li> <li>▶ Uniform and books account balance will be refunded.</li> <li>▶ The Administration charge of \$500 applies.</li> <li>▶ The enrolment fee, guardianship and accommodation placement fee are non-refundable in this situation.</li> </ul>
4      Withdrawal from course after the first three weeks, in the first 6 months of enrolment.	<p>No refund will be paid. Competencies completed while in the course will be recognised with a Statement of Attainment, and these may be used in later applications for RPL (Recognition of Prior Learning) if the student returns for further study.</p> <p>An administration charge of \$500 will apply.</p>
5      Withdrawal from course after 6 months attendance with one full term notice provided in writing to the International Registrar. Failure to provide the required notice will result in one full term's fees being charged in lieu of the notice.	<p>No refund will be paid for the one term notice period. Balance of fees paid beyond the notice period will be refunded in full.</p> <p>Competencies completed while in the course will be recognised with a Statement of Attainment, and these may be used in later applications for RPL (Recognition of Prior Learning) if the student returns for further study.</p> <p>An Administration charge of \$500 will apply.</p> <p>Where the account is in debit, payment of the balance of outstanding fees and charges is expected prior to departure, unless a suitable arrangement has been made with the Director of Business Services.</p>

6	A student withdraws after commencement due to illness or misadventure deemed by Stella Maris College to be beyond the control of the student.	<ul style="list-style-type: none"> <li>▶ A pro-rata refund will be given calculated from the last day that the student attends the College.</li> <li>▶ Uniform and books account balance will be refunded.</li> <li>▶ The Administration charge of \$500 applies.</li> <li>▶ The enrolment fee, guardianship and accommodation placement fee are non-refundable in this situation.</li> </ul>
7	Refund Unavailable	<p>SMC will not refund pre-paid fees in the following circumstances:</p> <ul style="list-style-type: none"> <li>▶ The terms and conditions of the enrolment agreement entered into by the student and the College are breached, including breach of the College's policies.</li> <li>▶ The student/family is found to have supplied fraudulent, forged or deliberately misleading documentation to the College.</li> <li>▶ The student's enrolment is cancelled by SMC, and the cancellation is due to a breach of student visa conditions or any illegal or unlawful conduct by the student.</li> <li>▶ Where the student has had their enrolment terminated due to either academic or behavioral misconduct; or</li> <li>▶ The student visa is refused by the Department of Home Affairs due to the submission of fraudulent documents by or on behalf of the student.</li> </ul>
8	A course does not start on the agreed starting date or the course ceases to be provided at any time after it starts but before it is completed.	<p>All pre-paid fees will be refunded.</p> <p>No Administration charge will apply.</p>

Appeals against any decisions concerning fees and refunds should be made to the Principal, Stella Maris College, who will follow the same process outlined in the College Complaints Policy.

### **Standard Collection Notice**

The College collects personal information before and during the course of a student's enrolment at the College. This may be in writing or in the course of conversations. Laws governing or relating to the operation of College require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child protection Laws. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under Privacy Act 1988.

The College may disclose personal and sensitive information for educational, administrative and support purposes. This may include to:

- a. other Colleges and teachers at those Colleges;
- b. government departments (including for policy and funding purposes);
- c. medical practitioners;
- d. people providing educational, support and health services to the College, including specialist visiting teachers, coaches, volunteers, and counsellors;
- e. providers of learning and assessment tools;
- f. assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
- g. people providing administrative and financial services to the College;
- h. anyone you authorise the College to disclose information to; and
- i. anyone to whom the College is required or authorised to disclose the information to by law, including child protection laws.

The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia.

The College's Privacy Policy, accessible on the College's website, sets out how parents or students may seek access to and correction of their personal information which the College has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.

The College's Privacy Policy also sets out how parents and students can make a complaint about a breach of the APPs and how the complaint will be handled.

The College may engage in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

On occasions information such as academic and sporting achievements, student activities and similar news is published in College newsletters and magazines, on our intranet and on our website. This may include photographs and videos of student activities such as sporting events, College camps and College excursions. The College will obtain permissions annually from the student's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos or other identifying material in our promotional material or otherwise make this material available to the public such as on the internet.

If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why.

The College reserves the right to terminate an enrolment where the parents have not declared or have withheld known information pertaining to their child's needs.

Agent Signature 中介签名

Company Seal 公司章

Parent Signature 家长签名

Date 日期