



International Student Application for Enrolment

STUDENT DETAILS

Family Name 姓		Given Names 名		Date of Birth 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 College 预期抵达我校的日期		___/___/___	Grade 年级		
Country of Birth 出生地		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			

FAMILY DETAILS of PARENTS OVERSEAS

Father's Name 父亲		Occupation 职业			
Work Phone 工作电话号码		Mobile 手机		Fax 传真	
Address 家庭地址					
	Email Address 电子邮件				
Mother's Family Name 母亲		Occupation 职业			
Work Phone 工作电话号码		Mobile 手机		Home Phone 传真	
Email Address 电子邮件					
Who should SCHOOL REPORTS be mailed to? Name 学校成绩单需寄给何人					
Address 地址					

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 Refund Policy, my rights and responsibilities as set out in the attached ESOS framework document and with 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			

Complete and sign all three pages and email to international@stellamaris.nsw.edu.au
or mail to Stella Maris College, 52 Eurobin Avenue, Manly NSW 2095, Australia.



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 [redacted]

Relationship to Student [redacted]

Address [redacted]

Home Phone [redacted]

Work Phone [redacted]

Mobile [redacted]

Email Address [redacted]

Signature [redacted]

Date [redacted]

Person 2 - Full Name [redacted]

Relationship to Student [redacted]

Address [redacted]

Home Phone [redacted]

Work Phone [redacted]

Mobile [redacted]

Email Address [redacted]

Signature [redacted]

Date [redacted]

Signed for and on behalf of Stella Maris College [redacted]

Date [redacted]

Zita Briones, Director of Business Services



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 fees are to be paid for the first 12 months of a course prior to issue of a Confirmation of Enrolment. For new international students payment will be made at the time of enrolment.
2. Fees can be paid by cash, cheque, direct debit, electronic funds transfer or credit card. Cheques are 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.
5. Internet transactions can be made directly into the Stella Maris College Account (see details above) with student family and first name.
6. All fees payable for a course will be clearly shown as 'fees in advance' at the time of registration for that course.
7. For courses longer than one year, the second year's fee must be paid in the year prior, by the date nominated on the invoice.
8. As fees are paid in advance, there will be some situations in which refunds may be payable. The Stella Maris College policy on refunding fees is as follows:

CIRCUMSTANCES	REFUND POLICY
1 A student applies for enrolment, but fails to be accepted for enrolment.	Prepaid fees are refunded, less the non-refundable Application fee of \$550.
2 A student who has enrolled and there are no impediments to starting, fails to commence a course.	Pre-paid fees are refunded, less the non-refundable Application Fee of \$550, and an Administration charge of \$1,100.00.
3 A student withdraws after commencement in the course, within first 3 weeks of classes.	<ul style="list-style-type: none">• A pro-rata refund of 75% of course fees paid will be given.• Uniform and books account balance will be refunded.• The Administration charge of \$1,100.00 applies.• The enrolment fee, guardianship, Overseas Student Health Cover, and accommodation placement fee charges are non-refundable in this situation.
4 Withdrawal from course after the first three weeks, in the first 6 months of enrolment.	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. An administration charge of \$1,100.00 will apply.
5 Withdrawal from course after 6 months attendance with two full terms (one semester) notice provided in writing to the Registrar.	No refund will be paid for the notice period. Outstanding fees paid beyond the notice period will be refunded in full. 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. An administration charge of \$1,100.00 will apply.
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">• A pro-rata refund will be given.• Uniform and books account balance will be refunded.• The Administration charge of \$1,100.00 applies.• The enrolment fee, guardianship, Overseas Student Health Cover, and accommodation placement fee charges are non-refundable in this situation.
7 Cancellation of enrolment by Stella Maris College due to student's failure to comply with course requirements.	No refund of pre-paid fees will be made. An administration charge of \$1,100.00 will apply.
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.	All pre-paid fees will be refunded.

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

Agent Signature

Company Seal

Parent Signature

Date