



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		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			

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	
Email Address 电子邮件		Mobile 手机	
Address 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 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.



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 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 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 or withdraws more than 3 months before their planned start date.	Prepaid fees are refunded, less the non-refundable Application fee of \$1500.
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 \$1500, and an Administration charge of \$1,100
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 applies. • The enrolment fee, guardianship 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.	<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 \$1,100 will apply.</p>
5 Withdrawal from course after 6 months attendance with two full terms (one semester) notice provided in writing to the Registrar. Failure to provide the required notice will result in two full term's fees being charged.	<p>No refund will be paid for the notice period. Outstanding 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. An administration charge of \$1,100 will apply.</p> <p>Payment of the balance of the account 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"> • A pro-rata refund will be given. • Uniform and books account balance will be refunded. • The Administration charge of \$1,100 applies. • The enrolment fee, guardianship 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, or due to misconduct, or welfare concern	No refund of pre-paid fees will be made. An administration charge of \$1,100 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.

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:

- other Colleges and teachers at those Colleges;
- government departments (including for policy and funding purposes);
- medical practitioners;
- people providing educational, support and health services to the College, including specialist visiting teachers, coaches, volunteers, and counsellors;
- providers of learning and assessment tools;
- 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);
- people providing administrative and financial services to the College;
- anyone you authorise the College to disclose information to; and
- 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 公司盖章

Parent Signature 家长签名

Date 日期