International Student Application For Enrolment

Please return completed Application for Enrolment, together with Application Fee, to the Manager, International Enrolments Seymour College, 546 Portrush Road, Glen Osmond, South Australia 5064
1. Academic Progress
If a student requires additional subject tuition other than the tuition provided within the academic program, extra tutoring support can be arranged at the current hourly rate. A student’s progress will be carefully monitored and the College reserves the right to revise her academic program if a satisfactory level is not being maintained. This may involve a change of year level or a change of subjects being studied.

2. Accommodation
International students are expected to live in the College Boarding House or with a College approved homestay family during term time. The Boarding House closes for school holidays; however, alternative homestay arrangements can be made for those students requiring accommodation during these times. The annual Boarding Fee does not include school holiday homestay accommodation.

3. Acceptance of Offer of Place
Application for enrolment must be made on this form, which should be completed and forwarded, together with the non-refundable application fee of AUD$100.00, a copy of the student’s most recent school report, photocopy of passport and results of public examinations, to the Manager, International Enrolments, Seymour College.

4. Conduct
Upon acceptance of a place at Seymour College, parents undertake to support the College philosophy and to observe the College’s Code of Conduct. They further undertake to support the decisions of the Principal in relation to the required conduct.

5. Emergency
In the event of any medical or other emergency arising in which the Principal considers it impossible or impracticable to communicate with the parent or guardian of the student, the Principal (or delegated staff member) is authorised to act as is thought necessary or expedient, the expenses for which will be met by the parent.

6. English Language Assessment
Before an Offer of Place can be made the applicant’s English Language Proficiency must be assessed using a recognised and accredited testing procedure. Further information about the recommended testing procedure and the applicant’s nearest testing centre can be obtained by contacting the Manager, International Enrolments, Seymour College. A student who can demonstrate a high level of English proficiency through other recognised methods, will not be required to complete a further assessment.

7. Fees
(a) International students are required to pay a semester’s tuition and boarding fees in advance before a Confirmation of Enrolment form can be issued.

(b) All tuition and boarding fees are payable a semester in advance:
- Semester 1 fees payable by 30 November of the previous year;
- Semester 2 fees payable by 31 May.

(c) Where payment of fees is not made by the due date the College Board reserves the right to terminate a student’s enrolment.

(d) No remission of fees, either in whole or part, will be made should a student be absent, except by arrangement with the Principal when due notice has been given.

8. Formal Offer of Place
An Offer of Place may be made following a review of the applicant’s school reports and the result of an English proficiency assessment. The College reserves the right at any stage to refuse to enrol a student who, in the opinion of the College, is unable to meet the course and general requirements of the College.

9. Guardianship
It is preferred that all international students have a guardian living in Adelaide. A guardian may be a family friend, relative or acquaintance of the family living in Adelaide.

10. Health Cover
International students are required to be covered by Overseas Student Health Cover which is arranged by the College. Payment is required prior to the application for a student visa.

11. Old Collegians’ Association
The College is pleased to support its ongoing relationship with past students by including automatic membership of the Old Collegians’ Association.

12. School Rules
Parents agree to be bound by the present and future rules and policies of the College and undertake to ensure their daughter(s) will be bound by those rules.

13. Students with Special Needs
Seymour College has the consent of the person to whom the personal information relates and can provide the necessary support.

14. Student Visa
On receipt of the signed Offer of Place documentation and fees in advance, Seymour College will issue a Confirmation of Enrolment Form and Welfare Statement which will allow the student to apply for a Student Visa (Subclass 571).

15. Termination or Suspension of Schooling
The College reserves the right to terminate a student’s enrolment at any stage of a student’s course for disciplinary purposes, whether temporarily or permanently, without a refund of fees.

16. Uniform
All students are expected to wear the correct school uniform in accordance with College expectations and to maintain it in a neat and tidy manner at all times.

17. Withdrawal of Students
A term’s notice must be given in writing before a student is withdrawn from the College. In default of such notice, a term’s fee (tuition fee and boarding fee where applicable) will be payable to the College.

In addition, for boarding students, a term’s notice must be given in writing if a student wishes to move from the Boarding House to a homestay. In default of such notice a term’s boardings fees will be payable to the College.

CONFIDENTIAL INFORMATION
COLLECTION NOTICE
Seymour College collects personal information, including sensitive information, about students and parents/guardians and others.

The information collected by Seymour College about students and parents may be collected before, during or after the student is enrolled at the College.

The primary purpose of collecting this information is to ensure that Seymour College can provide a safe, supported and educational environment for students.

Seymour College only uses personal information for the purposes of which the information was collected. Seymour College may use or disclose personal information for a secondary purpose for which the information was collected.

Secondary purposes include providing services to the individual, communicating with that individual, maintaining records, communicating with third parties such as medical practitioners or other health professionals or other schools or government authorities.

Seymour College may also use or disclose personal information for a secondary purpose for which the College has received consent from the person to whom the personal information relates or otherwise as permitted by legislation.

Seymour College may disclose personal information, including sensitive information for administrative and educational purposes.

Seymour College will not send personal information overseas about an individual outside of Australia without obtaining the consent of the individual or otherwise complying with privacy laws.

NOTE: Please detach and retain this page for your future reference.
**International Student Application For Enrolment**

*Please use block letters when completing this form*

**Admission Details**

<table>
<thead>
<tr>
<th>Proposed commencement date:</th>
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<tbody>
<tr>
<td>Year level applied for:</td>
<td></td>
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<tr>
<td>Accommodation:</td>
<td></td>
</tr>
<tr>
<td>Boarding House</td>
<td>Homestay</td>
</tr>
</tbody>
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**Student Details**

<table>
<thead>
<tr>
<th>Surname:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Given Names:</td>
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<tr>
<td>Home Address:</td>
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</table>

<table>
<thead>
<tr>
<th>Date of Birth:</th>
<th>Religious Affiliation:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Present School:</td>
<td>Current Year Level:</td>
<td></td>
</tr>
<tr>
<td>Languages Spoken:</td>
<td>1st:</td>
<td>2nd:</td>
</tr>
<tr>
<td>Nationality:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visa status <em>(attach copy of passport)</em>:</td>
<td>Australian Citizen</td>
<td>Permanent Resident of Australia</td>
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</tbody>
</table>

**Parent/Guardian Details**

<table>
<thead>
<tr>
<th>Father/Guardian</th>
<th>Mother/Guardian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>Title:</td>
</tr>
<tr>
<td>Surname:</td>
<td>Surname:</td>
</tr>
<tr>
<td>Given Names:</td>
<td>Given Names:</td>
</tr>
<tr>
<td>Home Address:</td>
<td>Home Address:</td>
</tr>
</tbody>
</table>

| Home Telephone: | Home Telephone: |  |
| Home Facsimile: | Home Facsimile: |  |
| Home Email: | Home Email: |  |
| Mobile Telephone: | Mobile Telephone: |  |
| Occupation: | Occupation: |  |
| Employer: | Employer: |  |
| Business Address: | Business Address: |  |

| Business Telephone: | Business Telephone: |  |
| Business Facsimile: | Business Facsimile: |  |
| Business Email: | Business Email: |  |
## Details of Guardianship

I/We appoint the following person to act as guardian for my/our daughter for the duration of her time at Seymour College.

**Surname:**

**Given Names:**

**Home Address:**

**Home Telephone:**

**Business Telephone:**

**Mobile Telephone:**

**Mobile Telephone:**

**Who is the primary contact number i.e. in case of absenteeism:**

<table>
<thead>
<tr>
<th>Mother</th>
<th>Father</th>
<th>Guardian</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**Home Facsimile:**

**Business Facsimile:**

**Home Email:**

**Business Email:**

**Occupation:**

**Employer:**

**Business Address:**

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## Parent/Guardian Signature

If this application is accepted I/we agree to abide by the conditions of enrolment outlined on this form and to pay the school such fees and other charges as may be notified to me/us.

<table>
<thead>
<tr>
<th>Father/Guardian</th>
<th>Mother/Guardian</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Signature:</strong></td>
<td><strong>Signature:</strong></td>
</tr>
<tr>
<td><strong>Date:</strong></td>
<td><strong>Date:</strong></td>
</tr>
</tbody>
</table>

1. **What factors prompted you to enrol your daughter at Seymour College?**

- [ ] Reputation of the College
- [ ] Single sex education
- [ ] Continuing family tradition
- [ ] Wide range of choices and opportunities
- [ ] Academic achievement
- [ ] Entry open to all, regardless of ability
- [ ] Boarding facilities
- [ ] Other *(please specify)*:

2. **How did you learn about Seymour College?**

- [ ] Word of mouth
- [ ] Advertisements
- [ ] Publicity *(please give details)*

- [ ] Relocation Agent
- [ ] Internet Search
- [ ] Other *(please specify)*:

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