INTERNATIONAL STUDENT
APPLICATION FOR ENROLMENT

Please return completed Application for Enrolment, together with Application Fee, to:
The Director of Marketing and Admissions
Seymour College, 546 Portrush Road, Glen Osmond, South Australia 5064
The College is bound by the National Privacy Principles contained in the Commonwealth Privacy Act.

This statement outlines the College’s policy on how Seymour College uses and manages personal information provided to or collected by it.

1. Seymour College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student’s enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for your daughter. This includes satisfying the needs of parents and guardians and the needs of the student throughout the whole period she is enrolled.

2. Some of the information we collect is to satisfy the College’s legal obligations, particularly to enable the College to discharge its duty of care.

3. Certain laws governing or relating to the operation of schools require that certain information is collected. You may contact Seymour College if you have any questions about this.

4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We require medical reports about students from time to time. If you do not consent to us obtaining this information you must advise us.

5. Seymour College from time to time also has to disclose certain personal information and sensitive information to others. This includes to other schools, government departments, medical practitioners, publications and people providing services to the College, including specialist visiting teachers, (sports) coaches and volunteers. The College collects personal and sensitive information about students.

6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your daughter.

7. Personal information collected about students is regularly disclosed to their parents or guardians. On occasions it is published in College newsletters and magazines.

8. Parents may seek access to personal information collected about them and their daughter by contacting the College. However, there will be occasions when access is denied. Such occasions would include where release would have an unreasonable impact on the privacy of others or where release may result in a breach of the College’s duty of care to the student.

9. Seymour College from time to time engages in fundraising activities. The information received from you may be used to make an appeal to you. (It may also be disclosed to organisations that assist in the College’s fundraising activities.)

10. If you provide Seymour College with the personal information of others, such as doctor or emergency contact details, you should inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.

International Student Application For Enrolment

Please use block letters when completing this form

Admission Details

Proposed commencement date:

Year level applied for:

Accommodation:  Boarding House ❑  Homestay: ❑  Living with Parent or Guardian (please enclose details) ❑

Student Details

Surname:

Given Names:

Home Address:

Date of Birth:

Religious Affiliation:

Present School:  Current Year Level:

Languages Spoken:  1st:  2nd:

Nationality: ______________________________

Visa status (attach copy of passport):  Australian Citizen ❑  Permanent Resident of Australia ❑  Student Visa ❑  Business Visa ❑ Other ❑ Please specify ______________________________
# PARENT/GUARDIAN DETAILS

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# 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:
Mother:  [ ] Father: [ ] Guardian: [ ]

Home Facsimile:              Business Facsimile:  
Home Email:                  Business Email:     
Occupation:                  
Employer:                    
Business Address:            

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.

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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):
     - ..........................................................................................
     - ..........................................................................................
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 those 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 $100.00, a copy of the student’s most recent school report, photocopy of passport and results of public examinations, to the Director of Admissions, 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 he or she deems 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 Director of Admissions, 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) All other expenses incurred (e.g. health cover, book and uniform purchases) are due within 14 days of the rendering of the account.

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

   (e) 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.

   (f) The person(s) signing an acceptance of Offer of Place form will be liable for the payment of all fees. Where more than one person signs the said form the liability of such persons shall be joint and several.

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 and the cost added to a student’s fee account. Overseas Students Overseas students will require a Confirmation of Enrolment form before applying for a visa to study in Australia. The Confirmation of Enrolment form is issued upon the payment, or guarantee of payment, of at least one semester’s tuition and boarding fees. Overseas students are required to complete the Enrolment Contract for Overseas Students.

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 an open enrolment policy. In accordance with this policy and to ensure that all students have access to the most appropriate education and support for their individual needs, parents are required to complete an Individual Needs Questionnaire before an Offer of Place can be made. Enrolment for a student who has been identified with special needs cannot be confirmed until full consideration has been given to the special needs of the student and whether the College can appropriately meet those needs.

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). The College is required to advise the Department of Immigration and Citizenship about certain changes to a student’s enrolment and any breach by the student of a visa condition relating to attendance or satisfactory academic performance. Students must not be absent from school without written notification from their parents or guardian. Government regulations require that overseas students must attend a minimum of 80% of classes.

15. **Termination or Suspension of Schooling**
    The College Board reserves the right to terminate the schooling of a student whose account remains unpaid by the end of the current school semester.

    The Principal reserves the right in absolute discretion to suspend a student for disciplinary purposes, whether temporarily or permanently, without a refund of fees.

16. **Uniform**
    All students are expected to wear the correct school uniform 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 boarding fees will be payable to the College.

NOTE: Please retain this page for your future reference