

# application for enrolment

**Full Fee Paying Overseas Students**



## GENERAL CONDITIONS OF ENROLMENT

### 1. Course Progress and Attendance

As part of a student's Visa conditions, Seymour College will monitor, record and assess the progress of each student for the course in which the student is currently enrolled. The course progress of all students will be assessed at the end of each semester of enrolment and a minimum standard of a "C" or better must be achieved to maintain enrolment.

### 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. Application

Application for enrolment must be made on this form, which should be completed and forwarded, together with the non-refundable application fee of AUD\$150.00, a copy of the student's most recent school report, photocopy of passport and results of public examinations, to the Director of Enrolments, Seymour College.

### 4. 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 Enrolments, Seymour College.

### 5. 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.

### 6. 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 500). The College is required to advise the Department of Immigration and Border Protection about certain changes to a student's enrolment, and any breach by the student of Visa conditions relating to attendance or an unsatisfactory academic performance. Students must not be absent from school without written notification from their parents or guardian.

### 7. Fees

For detailed information on fees and the fee schedule, please go to our website [www.seymour.sa.edu.au/international-students/fees/](http://www.seymour.sa.edu.au/international-students/fees/)

- International students are required to pay a semester's tuition and boarding fees in advance before a Confirmation of Enrolment form can be issued.
- 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.

- Where payment of fees is not made by the due date, the College Board reserves the right to terminate a student's enrolment.
- 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.
- 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.
- For further information, please read our Refund policy available on our website [www.seymour.sa.edu.au/international-students/policies](http://www.seymour.sa.edu.au/international-students/policies)

### 8. 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.

### 9. 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.

### 10. Health Cover

International students are required to be covered by Overseas Student Health Cover. Payment is required prior to the application for a student visa. 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 receipt of payment, or guarantee of payment, of at least one semester's tuition and boarding fees.

### 11. 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.

### 12. Uniform

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

### 13. 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.

### 14. 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.

### 15. Old Collegians' Association

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

## 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 enable Seymour College to provide schooling and educational services for the student or prospective student. If Seymour College is unable to obtain the required information in relation to prospective students, an enrolment may not be able to proceed.

Information may be collected in various forms and may be provided to Seymour College by third parties such as medical practitioners or other health professionals or other schools or government authorities.

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 if the secondary purpose is related to the primary purpose, and where the individual to whom the information relates could reasonably expect Seymour College to use the information for that purpose.

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

In relation to personal information which is "sensitive information", Seymour College will not use or disclose that information for a purpose other than a primary purpose for which it has been collected unless:

- Seymour College has the consent of the individual to whom the information relates, to disclose or use the information for some other purpose;
- the secondary purpose is directly related to the primary purpose of collection and the individual would reasonably expect Seymour College to use or disclose that information for the secondary purpose; 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 without obtaining the consent of the individual or otherwise complying with privacy laws.

# INTERNATIONAL STUDENT APPLICATION FOR ENROLMENT

Please use block letters and complete all details when filling out this form.  
Please return this form, together with the Application Fee, to The Director of Enrolments and  
Community Relations via email at [enrolments@seymour.sa.edu.au](mailto:enrolments@seymour.sa.edu.au)

## ADMISSION DETAILS

Proposed commencement date: \_\_\_\_\_

Year level applied for: \_\_\_\_\_

Accommodation:

Boarding House  Homestay  Living with parent or guardian (please provide details)

## STUDENT DETAILS

Surname: \_\_\_\_\_

Given Names: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Date of Birth: \_\_\_\_\_ Religious Affiliation: \_\_\_\_\_

Present School: \_\_\_\_\_ Current Year Level: \_\_\_\_\_

Languages spoken First: \_\_\_\_\_ Second: \_\_\_\_\_

Nationality: \_\_\_\_\_ Nationality 2: \_\_\_\_\_

Visa status (*attach copy of passport*):

Australian Citizen  Permanent Resident of Australia  Student Visa

## PARENT/GUARDIAN DETAILS

### FATHER/GUARDIAN

Title: \_\_\_\_\_

Surname: \_\_\_\_\_

Given Names: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Telephone: \_\_\_\_\_

Home Facsimile: \_\_\_\_\_

Home Email: \_\_\_\_\_  
\_\_\_\_\_

Mobile Telephone: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Business Telephone: \_\_\_\_\_

Business Email: \_\_\_\_\_

### MOTHER/GUARDIAN

Title: \_\_\_\_\_

Surname: \_\_\_\_\_

Given Names: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Telephone: \_\_\_\_\_

Home Facsimile: \_\_\_\_\_

Home Email: \_\_\_\_\_  
\_\_\_\_\_

Mobile Telephone: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Business Telephone: \_\_\_\_\_

Business Email: \_\_\_\_\_

## 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 College such fees and other charges as may be notified to me/us.

### FATHER/GUARDIAN

### MOTHER/GUARDIAN

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## PARENT/GUARDIAN FEEDBACK

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

- |  |   |
|--|---|
| <input type="checkbox"/> Reputation of the College             | <input type="checkbox"/> Single sex education                     |
| <input type="checkbox"/> Continuing family tradition           | <input type="checkbox"/> Wide range of choices and opportunities  |
| <input type="checkbox"/> Academic achievement                  | <input type="checkbox"/> Entry open to all, regardless of ability |
| <input type="checkbox"/> Boarding facilities                   |   |
| <input type="checkbox"/> Other ( <i>please specify</i> ) _____ |   |

2. How did you learn about Seymour College?

- |  |  |
|--|--|
| <input type="checkbox"/> Word of mouth                             | <input type="checkbox"/> Advertisements        |
| <input type="checkbox"/> Relocation Agent                          | <input type="checkbox"/> Internet Search _____ |
| <input type="checkbox"/> Publicity ( <i>please specify</i> ) _____ |  |
| <input type="checkbox"/> Other ( <i>please specify</i> ) _____     |  |