

FULL FEE PAYING OVERSEAS STUDENTS

TERMS AND CONDITIONS OF ENROLMENT

Application Process

Want to know more about Trinity College? Contact your education agent or visit www.trinity.sa.edu.au for more information including subject choices.

Step 1: Apply

Complete the Application for Admission form and return it with the required documents and \$100 non-refundable application fee to your Agent or Trinity College.

Step 2: Letter of Offer

Your application will be assessed. If your application is accepted, you will receive your Letter of Offer and Invoice.

Step 3: Acceptance and Payment

To accept the offer, return your Written Agreement and make full payment within 30 days of invoice.

Step 4: Confirmation

Upon receipt of your forms and full payment, we will send you a Confirmation of Enrolment (eCoE).

Step 5: Apply for your Visa

Apply to the Australian Embassy for your visa.

Step 6: Preparation

Book your flights to Adelaide and advise us of your flight details at least two weeks prior to arrival.

Step 7: Arrival in Adelaide

If we have arranged a homestay for you, we will meet you at the Adelaide Airport and introduce you to your host family.

Find out more information about South Australia, Adelaide and Gawler by researching the following internet sites:

www.studyadelaide.com

www.gawler.sa.gov.au

Payment of Fees

The fees applicable, inclusions and exclusions are detailed on the attached fee schedule.

Payment in advance for the first full year's tuition and other required fees is due upon acceptance of the Letter of Offer.

Invoices for subsequent year's fees will be issued in November each year and must be paid within four weeks. A late fee of \$100 will be applied to invoices not paid by the due date.

Refund Policy

1. This refund policy applies to tuition fees only.
2. Course monies which are not related to tuition will be refunded on a pro rata basis, including OSHC if this has been paid by the school on behalf of the student.
3. Fees are payable 12 months in advance.
4. All notifications of withdrawal from a course must be made in writing to Mr Kym Reynolds, Principal, Trinity College Senior.
5. Notification of withdrawal after commencement of the course requires 10 weeks notice.
6. All fees must be paid in Australian dollars. Refunds will be reimbursed in Australian dollars and the payment sent to the applicant's home country unless otherwise requested. Refunds will be paid to the person who enters into the written agreement.
7. The school will refund within 28 days all tuition fees paid where the student produces evidence that the application made by the student for a student visa has been rejected by the Australian immigration authorities.
8. The school will refund within 28 days of the receipt of written notification of cancellation by the student (or parent(s)/legal guardian if the student is under 18) tuition fees paid by or on behalf of the student less the amounts to be retained as agreed and detailed below.
 - a. If written notice is received up to 4 weeks prior to commencement of the course, the school will be entitled to retain an administration fee.
 - b. If written notice is received less than 4 weeks prior to commencement of the course 70% of the course fee will be refunded.
 - c. If written notice is received after the commencement date and before the end of the first semester of the student's course, one term's (or ten weeks) course fees will be refunded.
 - d. If written notice is received more than six months after the commencement date of the student's course no refund will be made.
9. If the student changes visa status (e.g. becomes a temporary or permanent resident) he/she will continue to pay full overseas student's fees for the duration of that year.

10. Where a student's enrolment is cancelled for any of the following reasons, a cancellation fee of 100% of the current semester fee is applicable.
 - a. Failure to maintain satisfactory course progress (visa condition 8202)
 - b. Failure to maintain satisfactory attendance (visa condition 8202)
 - c. Failure to maintain approved welfare and accommodation arrangements (visa condition 8532)
 - d. Failure to pay course fees
 - e. Any behaviour identified as resulting in enrolment cancellation in Trinity College's Behaviour Policy/Code of Conduct.
11. Any default by the school will be covered by the provisions of the ESOS Act 2000 and the ESOS regulations 2001 (as amended). These include:
 - a. If for any reason the school is unable to offer a course, a full refund of fees paid will be made within 14 days of notification of course cancellation.
 - b. If for any reason the school is unable to continue offering a course after commencement, a full refund of fees paid will be made within 14 days of notification of course cancellation.
12. This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

English Language

If English is not the student's first language and the level of English proficiency would disadvantage the student's learning in the classroom, the applicant is required on their arrival to attend the Intensive English Language Course (ELICOS).

Overseas Student Health Cover (OSHC)

A requirement for study in Australia is that a student takes out OSHC with Medibank Private for the visa period in advance. This insurance will be applied for by the College upon receipt of the requested funds and proof of payment forwarded for the applicant to present when applying for a student visa. The medical insurance covers basic medical costs while the student is studying at Trinity College.

Acceptance of Offer

When a student accepts the offer of place made to them by Trinity College, the family accept/agree:

- That the student will be educated in the Christian faith in accordance with the practices of the Anglican Church of Australia.

- That support of school staff and co-operation concerning school activities is essential.
- The responsibility of notifying the school of any absences from school and of notifying the school of any changes in current enrolment information.
- That the student is to abide by the rules and regulations of Trinity College.
- To pay all accounts in the time allowed by the College. If any account is not paid within that time, they agree to meet the administrative costs imposed by the College and the costs associated with the collection of late payments and to pay all expenses incurred by the College, including (but not limited to) legal fees, location and service fees, and any other fees or commissions charged by the collection agents.
- To the conditions of the College in relation to the withdrawal of students from the school.

Responsibilities and Expectations

The student will:

- Comply with the school rules
- Comply with the same performance criteria as other students
- Comply with visa requirements

The parent/guardian will:

- Ensure that the student obtains a passport and the appropriate student visa for entry into Australia
- Pay for return airfares and living expenses for the student while the student undertakes study in Australia
- Pay the required fees upon receipt of the Letter of Offer
- Pay the required fees upon receipt of an invoice
- Notify Trinity College immediately if there are any changes to the student's visa status
- Seek permission from Trinity College if the student wishes to change accommodation arrangements upon turning 18 years

Trinity College will:

- Provide the student with the same level of teaching and care as normally provided to other students of the school enrolled at the same year level
- Arrange homestay accommodation if this is required
- Provide an orientation programme for the student
- Meet and introduce the student to the school community
- Monitor the welfare of the student and provide counselling and ongoing support while the student is enrolled at the school
- Provide written reports for the parents twice a year

Trinity College cannot guarantee that the student will:

- Be accepted for enrolment at the school
- Complete studies undertaken
- Complete the South Australian Certificate of Education (SACE)
- Gain entry into a tertiary institution

Privacy Notice

The school's Privacy Policy is available on our website. Trinity College collects and maintains student information for the purpose of assessing the eligibility of international students to enrol in the school.

Trinity College also uses the personal information collected to enable the school to provide successful applicants with a range of associated services, such as guidance in selecting appropriate subjects, enrolment in and English language course, career counselling and assistance with cultural adjustment. The personal information collected from students, parents, guardians, agents and host families may be used by the school or student nominated agents for enrolment and homestay provision purposes.

In accordance with the ESOS Act and the National Code, certain information may also be provided to the Commonwealth and State agencies such as the Department of Immigration and Citizenship, the Department of Education, Science and Training and the Overseas Student Health Cover provider.

Complaints and Appeals

If a student is not satisfied with any aspect of the school programme he/she should bring this to the attention of the International Student Co-ordinator. If the complaint cannot be resolved to the student's satisfaction it should be forwarded in writing to the school Principal. The Principal will use his/her best endeavours to resolve the problem, however, if the complaint is not resolved to the satisfaction of the student or parent, a copy of the written complaint together with supporting documentation should be forwarded to the Head of Trinity College.

If a student is not satisfied with the result or conduct of the internal complaint handling and appeals process, the registered provider must advise the student of their right to access the external appeals process at minimal or no cost.

Homestay

Trinity College will organise homestay accommodation within a caring, family environment. Refer the attached fee schedule for associated costs.

Rules of Conduct for Homestay Students

1. Students are not allowed to travel outside the local area alone or with other teenagers. Overnight travel is allowed only with an approved group such as school.
2. Students are not to hitch-hike.
3. Students are not to take jobs outside their host homes. They are expected to participate fully in household chores.
4. Students are not allowed to smoke, drink alcohol or take non-prescriptive drugs.
5. The use of any illegal drugs or any association with anyone involved with illegal drugs in any way will cause the student to be expelled from the College.
6. A student is to gain their host family's approval before taking part in activities; ie. the family must know where the student is, with whom, and when she/he will return home – at all times.
7. Students are not to borrow money from the homestay family or any other persons, nor allow them to pay any amounts owing by the student on their behalf.
8. Students may not make international telephone calls at the expense of the homestay family.
9. The representatives of the College will make decisions regarding emergency medical treatment, in consultation with the relevant medical authority while on homestay. The parents of the student will be informed immediately of the need for any such treatment.



TRINITY COLLEGE

Trinity College Gawler Inc

Head: Mr Nick Hatley B.Ed., MLM.Ed., MBA, MACE, MACEL, FGLF

PO Box 131, Gawler, South Australia 5118

Telephone: 08 8522 0666

Facsimile: 08 8522 0631

Email: office@trinity.sa.edu.au

www.trinity.sa.edu.au

ABN: 15 742 803 718

Schedule of International School Fees & Charges 2011/2012

All costs shown are in Australian dollars

Year 8-10 CRICOS # 00374C

\$	14,300.00	Annual Tuition Fees (includes subject costs, administration)
\$	429.00	12 months Health Insurance (note must be paid for the duration of the eCoE)
\$	800.00	Homestay bond
\$	<u>15,529.00</u>	

Additional (approximate) costs may include:

	variable	Uniform - refer to College website for uniform and costs
	variable	Text books & Stationery
	variable	Travel to and from school if coming by bus
\$	50.00	Airport Transfer
\$	500.00	Approximate cost for Mid Year Camp
\$	200.00	Annual Musical Instrument Hire
\$	650.00	Annual Private Music Tuition
		Homestay Accommodation (see cost below)
		Faculty Camps/Excursions
		Phone card (recommended), spending money

Year 11 & 12 CRICOS # 02709B

\$	14,780.00	Annual Tuition Fees (includes subject costs, admin, SSABSA fees)
\$	429.00	12 months Health Insurance (note must be paid for the duration of the eCoE)
\$	800.00	Homestay Bond
\$	<u>16,009.00</u>	

Additional (approximate) costs may include:

	variable	Uniform - refer to College website for uniform and costs
	variable	Text books & Stationery
	variable	Travel to and from school if coming by bus
\$	50.00	Airport Transfer
\$	500.00	Approximate cost for Mid Year Camp
\$	150.00	Year 11 Ball (male)
\$	400.00	Year 11 Ball (female)
\$	100.00	Year 12 Formal
\$	80.00	Year 12 Jumper
\$	200.00	Annual Musical Instrument Hire
\$	650.00	Annual Private Music Tuition
		Homestay Accommodation (see cost below)
		Faculty Camps/Excursions (eg geography camp, PE sailing camp)
		Phone card (recommended), spending money

Additional (approximate) costs may include:

	Uniform - refer to College website for uniform and costs
	Travel to and from school if coming by bus
	Homestay Accommodation and Bond
	Excursions (minimal cost)
	Phone card (recommended), spending money

Homestay Accommodation

\$	800.00	Homestay bond (one-off payment, payable in advance, refundable)
\$	210.00	Per week. (Includes three meals per day, laundry service, reasonable use of utilities.)



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ABN: 15 742 803 718

CRICOS Provider #: Trinity College Senior: Yr 11-12 02709B

Trinity College North: Yr 8-10 00374C

Application for Admission Full Fee Paying Overseas Students

Student Details

Given names	English name	
Surname	Male / Female	
Home address		
Date of birth	Age	Denomination/Religion
Country of birth	Language spoken at home	

Contact Details

Father or Guardian

Title	Given name	Surname
Postal address		
Home phone	Email	
Occupation	Employer	
Business phone	Fax	
Native language	English speaker Yes <input type="checkbox"/> No <input type="checkbox"/>	

Mother or Guardian

Title	Given name	Surname
Postal address		
Home phone	Email	
Occupation	Employer	
Business phone	Fax	
Native language	English speaker Yes <input type="checkbox"/> No <input type="checkbox"/>	

Education Record

Name of current school	Current year level
Language of instruction	

English Proficiency

Have you studied English before?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, where did you study?	How long have you studied?
Have you completed an English competency test?	Yes <input type="checkbox"/> No <input type="checkbox"/>
IELTS (Score)	TOEFL (Score)
ELICOS (Score)	

Entry to Trinity College

Proposed date of entry to Australia for ELICOS: _____/_____/_____

Proposed level of entry to Trinity College _____

Passport, Visa, Health Cover

Passport number

Passport expiry date

Please nominate the Australian Embassy or High Commission at which your visa application will be processed:

If you are currently studying in Australia, please complete the following:

Health cover fund:

Membership number:

Expiry date:

Homestay Accommodation

Do you want Trinity College to arrange accommodation for you?

Yes No

If no, who will you stay with? Name

Age

Relationship

Telephone

Address

Homestay Accommodation Information

This information will be used to match your needs with the most appropriate host family. Every effort is made to consider your preferences, however an exact match may not be possible.

What kind of room would you prefer? single room shared room

Do you prefer older children younger children children your own age no children?

Do you wish to live in a Homestay with other international students? yes no either

Do you have any special interests, hobbies or sports you would like your homestay to know about? If yes, please specify:

Do you have any dietary needs (eg vegetarian)? If yes, please specify:

What kind of foods do you particularly like?

What kind of foods do you particularly dislike?

Do you have any food allergies? If yes, please specify:

Do you smoke? Yes No

(Australian schools, public places and most homestays are non-smoking).

Do you like pets? Yes No (Many Australian families have pets).

If no, please give reasons:

Airport Reception

Do you require airport reception? Yes No

Anticipated date of arrival: _____

How did you hear about Trinity College?

Education Agent

Name of Agent:

Education Exhibition

Friend/Relative

Website

Other, please specify:

Declaration and Agreement

Does the student have any known allergies or medical issues?

Does the student have a mental or physical disability?

I accept that emergency treatment may be given without this knowledge and I accept responsibility for providing this information to medical practitioners who treat the student. I acknowledge and agree that I am responsible for costs incurred in providing medical treatment and associated services for the student. (Failure to declare a medical condition may result in cancellation of the student's enrolment.)

I,

(parent's/guardian's full name) am the parent/guardian

of

(student's full name) and declare that all the information provided in connection with this application form is correct and that I have read and understand the Terms and Conditions of Enrolment including the:

- Course Fees
- Payment of Fees
- Refund Policy
- Medical Information
- Cancellation of Enrolment
- Responsibilities and Expectations
- Privacy Notice
- Complaints and Appeals

I acknowledge that the Terms and Conditions of Enrolment, including fees may be subject to variation without further notice as a consequence of change to the law or policy of Trinity College. I acknowledge that I will comply with and will ensure that the student complies with the Terms and Conditions of Enrolment and any subsequent variations:

Student's signature

Parent /guardian's signature

Date

Please return the completed form together with:

- \$100 non-refundable application fee.
- Photocopy of passport or if not available, a recent colour passport photograph.
- Most recent school report (translated into English) including academic and English levels achieved.
- Certified copies or result slips of any English language competency tests that you have undertaken in the last two years / or English language study program (eg IELTS, TOEFL).
- Translated statement from your current school detailing your previous academic achievements, attitude to study and general behaviour.

Return to:

The Enrolment Officer, Trinity College Gawler Inc.
PO Box 131, Gawler South Australia 5118
Tel: +61 8 85220 605
Fax: +61 8 85220 631
Email: jenny.searle@trinity.sa.edu.au

Payment – to pay the application fee by credit card please complete the following:

Please charge my: Mastercard Visa Expiry Date:

Amount: \$100

Card Number: