ANNEX 2 INTERNATIONAL ENROLMENT POLICY

Materials Provided

Receipt of an Enrolment Enquiry
• Prospectus
• Other documents including:
  – Enrolment Policy
  – Teaching and Learning
  – Facilities List
  – Cancellation, Suspension and Deferment Policy
  – Refund Policy
  – ESOS information

Receipt of an Application for Enrolment when a Place is Offered
• Letter of Offer
• Terms and Conditions form for parent signature
• Excursion Permission form for parent signature
• Letter of Agreement for parents’ and student’s signature
• Refund Policy
• Cancellation, Suspension and Deferment Policy
• Transfer Policy
• Accommodation and Welfare Policy

When Fees are Paid
• Confirmation of Enrolment
• Confirmation of Approval of Accommodation Welfare (CAAW) form if required
• Medical form

Enrolment Interview
• Senior School Handbook
• Uniform List
• Booklist
• Extra-curricular activities booklets such as Music Tuition, Swimming and Tennis

Orientation Program (Whole School and International)
• International Student Handbook
• Guide to Melbourne
• Homestay booklet if appropriate (from IDP)
• Medibank card
• Medibank information
• Customs information form the Australian Customs Service
• Quarantine information from Australian Quarantine Service
• Link-Q card for 24 hour emergency contact
• Orientation Book