



Date Received: _____

Application Fee Paid: \$ _____

CRICOS Provider No. 00974A/018621A

International Application for Enrolment

Applications may be completed online at: www.ivanhoegirls.vic.edu.au

PART A

STUDENT INFORMATION

1. Student's Family Name

2. Given Names

3. Preferred Name

4. Date of Birth _____/_____/_____

5. Religion (optional)

6. Country of Birth

7. Nationality

8. Passport Number _____

Expiry Date _____

9. Language(s) spoken by student at home

10. Present School

Present Year Level

11. Proposed Year of Entry

Proposed Level of Entry

PART B

PARENT INFORMATION

Parent 1 or Guardian

1. _____
Title (Mrs, Ms, Dr) Family Name

Given Names

2. Home Address _____

Postcode _____

3. Postal Address (if different to above) _____

Postcode _____

4. Occupation _____

Company Name _____

5. Country of Birth _____

6. Contact: Home _____

Business _____

Mobile _____

Email _____

Parent 2 or Guardian

1. _____
Title (Mrs, Ms, Dr) Family Name

Given Names

2. Home Address _____

Postcode _____

PART B

PARENT INFORMATION Continued

Parent 2 or Guardian

3. Postal Address (if different to home address)

_____ Postcode _____

4. Occupation _____
Company Name _____

6. Contact: Home _____
Business _____
Mobile _____
Email _____

Marital Status: (Please tick)
 Married/Defacto Separated/Divorced Single

Is there a court order or parenting plan in relation to this student?
 Yes No If Yes, please attach a copy.

PART C

ADDITIONAL INFORMATION

Any further information concerning the applicant or her family which should be known to the School – e.g. please give details of any severe illness, disability or special learning need which might impact on the applicant’s educational progress.

ENGLISH BACKGROUND

Has the applicant completed any of her studies in English?
Please give details.

HOMESTAY ACCOMMODATION INFORMATION

Do you want the School to find accommodation for your daughter?
(Please tick)

Yes No

If yes, the School will arrange a homestay for your daughter with Student Accommodation Services. (Please note that students pay their homestay provider directly each week. The approximate cost is \$275 per week).

If no, your daughter must live with an approved homestay. Please supply the following information about the person with whom your daughter will live (if the Guardian is also the homestay provider please indicate this on the form):

1. Name of Provider

2. Address

_____ Postcode _____

3. Telephone Numbers:
Residence _____
Business _____
Mobile _____

4. Occupation

5. Relationship (if any) of this person to your daughter

GUARDIAN INFORMATION

Do you want the School to appoint a guardian for your daughter?
(Please tick)

Yes No

If yes, the School will arrange a guardian, with a Guardian Service, prior to the arrival of the student at the School. The cost of the guardianship is paid annually by the parents (approximately \$1,800 per year).

If no, please supply the following information about the person you wish to be appointed guardian for your daughter whilst she is studying at the School.

1. Name of Guardian

2. Address

_____ Postcode _____

3. Telephone Numbers:
Residence _____
Business _____
Mobile _____

4. Occupation

5. Relationship of this person to your daughter

The person taking on the Homestay or Guardianship role must be approved by the School and

- be over 21 years of age
- be either a permanent resident of Australia or have a visa that enables him/her to remain in Australia until your daughter turns 18 or her visa expires
- be of good character (Police Check and Working With Children Check is required).

A report of the Police Check, Working With Children Check and visa details (if appropriate) should be forwarded to the School with this application. Please note that once accommodation or guardianship arrangements have been made, they cannot be changed without prior approval by the School.

The completed enrolment application form, together with the non-refundable application fee of \$125, a copy of the applicant's birth certificate or passport, school reports for the last year and AEAS test results (if applicable) should be forwarded to:

Director of Admissions
Ivanhoe Girls' Grammar School
123 Marshall Street
IVANHOE VIC 3079
AUSTRALIA
[PRIVACY POLICY](#)

This information is collected within the guidelines of the National Privacy Principles under the Privacy Act. Refer to our website www.ivanhoegirls.vic.edu.au for further details of the Ivanhoe Girls' Grammar School Privacy Policy.

The person(s) signing the Application Form completes an agreement to abide by the rules, procedures and business practices of the School as set out in this document, and in other official School documents, as reviewed from time to time.

I/We the undersigned, agree to be jointly and severally liable for the payment of all accounts rendered by the School in respect of tuition for our daughter(s) and other expenses in accordance with the School's terms of payment. We understand that information provided may be made available to the Commonwealth and State agencies of Australia.

Signed _____ **Date**

Signed _____ **Date**

To be signed and dated by both parents or guardians (if applicable).

TERMS AND CONDITIONS OF ADMISSION

1. Application for Enrolment

- 1.1** Applications must be made on the School's official Application for Admission form. While application is a pre-requisite to admission, it is not a guarantee of admission and the School reserves the right to:
reject any application; or
offer a place to any student, irrespective of date of application.
- 1.2** A registration fee of \$125 (non-refundable) to cover administration costs and an Extract of Birth Entry (or similar documentary evidence of date of birth) must accompany the Application for Admissions form.
- 1.3** Change of address notification must be given immediately. Failure to do so may result in the School being unable to make contact when a place arises and the cancellation of a student's Application for Admission.

2. Admission

- 2.1** The Application for Admission form does not in itself constitute an enrolment. Admission to the School is conditional upon the Principal being satisfied as to the suitability of the proposed student. Parents will be notified that a place has been reserved for their daughter at the School.
- 2.2** Depending on the level of entry, a student may be asked to sit for a diagnostic test to assess the level of competence in Mathematics and English (AEAS or IELTS test).
- 2.3** For international students entering the School, one semester's course fees* will be payable prior to issuing of the Confirmation of Enrolment letter.

After commencement at the School and when the initial annual fee has been allocated, one quarter of the annual Tuition Fees and Consolidated Charge will continue to be payable in advance in February, April, June and September each year.

- 2.4** Should a student for whom a place at the School has been accepted and monies paid, subsequently be withdrawn from enrolment prior to commencement any amounts paid under clause 2.3 will be refunded as follows:
 - visa not granted – all course fees will be refunded
 - in all other cases – all course fees except for \$500 will be refunded

In exceptional circumstances, the School may elect to vary or waive the above refund policy.

3. Fees and Accounts

- 3.1** All communications and accounts will be directed to Parents unless otherwise requested. As specified in clause 2.3, all Fees are payable in advance.
- 3.2** The School has the right to determine, in its discretion, the level of Fees. Fees are payable by the due date noted on each fee Invoice. Where accounts are unpaid after the due date an administrative charge at a rate determined by the School will apply until the account is paid in full.

- 3.3** Only in exceptional circumstances will a student be allowed to commence a new term if the account for the previous period has not been paid.
- 3.4** Students admitted to the School during a term will be charged Fees on a pro-rata basis for that period.
- 3.5** If a student is withdrawn from the School or is expelled pursuant to clause 4.2, the Parents shall be liable for all unpaid Fees to the date on which the student's enrolment at the School was terminated.
- 3.6** A schedule of the current Fees is included in this booklet and is also available from the School.
- 3.7** Consolidated Charge - to overcome the need for students to bring money to the School, there is a charge each term to cover extras where applicable. Examples of items covered by the Consolidated Charge are camps/ excursions, VCE Diary, art and craft, home economics supplies, class text books and materials.
- 3.8** The School does not have insurance for student property.
- 3.9** There is no refund of Fees in the event of student absence, withdrawal or expulsion.
- 3.10** Fees are subject to increase without notice. Every endeavour is made to send a circular letter to all Parents at least a month before any major change in Fees.
- 3.11** The School's Director of Corporate Services is authorised by the School Board to take such action as deemed necessary to recover Fees including interest and recovery costs.

4. Discipline of Students

- 4.1** The School reserves the right to discipline and suspend or expel any student who breaks the School's rules or who, in the opinion of the Principal, is guilty of conduct which brings the name of the School into disrepute.
- 4.2** If, in the opinion of the Principal, it is desirable in the interests of the School that a student should not continue at the School any longer, the Principal may, by notice in writing to the Parents remove the student's name from the School Roll, or debar the student from further attendance.

5. Photographs and Filming

Parents will be provided with a copy of the *Photography, Filming and Publishing policy* during the process of enrolment, which details how photographs or filmed footage of students and/or student work (Material) may be included in newsletters, magazines and other routine promotional materials, including online environments, e.g. website, *hive* and social media. All parents or guardians are required to complete and return the accompanying *Parent Permission form* (either via an online form or by hard copy from the Admissions office) prior to a student commencing. Permission granted or withheld at this time will be recorded as ongoing and will apply to the use and disclosure of the Material during the student's enrolment and for archival/reunion events and historical displays. Parents or Guardians may withdraw given permission, or grant previously withheld permission, at any time by contacting the Communications and Marketing Department.

6. Withdrawal of Students

- 6.1** Subject to clause 6.2, one term's notice IN WRITING TO THE PRINCIPAL is required of the intended removal of a student from the School. This must be given prior to the commencement of the term, to expire at the end of that term, or 20% of the annual fees in lieu thereof is payable. The Principal may waive this requirement in exceptional circumstances.
- 6.2** Should the School Board increase Tuition Fees during a School term which parents feel they cannot accept the obligation to give a term's notice of the removal of a student is waived, provided that the Parents state that the rise is unacceptable and give NOTICE IN WRITING of the intended removal within two weeks of the rise in Tuition Fees being announced.

7. Attendance

- 7.1** Students returning to School after School holidays must join their classes on the dates fixed for resuming. They are not permitted to leave School at the end of a term until the recognised closing date, except with prior permission and under special circumstances.
- 7.2** All students are required to attend morning and special assemblies, occasional services at St James' Anglican Church, and religious education.
- 7.3** Students are not permitted at School prior to 8.00am unless on pre-arranged activities. The School does not have teacher supervision prior to this time.

8. Student Support Services

It is our practice that unless otherwise requested by parents, students may self-refer to any of the School's support services including chaplaincy and counselling (with a registered psychologist).

Definitions and Interpretation

"Consolidated Charge" has the meaning given to that term by clause 3.7.

"Fees" means all fees and charges charged by the School and includes but is not limited to Tuition Fees and Consolidated Charges.

"Parents" means parents or guardians as the case may be.

"School" means Ivanhoe Girls' Grammar School (ABN 77 004 098 748).

"Tuition Fees" means the annual tuition fees determined by the School from time to time.

In these terms and conditions, the singular includes the plural and vice versa.

Agreement

We have read this document and the Privacy Act Collection Notice carefully. We acknowledge that we are bound by its terms and conditions and that we are jointly and severally liable for all Fees stated in each School account for our daughter or ward, regardless of to whom the account is addressed or delivered or who has previously paid the accounts.