

# Enrolment Application International Students

[www.kormilda.nt.edu.au](http://www.kormilda.nt.edu.au)



Please complete this application form, and return to:

## The Registrar

Kormilda College | PO Box 241 | Berrimah NT 0828 | Australia

Physical Address: Lot 6057 | Berrimah Road | Berrimah NT

Tel (08) 8922 1611 | **International Tel** +61 8 8922 1611

Fax (08) 8947 0792 | **International Fax** +61 8 8947 0792

Email [admin@kormilda.nt.edu.au](mailto:admin@kormilda.nt.edu.au) |

**Cricos Code 00971D**

## Student Details



Surname or Family Name:		
Given Name(s):		
Gender Male <input type="checkbox"/> Female <input type="checkbox"/>		Date of Birth DD/MM/YYYY
Nationality:	Passport Number:	Passport Expiry Date:
Do you hold a current Australian Visa: Yes <input type="checkbox"/> or No <input type="checkbox"/> If yes, what type?		Expiry date:
What visa number/subclass is this student applying for?		
Approx. leave date:	Approx. arrival date:	
Where will you lodge the student visa application? Country:		City:
<input type="checkbox"/> Attach a certified photocopy of the passport showing the photo and person details.		
<input type="checkbox"/> Attach a certified copy of your birth certificate		
Home Address:		
Telephone (home):	Email Address:	
Name of Father:	Email Address:	
Father's contact phone number:		
Name of Mother:	Email Address:	
Mother's contact phone number:		
Name of contact in Australia (if available):		
Contact's Address:		
Contact's phone number:	Email Address:	

## School placement and proposed course in an Australian school

Program	Preferred Entry Level
Senior IB Program	<input type="checkbox"/> Year 11   <input type="checkbox"/> Year 12
Middle School Program	<input type="checkbox"/> Year 7   <input type="checkbox"/> Year 8   <input type="checkbox"/> Year 9
Primary School Program	<input type="checkbox"/> Year 1   <input type="checkbox"/> Year 2   <input type="checkbox"/> Year 3   <input type="checkbox"/> Year 4   <input type="checkbox"/> Year 5   <input type="checkbox"/> Year 6
Senior School Years	Year 10 – 12

If your level of English is not adequate for the above programs, then you may need to enrol in an Intensive English language program prior to commencing mainstream programs.

## Education and English Language Proficiency

It is a requirement that students have certain level of English language skill prior to commencing their principal course of study.

### Minimum English language requirements are:

- successful completion of an English Language course in Victoria for up to 21 weeks (two terms) before commencing the principal course of study (subject to assessment after the student's arrival).

or

- documented evidence – to demonstrate competence in English – that the student has:
  - been instructed in English for the last two years, or
  - been instructed in English at a registered international school for a minimum of the past two years, or
  - achieved a IELTS test of 5.0 or higher, or
  - achieved an internet based TOEFL score of 50 or higher, or
  - achieved a computer based TOEFL Score of 173 or higher
  - achieved an EIKEN score of 2 or higher for Year 10 entry, or
  - achieved an EIKEN score of 2A or higher for Year 11 entry.

Name and address of your last school:
What is the highest grade/year level achieved:
Have you studied English before? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, for how long and where did you study English?
Are you studying in Australia already?
Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, at what school and when will the course finish?

## Accommodation and Welfare Requirements

- All students under 15 years of age must reside with a parent or guardian for the duration of the student's enrolment.
- Information on gaining immigration approval can be found at [www.immi.gov.au](http://www.immi.gov.au)
- The relative must also be aged 21 or over and be eligible to stay in Australia until the expiry of the student's visa or until the student turns 18.
- Students 15 years and older may reside with a parent/legal custodian, DIBP approved relative or a nominated homestay family approved by Department of Education. The College will issue a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter when requested to provide or approve a homestay family.

International students under 18 years of age must have appropriate accommodation and welfare arrangements while study in Australia. Students under 18 must have a NT resident guardian/carer. Parents must nominate one of the following options:

**Please tick  one option only:**

<input type="checkbox"/>	1.	I nominate the Department of Immigration and Boarder Protection (DIBP) to approve a relative to provide accommodation, welfare and airport reception. If the student is under 15 years of age then they can only nominate a Parent.
<input type="checkbox"/>	2.	I nominate a person over 21 years of age residing in the Northern Territory to provide accommodation, welfare and airport reception. I request that Kormilda College approve these arrangements as the welfare provider. This option is only available for Year 10 or higher students. Students in Years 7-9 must reside with a relative who can provide parental care and supervision.
<input type="checkbox"/>	3.	I request Kormilda College to arrange accommodation, welfare and airport reception. This option is only available for students applying for Year 10 or higher. Students will be placed with an approved homestay family.

**If you select 1 or 2, provide the following:**

Name of Nominee:

Relationship to student:

Address:

Telephone Number:	Home
	Mobile

Email Address:

Residency status:

Australian citizen     Permanent     on visa

## Accommodation Details

**Please tick  one of the options below:**

<input type="checkbox"/>	<b>1. Parent or Legal Custodian*</b>	*Please note: a legal custodian in relation to a child refers to having the right to the daily care and control of the child and the right to make decisions for that child.
<input type="checkbox"/>	<b>2. DIBP Approved Relative</b>	The parent nominates a Department of Immigration and Border Protection (DIBP) approved relative to provide accommodation, welfare and arrival support. <b>Option 1 or 2 must be selected if the student is under 13 years of age at time of enrolment.</b>
<input type="checkbox"/>	<b>3. Nominated Third Party Homestay</b>	The parent nominated a person over 21 years of age as a third party to provide accommodation and arrival support, and Kormilda College as the welfare provider. <b>Students must be over 13 years of age. An Accommodation Placement fee will be charged.</b>
<input type="checkbox"/>	<b>4. Homestay Accommodation</b>	The parent nominates Kormilda College to arrange accommodation, welfare and arrival support. <b>Student must be 13 years of age. Accommodation Placement and Arrival Support fees will be charged.</b>

**Complete below if you selected Option 1. Parent of Legal Custodian, Option 2. DIBP Approved Relative or Option 3. Nominated Third Party Homestay.**

Name of host family		
Relationship to student		
Address		
Contact details	(Home)	(Mobile)
Email		

## Overseas Student Health Cover (OSHC)

- Students must have health insurance in the form of Overseas Student Health Cover (OSHC) in place for the duration of their visa before arriving in Australia.
- This requirement is a condition of the student visa. Please see the DIBP website for further information about visa conditions: [www.immi.gov.au](http://www.immi.gov.au)
- Students that arrange their own OSHC will need to provide Kormilda College, the name of the OSHC provider, membership number, the policy start and end date and any other documentation supporting the coverage.

Please note: A visa may be cancelled if OSHC is not maintained for the duration of the stay/visa length as this constitutes a breach of visa conditions.

<b>Do you already have OSHC cover?</b>		
<input type="checkbox"/> Yes	(please attach document)	Expiry date:
<input type="checkbox"/> No	do you wish the OSHC cover once you have paid the initial fees?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Attach a copy of the membership card from your current Australian Health Provider if already studying in Australia.		

## Special circumstances and relevant previous history (answer all questions)

<b>a) Do you have any disabilities or medical conditions?</b>	
<input type="checkbox"/> Yes	If yes, provide details and any relevant documentation:
<input type="checkbox"/> No	
<b>b) To your knowledge is there anything in your history or circumstances (including medical history) which might pose a risk of any type to you, other students, or staff at the school?</b>	
<input type="checkbox"/> Yes	If yes, provide a brief description or provide documentation of your history:
<input type="checkbox"/> No	
<b>c) Do you have a history of violent behaviour or assault?</b>	
<input type="checkbox"/> Yes	If Yes, provide details:
<input type="checkbox"/> No	
<b>d) Have you ever been suspended, excluded, expelled or asked to leave a school?</b>	
<input type="checkbox"/> Yes	If yes, provide details of why, when and dates:
<input type="checkbox"/> No	
<b>IMPORTANT:</b> It is illegal for anyone under 18 to purchase cigarettes and/or consume tobacco and alcohol in the Northern Territory. It is illegal for anyone over 18 to purchase/supply tobacco and/or alcohol to anyone under 18. The use of illicit drugs is strictly prohibited.	
Do you agree to abide by this while studying in the Northern Territory? <input type="checkbox"/> Yes <input type="checkbox"/> No	

## Agent details (if applicable)

<b>Are you applying through an agent?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes – (If yes, provide details below)
<b>Agent Company Name:</b>	
<b>Agent Company Address:</b>	
<b>Contact person:</b>	
<b>Phone number:</b>	
<b>Email address:</b>	

## Statistical details

How did you hear about Kormilda College?		<input type="checkbox"/> IDP
<input type="checkbox"/> Study in Australia Website	<input type="checkbox"/> Recommended by a friend/relative	<input type="checkbox"/> Agent
<input type="checkbox"/> Other:		

## Fees for 2016 (All fees are GST inclusive where applicable)

See Kormilda College website for International Student Fees\* [www.kormilda.nt.edu.au](http://www.kormilda.nt.edu.au)

Fees must be paid in Australian dollars directly into the school's bank account where your child has been accepted. You will be provided with their bank details within the Offer Letter.

## School Terms

2016	Semester 1		Semester 2	
	Term 1	22 January – 1 April	Term 3	25 July – 30 September
	Term 2	11 April – 24 June	Term 4	10 October – 15 December
2017	Semester 1		Semester 2	
	Term 1	27 January – 7 April	Term 3	24 July – 29 September
	Term 2	18 April – 23 June	Term 4	9 October – 14 December

## Application Process

<b>Step 1</b>	<b>Want to know more</b>
Contact your education agent or visit our website for more information <a href="http://www.kormilda.nt.edu.au/enrolment/international-students">http://www.kormilda.nt.edu.au/enrolment/international-students</a>	
<b>Step 2</b>	<b>Apply</b>
Complete the Application Form and return it with the required documents to your agent or directly to Kormilda College	
<b>Step 3</b>	<b>Letter of Offer</b>
Your application will be assessed when received into the office. If accepted, a school placement will be confirmed, by Letter of Offer to your parents or through your agent.	
<b>Step 4</b>	<b>Acceptance of Payment</b>
Accept the offer either through your agent or directly to Kormilda College. Payment is required to our school which will be indicated in your Letter of Offer.	
<b>Step 5</b>	<b>Confirmation</b>
Upon receipt of your agreement form and full payment, Kormilda College will send you or your agent a Confirmation of Enrolment (COE). Students on a tourist visa do not require a COE, they will be provided with a Letter of Placement.	
<b>Step 6</b>	<b>Apply for your Visa</b>
Apply to the Australia Embassy for your visa.	
<b>Step 7</b>	<b>Preparation</b>
Book your flights to Darwin and advise Kormilda College of your flight details at least 2 weeks prior to arrival. Find out about the Northern Territory by searching the internet or reading books or articles.	
<b>Step 8</b>	<b>Arrival to Darwin</b>
If Kormilda College has arranged a homestay for your child then he/she will be met at Darwin Airport and introduced to your host family.	

## Terms and Conditions

**Note: Please retain a copy of these terms and conditions for your records.**

Northern Territory Department of Education defines a study period as one semester (2 terms and up to 21 weeks).

## Applying

- The application form will not be processed unless all relevant sections have been completed, all requested documentation is attached.
- Applications and supporting documentation may be sent by mail, email or faxed to the details on the front page.
- The student's Parent or Legal Custodian must sign the application form where stated in the Parent's Declaration section.
- All documents must be certified as true copies and translated into English.

## Review of Tuition Fees

Kormilda College reserves the right to review its fees. If tuition fees are increased you will be required to pay the new fees as they are introduced. If you defer your course, you will be required to pay the fees which apply at your new commencement date.

## School Fee Payment

**New Students must pay:**

- Overseas Student Health Cover
- Fees specified in the Letter of Offer.

**Continuing Students must pay:**

- Fees specified on our school's invoices.

## Refund Policy

**Under the following circumstances, a student will be entitled to a full refund of their tuition fees paid:**

- A student will receive a full refund if they are refused a visa to enter Australia.
- A student will receive a full refund if Kormilda College cancels the student's enrolment prior to arriving into Australia.

Any further inquiries regarding refunds can be made directly to Kormilda College.

## Provider Default

In the unlikely event that Kormilda College is unable to deliver the intended course, you will be offered a full refund of the unused portion of the prepaid tuition fees. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided.

## Cancellation of Enrolment Policy

**Enrolment can only be deferred, temporarily suspended or cancelled by the provider on the grounds of:**

- Non-payment of tuition fees
- The student's attendance falling below 80% and/or failing to meet the academic standards required by the visa conditions as determined by the DIBP.
- Failure by the student to adhere to behaviour management policies as determined by Kormilda College
- Failure by the student to declare a medical condition
- Compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student is unable to attend classes).
- Inability of Kormilda College, as a result of behavioural problems exhibited the student, to identify and guarantee suitable accommodation.

## English Language Proficiency

There is a requirement that students have a certain level of English language skill prior to commencing their principal course of study.

### Minimum English language requirements for the International Student Program are:

- Documented evidence – to demonstrate competence in English.

## No Obligation

### Kormilda College does not represent or guarantee that the student will:

- Be accepted for enrolment at a specific school
- Successfully complete studies undertaken
- Successfully complete the NT Certificate of Education (Year 12) or International Baccalaureate Diploma.
- Gain entry into a tertiary institution.

## Complaints Procedure

If the student or parent has any complaint(s) about the services provided by Kormilda College, attempts should be made to resolve the problem with the relevant staff before lodging an official complaint. Full details of the complaints procedures are available from the College within your International Student handbook.

## Responsibilities of Students:

- Is subject to the same enrolment conditions and penalties as other students at the school;
- Must comply with visa requirements;
- Must meet course requirements;
- Will advise Kormilda College in writing within 7 days of any changes of address or contact details;
- Must not engage in any activity that may endanger the safety of themselves or any other persons.

## Responsibilities of Parents

- Their child has a valid passport and visa.
- Pay for all living expenses and return air fares.
- Pay for all relevant school fees.
- Must notify Department of Education immediately upon cancellation or change in their children's visa status.
- If the student is under 15 years of age then at least one Parent needs to be living with the student.
- Must agree for child to have a valid health insurance by an Australian Overseas Student Health Cover (OSHC) provider for the duration of their visa.
- Must provide Kormilda COLlege any change of address in the student's home country.

## Privacy Policy

- The enrolment form requests personal information about the applicant as well as the applicant's family members and other carers. The purpose of collecting this information is to allow Kormilda College to register the applicant and allocate staff and resources to ensure the students educational and welfare needs are met.
- Also the information may be shared with other government departments concerned with the administration of the International Student Program to Northern Territory government schools.
- Information about the privacy policy can be obtained from [www.education.nt.gov.au](http://www.education.nt.gov.au).

## Check List

Please check to ensure you have attached the following with your application: <i>(Please tick)</i>	
<input type="checkbox"/>	• A recent passport photograph
<input type="checkbox"/>	• A photocopy of passport showing picture and details
<input type="checkbox"/>	• Certified copy of birth certificate (in English)
<input type="checkbox"/>	• Certified copy of your recent school report (in English)
<input type="checkbox"/>	• Certified copies or result slips of any English language examinations that you have undertaken in the last two years or English language study program (eg IELTS, TOEFL)
<input type="checkbox"/>	• A copy of the membership card from your current Australian Health Provider (if already studying in Australia)

## Declaration

- I/We declare that all information provided with this application form is correct and that we have read and understood and agree to be bound by the terms and conditions on this form.
- I/We agree that the terms and conditions on this form, together with any Offer Letter constitute a written agreement between our child and Kormilda College for the purpose of the ESOS Act and the National Code 2007.
- I/We agree to pay the application and tuition fees set out in this form prior to the commencement of studies.
- I/We agree to pay for any return airfares, living expenses and other costs with our child attending Kormilda College.
- I/We agree our child will attend school in accordance with the Australian Government student visa policy.
- I/We agree to ensure adequate finances are available for living expenses and airfares.
- I/We agree to take out appropriate travel insurance for our child's stay if it is less than 6 months.

<b>Students Full Name:</b>
<b>Date:</b>
<b>Student's signature:</b>
<b>Parent's Name:</b>
<b>Date:</b>
<b>Parent's signature:</b>

<b>Important:</b>	<b>Completion and lodgement of this form does not necessarily guarantee you a place in Kormilda College Northern Territory   Darwin.</b>
<b>Kormilda College</b>	
Personal information you supply and consent to being contacted is to be used by Kormilda College in connection with an application for a student to study in the Northern Territory. Provision of information is voluntary but, if not provided, that applicant may be hindered. Kormilda College will not disclose personal information to outside parties unless required by law.	