



**CRICOS CODE: 0000451F**

## **Overseas Students**

### **An Important Note to Prospective Parents**

Thank you for your application to enrol your daughter at St Brigid's College.

The attached information clearly explains the steps involved in the enrolment of a full-fee paying overseas student at St Brigid's College.

Prior to submitting an Application for Admission Form, it is vital that parents pursue the matter of organising a Guardian (and an Acting Guardian). Parents applying for a position, in the early part of any year have sufficient time to arrange for Guardians to be contacted and briefed on their responsibilities (refer to the Guidelines for Guardians document).

The policy at St Brigid's College is that a Confirmation of Enrolment Form (COE) will not be issued unless Guardians have been nominated for each applicant. Without this form, parents will not be able to obtain a Student Visa for their daughter/s. It is a requirement that the Guardian make an appointment to meet with the Head of Boarding who must be satisfied that the Guardian is fully aware of, and able to fulfil all responsibilities required.

All students enrolled at St Brigid's College must demonstrate a competency in English that will enable them to achieve satisfactory success in the year level for which they are enrolled. If this competency is not achieved, the student will be required to repeat her current year level.

In summary, the payment of the Enrolment Fee and one semester's tuition and boarding fees will not be a guarantee of a place at St Brigid's unless the Guardian Nomination Form has been completed and confirmed, and the English competency requirement is clearly understood.

We look forward to your support in these matters.

College Business Manager





# INFORMATION SHEET FOR OVERSEAS STUDENTS

## GENERAL INFORMATION

Enrolment forms and a Prospectus are available from the College website [www.stbrigids.wa.edu.au](http://www.stbrigids.wa.edu.au) and direct from St Brigid's College.

An Overseas student without permanent Australian residency (an Australian passport) must enrol as a full-fee paying international student. Overseas students at St Brigid's College are accepted into the College on the clear understanding **that they will be boarders. If places are not available in the Boarding Section, students may stay in Homestay only until a vacancy in the Boarding Section occurs.**

Parents must nominate a Guardian (and an Acting Guardian) on the Guardian Nomination Form. The Guardian must be a relative or friend permanently residing in Western Australia within easy access to the College, and be at least 25 years of age. The Acting Guardian will be required to assume full responsibilities for the student if the Guardian is absent from Western Australia for any significant period of time. It is essential that Parents discuss the Guidelines for the Guardian document (provided with the enrolment package) with the intending Guardians to ensure they are fully aware of their responsibilities.

**ST BRIGID'S COLLEGE CANNOT ACCEPT ENROLMENT OR RESPONSIBILITY FOR ANY GIRL WHO DOES NOT HAVE SUITABLE GUARDIAN ARRANGEMENTS.**

### School Uniform

There is a Clothing Shop on the College Campus which offers a full range of new and second-hand school and sports uniforms. It is open on selected days before the commencement of a new school year, as well as during the year.

### Textbooks

Suitable arrangement concerning stationery and textbooks are made upon arrival of a student.

### Head of Boarding

Once the girls have been admitted, parents or guardians must contact the Head of Boarding as soon as possible to arrange a mutually convenient time for an interview. Wherever possible, all appointments should be arranged well in advance of the commencement of a school year.



## PROCEDURES FOR ENROLMENT

### 1. Obtain an Application for Enrolment

- Make an application to enrol your daughter at St Brigid's College and nominate a Guardian (and an Acting Guardian), who must be at least 25 years of age and a permanent resident of Western Australia, within easy access to the College. Copies of recent reports, references etc. must accompany the application.
- Forward all completed forms together with a non refundable application fee (as specified in the current Overseas Students' Fees and Charges brochure) to St Brigid's College
- If appropriate attend an interview at the College.

### 2. The Offer of a Place at St Brigid's College

- If a student fulfils the enrolment conditions of St Brigid's College and if a vacancy exists, parents will receive an offer of a place for their daughter from the College.

### 3. Accepting an Offer

- Parents accept the Offer of a place by paying the Acceptance Fee and Entrance Deposit components of the "Initial Fees Payable on Acceptance" as specified in the current Overseas Students' Fees and Charges brochure. **Once the fees are received**, the student's place at the College is assured, subject to finalisation of the Guardian issue.

### 4. Confirmation of Enrolment Form

- Once the School receives the remainder of the Initial Fees Payable on Acceptance, and the completed Guardian Nomination Form, a Confirmation of Enrolment Form will be sent to parents. Without this form parents will not be able to obtain a Student Visa for their daughter.

*The Guardian must make an appointment to see the Head of Boarding before the student commences at the College.*

### 5. Student Visa

- Obtain a Student Visa which is issued by the Australian High Commission or Embassy in the country of origin. The Confirmation of Enrolment Form must be presented at the time of application for the Student Visa.

### 6. Fees

- The Fees, as shown in the current Overseas Students' Fees and Charges Brochure, is payable at the commencement of each semester. **Overseas students must remain as boarders for the full year.** Please see Appendix A for the refund policy.

### 7. Health Insurance

- Please note the requirements for Private Health Insurance as outlined in the current Overseas Students' Fees and Charges Brochure.





## GUIDELINES FOR GUARDIANS

The following are guidelines for responsibilities of guardians:

- Guardians must make an appointment with the Head of Boarding. Guardians are most welcome to join the St Brigid's community by attending Presentation Days, Parent Information Evenings, and other social functions. Your role as a Guardian is highly valued by the College.
- Meet the acting guardians and inform them of their responsibilities.
- Maintain regular contact with the student whilst she is at school.
- Provide other support for the student, her parents and the House Mother/Head of Boarding so that she can contact you when necessary. Any changes, whether temporary or permanent, must be immediately notified to the College.
- Be familiar with the Boarding Section rules and regulations by reading 'Notes for Boarders'.
- If going away, inform the student and her House Mother/Head of Boarding. Inform the acting guardians of the arrangements - they will assume the guardianship role in your absence.
- Maintain regular contact with the student's parents.
- If withdrawing from a guardianship role, immediately notify the College, the girl's parents and the girl herself.
- Arrange medical treatment, as necessary, in liaison with the Head of Boarding and parents.
- Provide quarantine accommodation in the case of infectious diseases such as chicken pox.
- Assist with personal banking, which can often only be carried out during school time.

We look forward to a close relationship between you and St Brigid's Community.



## OVERSEAS STUDENTS GUARDIAN NOMINATION FORM

An essential part of an application to enrol an overseas student at St Brigid's College is the nomination of a guardian. A guardian can be a relative or friend permanently residing in Western Australia and must be at least 25 years of age.

This form must be completed and returned to St Brigid's College at the same time as the Application for Admission Form or in the case of a current student, updated annually. Failure to submit this form will mean that the application cannot be considered or current enrolment may be reviewed.

*Please attach a current photograph for identification purposes.*

Students Full Name

Guardian's Surname

Guardian's First Names

Nationality

Home Address

Business Address

Telephone: Home  Business

Relationship to Student  Guardians's Birth Date

I am a permanent resident of Western Australia and I am willing to act as the guardian

For \_\_\_\_\_ during her stay at St Brigid's College.

Guardian Nomination Forms must be completed annually.

Drivers Licence. or Passport No. \_\_\_\_\_ Date of Issue \_\_\_\_\_

Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*In the event that the guardian is absent from Perth for any significant period of time, the following person shall be the acting guardian (under the same conditions as above) during such time:*

Acting Guardian's Surname

First Names

Nationality

Home Address

Business Address

Telephone Home  Business

Relationship To student  Guardian's Birth Date





# REFUND POLICY

## Tuition and Boarding

The refund policy outlined below is in accordance with the Department of Education Services guidelines. This agreement does not remove the right to take further action under Australia's consumer protection laws.

REASONS FOR REFUND	NOTIFICATION PERIOD	REFUND
Student's application for a visa is unsuccessful	Before course service commences	Full refund (less \$320 for administration expenses)
Student with a visa withdraws <b>(Student Default)</b>	more than 10 weeks before course commences	Full refund (less an amount of \$1,000)
	more than 4 weeks and up to 10 weeks before course commences	70% of a semester's fee (Less a fee of \$200 for administrative expenses)
	4 weeks or less before course commences	40% of a semester's fee (less \$1000 for administrative expenses)
	after course commences and during first 4 weeks	30% of semester's fee (less administrative cost of \$1000)
	After the fourth week of the course.	No refund
If a provider withdraws offer, fails to provide program offered or terminates a course. <b>(Provider Default)</b>	before course commences	Full refund (less \$230 unless offer has been based on incorrect information from the student, then provider can retain \$600)
	after course commences	Refund, pro-rata, the unearned portion of 55% of the semester fee.
If a provider withdraws a student from an Education Service because the student has seriously breached international student visa conditions or provider rules. <b>(Student Default)</b>	after semester/Education Service commences	No refund of the semester's fees and not less than 40% of the fees applicable to a subsequent semester.

**In the event of a student withdrawing from the College, one term's written notice is required.**

