

# St Margaret's Primary School East Geelong

## Dependant Full Fee Paying Overseas Students Application



St Margaret's Primary School East Geelong, is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS), where formation and education are based on the principles of Catholic doctrine, and where the teachers are outstanding in true doctrine and uprightness of life.

## Purpose

This application form is only for International parents studying or planning to study in Victoria and who wish to enrol their child in a school governed and operated by Melbourne Archdiocese Catholic Education Ltd (MACS).

Complete this form for visa subclasses: 500 Student – Higher Education Sector; 500 Student – Vocational Education and Training (VET); 500 Student – ELICOS and 500 Student – Non-Award. Children of parents who are studying at a Victorian University for research purposes are fee- exempt and can complete the enrolment procedure at the individual school (i.e. students applying for or holding a 500 Student – Masters and Doctorate or 500 Student – AusAID and Defence visa)

## Application procedure

1. Parent or Guardian to gather supporting information
2. Parent or Guardian to apply for enrolment directly to a School, using the attached Dependent Full-Fee Paying Overseas Students (FFPOS) Application Form, with all supporting information and the application fee
3. Parent or Guardian will be required to pay an Enrolment Application Fee to MACS at the time of submission of the application
4. School to submit a Dependent Full-Fee Paying Overseas Students (FFPOS) Application, together with the Enrolment Application Fee, to the MACS Executive Director (or the delegate of the MACS Executive Director) for approval.
5. Upon approval, MACS to issue letter of offer and invoice
6. Parent or Guardian to accept and pay tuition fee

## Fee information

### Application Fee

Applications must be accompanied by the payment of the application fee. Payment must be made as detailed in the Dependent Full-Fee Paying Overseas Students (FFPOS) Application Form. The application fee is non-refundable.

### Tuition Fee, levies and ad hoc charges

Tuition fees, levies and ad hoc charges can be paid by credit card, bank draft, bank cheque, money order, BPay (within Australia only) or telegraphic transfer, made payable to the individual school. The preferred method of payment is direct debit set up at the time of enrolment.

Tuition fees do not include fees and charges for books, uniforms, stationery items, school trips, camps, visa application or travel costs, excursion/school activities.

## Terms and conditions

The Dependant Full-Fee Paying Overseas Students (FFPOS) Application form will not be processed unless all relevant sections have been completed and all requested documentation is attached.

The student's parent or legal guardian must sign the Dependent Full-Fee Paying Overseas Students (FFPOS) Application form where stated in the Parent's/Guardian's Declaration section.

### Age requirements

The minimum age for a dependant international student to commence school is 5 years old as at 30 April of the year of enrolment.

The maximum age for enrolment at a Victorian government school at commencement of school is as follows:

- Entering Year 9: The student must be less than 17 years of age
- Entering Year 10: The student must be less than 18 years of age
- Entering Year 11: The student must be less than 19 years of age
- Entering Year 12: The student must be less than 20 years of age

# Dependant International Student Application Form

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STUDENT DETAILS	
Family Name:	Given Name:
Date of Birth:	Gender:
Nationality on Passport:	Country of Birth:
Passport Number:	Expiry Date:
CONTACT DETAILS	
Father's/Legal Guardian's Family Name:	
Father's/Legal Guardian's Name:	
Mother's/Legal Guardian's Family Name:	
Mother's/Legal Guardian's Name:	
Family Contact Number:	
Family Email Address:	
FAMILY AUSTRALIAN RESIDENTIAL ADDRESS	
Street Address:	
City:	State:
Country:	Postcode:

PARENT'S/GUARDIAN'S COURSE ENROLMENT DETAILS	
<i>Please provide copy of letter of offer and Certificate of Enrolment</i>	
Family Name:	Given Name:
Nationality:	Passport Number:
Visa Subclass:	Tertiary Institute:
Passport Expiry Date:	Visa Expiry Date:
Course Start Date:	Course End Date:

## SIBLING DETAILS

Does the student have a brother or sister currently enrolled at a Victorian school? Yes / No

If yes, which school are they attending?

Sibling name 1:

Sibling name 2:

Sibling name 3:

## SPECIAL CIRCUMSTANCES

*The more information you provide will assist to ensure that your child is provided with the most appropriate support according to their needs.*

Has the student been diagnosed with a medical condition that a doctor should be aware of?  
If so, please provide details:

Does the student have any special learning needs which the school needs to be aware of?  
If so, please provide details:

## EDUCATION HISTORY

In what country has the student been studying?

Current Year level:

How many years of English language has the student studied?

## STUDY PLAN

Proposed Year Level:

Proposed Commencement Date:

Proposed End Date:

### Checklist

The application process will not commence until the Dependent Full-Fee Paying Overseas Students (FFPOS) Application form is complete and all necessary supporting documentation is provided to the School for seeking approval from Melbourne Archdiocese Catholic Schools (MACS).

Copies of the following original documents must be provided:

- in the original language translated into English and
- certified as true copies of the original documents by an authorised person of the country concerned.

Copy of original document	English Translation	Certified as true copies of original	Document
n/a			Birth certificate or passport page
n/a			School reports including a grading key for the most recent two years
	n/a	n/a	A copy of the parent's visa
	n/a	n/a	Proof of medical conditions and additional learning needs (if applicable)