



# FOUNDATIONS CENTRE

John Paul Drive, Daisy Hill

## Application for Enrolment (University Entry Program Students & ELICOS)

### Student Information

Surname	Given Name/s
Preferred Name	Middle Name
Gender [ ] Male [ ] Female	Date of Birth
Nationality	Country of Birth
First Language	Other Language(s) spoken
Language spoken at home	Religion

### Permanent, Temporary & Non-Resident Student Information

Passport Number	Expiry Date
Visa Type	Visa Subclass

### Enrolment Information

	Application Date	
JPIC - Proposed Course	[ ] ELICOS [ ] UEP	
JPIC - Proposed Commencement Date		
Present School	Year Level Completed	Date:
Student's Residential Address (Home Country)		
	Country	Post Code
Student's Postal Address (if different from above)		
	Country	Post Code
Who will student live with? [ ] Parent(s) [ ] Self [ ] Homestay [ ] Other		
If other, please provide name/s and relationship to student		
Name of person(s) responsible for payment of account		
Account Address**		
		Post Code

Note: \*\* If same as applicant, write "As Above".

**Attendance:** Students are expected to meet the attendance requirements set by the College and The Department of Immigration and Multicultural Affairs (DIMA). Attendance below 80% may result in termination of enrolment.

### Office use only

Date received	Receipt No.
Database entry	Initials
Payment details	Cash / Cheque / EFTPOS

## Family Information

<b>Father / Stepfather / Legal Guardian</b> (please circle)		<b>Mother / Stepmother / Legal Guardian</b> (please circle)	
Title	Given Name	Title	Given Name
Family Name		Family Name	
First Language		First Language	
Language spoken at home		Language spoken at home	
Home Ph	Fax	Home Ph	Fax
Business Ph	Fax	Business Ph	Fax
Mobile		Mobile	
Email		Email	
Postal Address*		Postal Address*	
Residential Address*		Residential Address*	
Note: * If same as applicant, write "As Above".			
Employer / Business Name		Employer / Business Name	
Occupation		Occupation	
Business Address		Business Address	
Emergency Contact		Emergency Contact	
Emergency Telephone		Emergency Telephone	

## Other Family Matters

<b>Marital Status</b> [ ] Single [ ] Married [ ] De Facto (Father) [ ] Separated [ ] Divorced [ ] Widowed	<b>Marital Status</b> [ ] Single [ ] Married [ ] De Facto (Mother) [ ] Separated [ ] Divorced [ ] Widowed	
Is there another parent whose details should be recorded?	[ ] Yes (see below) [ ] No	
Title	Given Name	Surname
Relationship to student		
Postal Address		
Post Code		
Should general correspondence be sent to this parent? [ ] Yes [ ] No		
Reports? [ ] Yes [ ] No	Accounts? [ ] Yes [ ] No	

## Additional Information

How did you find out about John Paul International College? (please tick)

Heard from Agent  Yes  No

Heard from Friend  Yes  No

Internet/Magazine/Newspaper  Yes  No

Name of publication

Is your friend a John Paul College student?  Yes  No Or other (please specify other)

Do you have Parents or Relatives

a. Already in Australia?  Yes  No

b. Intending to accompany or join you in Australia?  Yes  No

## Special Needs

Please outline below any special needs the student may have which will enable the College to support your son/daughter (such as medical, physical or cultural conditions requiring special medication or attention).

## Your Accommodation

As John Paul International College assumes responsibility for the welfare of the students who have been issued with a Visa to enter our college, *we reserve the right to approve all accommodation arrangements.* Students not living with their parents or nominated relative must be in a registered John Paul International College Homestay *as per Public Interest Criterion 4012A and visa condition 8532, which govern care arrangements for student visa applicants/holders who have not turned 18 years of age.*

Do you require Homestay with an Australian family?  Yes  No

(If yes, please complete Homestay form. If not in John Paul College Homestay, please give following information)

Name

Relationship

Address

Ph Number

Email

Do you wish to be met at Brisbane Airport?  Yes  No

## Visa Information

Have you and your family applied for permanent residence in Australia?  Yes  No

Are you applying for a Student Visa?  Yes  No

## Permission to access student record/reports (students under 18)

I give permission for my child's, homestay parent/agent to have access to student records including school reports.

YES  NO

Signed parent

Date

## Permission to access student record/reports (students over 18)

I give permission for my homestay parent/agent to have access to my records including school reports.

YES  NO

Signed student

Date

## To be completed by agent

Name of Agent

Address

Ph Number

Fax Number

Email Address

Contact Person

## POLICY STATEMENT

As John Paul International College assumes responsibility for the welfare of the students who have been issued with a visa to enter our College, we reserve the right to approve all accommodation arrangements. Students not living with their parents or nominated relative must be in a registered John Paul International College homestay as per Public Interest Criterion 4012A and visa condition 8532, which govern care arrangements for student visa applicants/holders who have not turned 18 years of age.

### REFUND POLICY (PRIOR TO ADMISSION)

1. The Application fee is non-refundable.
2. If your visa application is rejected, the College will hold 5% of the total amount of course money. Please see Attachment A of the ESOS Regulations. Should cancellation, for any reason, be made within 28 days prior to the commencement of academic study, a fee equal to one term's tuition and administration fee will be retained. Notification of cancellation must be given in writing and the balance of funds will be refunded within four weeks of a written claim.
3. No refund will be given after the commencement of your course, except in exceptional circumstances and upon written application to the Director, within two weeks of withdrawal, giving a full explanation of the reason for cancelling your course. Any refund of tuition fees approved will be sent to your home country and is not payable in Australia. Refunds will be paid to the person who enters into the contract, unless otherwise stated, and in the same currency as fees were paid unless this is impractical.
4. Change of Visa Status (ie: student becomes a temporary or permanent resident). When a FFPOS student has change of visa status, he/she will continue to pay full overseas student's fees for the duration of that year.
5. If the College is unable to deliver the course for which the student has enrolled, all prepaid fees will be refunded in full, within two weeks. Provider default is covered by the provisions of the ESOS Act 2000 and the ESOS Regulations 2001. Provider default cannot be covered by a written agreement between the provider and the student.
6. This agreement does not remove the right to take further action under Australia's consumer protection laws. The College's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.

### CANCELLATION POLICY

The College will cancel the enrolment of a student under the following conditions

1. Failure to pay course fees
2. Failure to maintain approved welfare and accommodation arrangements (visa condition 8532)
3. Any behavior leading to cancellation as per The College 'Code of Conduct'.
4. The College is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to DIAC which will result in automatic cancellation.

### TRANSFER POLICY

1. Tuition fees are normally not transferable. Tuition fees may be transferred between institutions at the discretion of the transferring institution, provided that the student's transfer is approved by both institutions, *an offer has been cited*, subject to government requirements. Under such circumstances, fees will be transferred directly to the institution. A transfer fee of AUD250 will be charged. There is no obligation on John Paul College to agree to a transfer.
2. The Overseas Student Section of the Department of Education, Science and Training must be notified of the intending transfer.
3. The institution from which the student is transferring should provide a confirmed record of the student's attendance and Letter of Release.
4. Tuition fees are not transferable after the commencement of an ELICOS course.
5. Funds will not be transferable to other ELICOS courses.

### WITHDRAWAL/LEAVE POLICY

1. Once a course of study has commenced, leave will not normally be permitted.
2. Students who take leave will normally be regarded as absent.
3. In accordance with the refund policy above no refund will be given after the commencement of a course of study.
4. A term's notice, in writing by the parent, will be necessary if at any time you choose to remove your child from the school. If this notice is not given, it is school policy that you will be charged for the subsequent term's fees. Such a policy is necessary to allow the school time to adequately replace those students who may move out without giving sufficient notice.

### DEFERRAL POLICY

Deferral of any part of a student's course of study is not normally permitted. Only under very exceptional circumstances will a student be given leave of absence during a course. Such circumstances may include illness (evidenced by a registered medical practitioner) or exceptional compassionate circumstances beyond the student's control.

### GRIEVANCE POLICY

In accordance with Government legislation a recognised grievance procedure is in existence at this school and any grievances should be conducted in accordance with the recommended procedures, as outlined on the accompanying document.

### DECLARATION

I declare that to the best of my knowledge the information supplied is correct and complete. I recognize that it is my responsibility to provide all necessary documentary evidence of my child's studies and medical history, and hereby authorize John Paul College to obtain further information where necessary. I agree to present the original copies of my child's results and transcripts for verification by the College. John Paul College reserves the right to withdraw the offer of enrolment for my son/daughter at any stage during the course where false or misleading information has been provided. I have read and understood the above policies.

The submission of this application for the College implies that both my children and I accept all aspects of the Code of Conduct of John Paul College and agree to abide by all regulations of the College. These include ensuring that my child is at all times living in a home environment approved by the College. My child must seek the school's permission to change home stay, and an adult approved by the college must agree to assume Duty of Care for my child. Should these conditions not be fulfilled, I understand this will constitute a breach of enrolment conditions. Please also note that all fees are payable in advance.

Parents agree that images, videos & testimonials of their child may be used by the College in publications (including web sites) and for promotional and publicity purposes (unless they notify the College to the contrary, in writing). Please note that personal information may be made available to Commonwealth and State agencies and the ESOS Assurance Fund Manager.

Would you please sign below acknowledging acceptance of the above conditions of enrolment at the College, and that you have been supplied with, and read the grievance Policy.

SIGNED: \_\_\_\_\_ (Parent/Guardian) DATE: / / SIGNED: \_\_\_\_\_ (Student) DATE: / /

**EDUCATION AGENT ACCESS TO JP CONNECT:** I give permission for the agent to view digital data on the schools Intranet (JPConnect). YES / NO

**Please return completed application form(s) to:** Enrolment Manager – John Paul International College, John Paul Drive, Daisy Hill Qld 4127