



**John Paul College**  
Unity | Christ | Learning



# ENROLMENT PACKAGE

**JOHN PAUL INTERNATIONAL COLLEGE  
BRISBANE, QUEENSLAND  
AUSTRALIA**

**PHONE: +61 7 3826 3447**  
**FAX: +61 7 3826 3475**  
**Email: [jpic@jpc.qld.edu.au](mailto:jpic@jpc.qld.edu.au)**

**The Application for Enrolment Form for JOHN PAUL INTERNATIONAL COLLEGE (attached below) can also be obtained from our website at <http://www.jpic.com.au>**

Click on the Enrolment tab and scroll down to Enrolment Forms  
Click on the Enrolment Form you want, complete, print and post to:

The International Admission and Recruitment Manager  
John Paul International College  
John Paul Drive  
Daisy Hill, 4127, Queensland  
Australia.

**To access an Enrolment Form for JOHN PAUL COLLEGE:**

Click on <http://www.jpc.qld.edu.au/Pages/home.aspx>  
Click on Enrolments tab, scroll down to International Enrolments  
Click on Application for Enrolment - complete, print and post to:

The Registrar  
John Paul College  
John Paul Drive  
Daisy Hill, 4127, Queensland  
Australia



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## John Paul College and John Paul International College

**John Paul College** was established in 1982 and is now one of Australia's leading K-12 co-educational schools, located on Brisbane's southern outskirts. The 30 hectare campus is home to 2,200 students comprising students from Kindergarten to Year 12, the Child Care Centre and the International College. The College employs 320 full-time staff.

John Paul College has twice been judged as one of the **best** ten schools in Australia in a nation-wide series conducted by *The Australian* newspaper.

The College is also widely acclaimed for its technology program. Russell Welch (College Director) said, *"One of the major factors in our academic success has been the great achievements of our international students, many of whom now study in top universities around the world; and hold significant positions in the global corporate world."*

The College is a world leader in the integration of information and learning technologies into the curriculum. All teachers and students have their own notebook computer, which is used extensively for teaching, learning and administrative purposes. An extensive wireless network allows campus-wide radio access to the internet and digital curriculum for all students from anywhere in the school grounds.

John Paul College students are encouraged to participate in one of the most extensive co-curricular sporting programs of any Australian school, in a wide range of team and individual sports. The College maintains a proud record of sporting achievement with multiple state and national titles. Our Horizons Program for exceptionally talented athletes allows selected students to realise their full potential in their chosen sport, whilst also maintaining their academic pursuits.

The College has also sustained an outstanding record of high achievement in the Performing Arts. Within the School of Performing Arts, students can participate in group or private instrumental, vocal, dance and drama lessons on a weekly basis. Each student's talent is further enhanced by involvement in an extensive and highly profiled performance program.

**John Paul International College** offers **Primary, High School** and **University Preparation** and **English language** courses for international students wishing to study in Australia; as well as **Primary and High School programs, International Baccalaureate, Study Abroad** and **Study Tours**.

**The Foundations Campus** offers a **University Entry Program** (Foundations) for international students who, after successful completion of the 40-weeks course, are guaranteed entry into Australian and international universities including QUT and Griffith University in Brisbane. Visa packaging guarantees student placement at chosen university.

The College operates its own Homestay program where international students are welcomed into homes of carefully selected and government approved Australian host families. Accommodation includes all meals, own bedroom and study facilities.

Enrolment enquiries to:

International Admission and Recruitment Manager  
John Paul International College  
John Paul Drive, Daisy Hill, 4127, Queensland, Australia  
Tel: +61 7 3826 3447 Fax: +61 7 3826 3475  
E-mail: [jpica@jpc.qld.edu.au](mailto:jpica@jpc.qld.edu.au) Website: <http://www.jpica.com.au>





# ENROLMENT PROCEDURES

The following procedures are to be followed when making an application for enrolment. Please tick in the square, as each is completed:

- 1. AUD \$300.00 application fee (non refundable) to accompany application forms
- 2. Read prospectus and associated policies
- 3. Completed International Application Form – **signed**
- 4. Completed medical form signed front and back
- 5. a) Completed Homestay form, **OR**   
 b) Full details of close blood relative residing in Brisbane with whom you wish your child to live. Please send: name, address, phone number, copy of Passport and proof of relationship.
- 6. Certified/notarised copies of all school results in English for the past 2 years.   
**If necessary, evidence of English Language proficiency (Eg: IELTS, TOEFL)**

\* An English Proficiency Test will be organised on arrival at JPIC and the cost is \$400.00.  
\* Signed Code of Behaviour (to be signed by student upon arrival).

- A. Please submit items 1- 6 to John Paul International College Enrolment Manager: [jpic@jpc.qld.edu.au](mailto:jpic@jpc.qld.edu.au)
- B. Your application will be acknowledged promptly via a Provisional Offer and a tax invoice sent to you along with the Written Agreement.
- C. Please complete the Written Agreement and return it along with payment.
- D. Payment of the tax invoice will confirm enrolment.
- E. On receipt of payment, a Confirmation of Enrolment will be issued.
- F. Present your CoE to your nearest Australian Diplomatic Mission to finalise your Student Visa.
- G. Please notify the College with the date and time of your arrival in Brisbane.
- H. Students can obtain a conditional Letter of Offer for up to three courses. This will enable students to apply for a Visa for the duration of the full PACKAGE Program.

**ANY PAYMENT MAY BE TRANSFERRED TO: or CREDIT CARD AUTHORIZATION**

**JOHN PAUL COLLEGE**

**COMMONWEALTH BANK, WOODRIDGE,  
BRISBANE, AUSTRALIA**

**SWIFT Code: CTBAAU2S**  
**Branch No: 064 168**  
**Account No: 903 551**

**(Please mark students name clearly on  
the transfer AND fax a copy to  
(+61 7) 3826 3475**

Bankcard ( ) Mastercard ( ) Visa ( ) Diners ( ) Amex ( )

CARD NUMBER \_\_\_\_\_

EXPIRY DATE \_\_\_\_\_

AMOUNT \_\_\_\_\_

CARDHOLDERS NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_





# TERM DATES

## JOHN PAUL INTERNATIONAL COLLEGE

### 2012

TERM 1	January 25 <small>Wednesday</small> New students will be tested on 24 January	March 30 <small>Friday</small>
TERM 2	April 17 <small>Tuesday</small> New students will be tested on 16 April	June 22 <small>Friday</small>
TERM 3	July 17 <small>Tuesday</small> New students will be tested on 16 July	September 21 <small>Friday</small>
TERM 4	October 9 <small>Tuesday</small> New students will be tested on 8 October	December 7 <small>Friday</small>

*(Break for Christmas holidays)*

### 2013 (To be advised)

TERM 1	January New students will be tested on * January	April
TERM 2	April New students will be tested on * April	July
TERM 3	July New students will be tested on * July	September
TERM 4	October 3 New students will be tested on * September	December

*(Break for Christmas holidays)*





# 2012 SCHEDULE OF CHARGES

As of 1<sup>st</sup> January 2012 the following fee charges will be incurred:-

*All fees are quoted in Australian Dollars, are current at the time of printing and may be subject to change (please see our website for current fees). If the tuition fees are increased you will be required to pay the new fees as they are introduced.*

## **International Primary Preparation (IPPP) Fees\***

International Primary Preparation Tuition fees ( <i>per term</i> ) <sup>1</sup>	A\$3750
OSHC Medical Insurance ( <i>per year</i> )	A\$385
Proficiency Testing	A\$400
Application Processing Fee ( <i>non refundable</i> ) <sup>2</sup>	A\$300
Under 18 Student Welfare Fee ( <i>charged per term for students under Welfare Letter arrangement</i> )	A\$250

## **High School Preparation Course (HSPC) Fees\***

High School Preparation Course Tuition fees ( <i>per term</i> ) <sup>1</sup>	A\$4500
OSHC Medical Insurance ( <i>per year</i> )	A\$385
Proficiency Testing	A\$400
Application Processing Fee ( <i>non refundable</i> ) <sup>2</sup>	A\$300
Under 18 Student Welfare Fee ( <i>charged per term for students under Welfare Letter arrangement</i> )	A\$250

## **Homestay Fees\***

Homestay Fee ( <i>per term</i> ) <sup>3</sup>	A\$3300
Homestay Placement ( <i>non refundable</i> )	A\$200
Homestay Relocation Fee <sup>4</sup>	A\$200

## **Anticipated Expenses on arrival in Australia**

Airport Meet ( <i>per student</i> ) <sup>5</sup>	A\$200
Uniform ( <i>approx 2 sets of uniforms</i> )	A\$500
Textbook JPIC ( <i>will vary per class level</i> )	A\$50-A\$150
Student ID cards on arrival / replacement cards	A\$12

<sup>1</sup> It is College policy that annual charges are paid in advance. On receipt of this amount, the College will complete the "Confirmation of Enrolment" form for Visa applications or renewals. **Fees are current at the time of printing and may be subject to change (please see our website for current fees). If the tuition fees are increased you will be required to pay the new fees as they are introduced.**

<sup>2</sup> This fee is to cover the costs of processing the initial application. If date or year level of entry changes and new documents are required, a subsequent fee a **\$100** will apply per each new set of documents issued. For the preparation and issue of verification documents and invitation letters, a **\$30** charge will be made for the original set of documents. A **\$10** charge will be made per each set of subsequent documents issued.

<sup>3</sup> Payment covers 50 weeks homestay per year. The two weeks over Christmas must be paid directly by students if they are in residence. Homestay payment must be received before the first day of each term. A late fee of \$50 per week is charged on any balances owing after the first week of term.

<sup>4</sup> Less than four weeks' written notice, or if a placement has been made, a cancellation charge equal to two weeks' accommodation fees will apply.

<sup>5</sup> No refund will be made if the student fails to notify the College of their flight details or any change of details two working days before arrival.

\* **Students will not be permitted to commence or continue their course at the beginning of any term until all outstanding fees, charges or accounts are paid. No certificate/report will be issued where a student has an outstanding debt owing to the College.**





# 2012 Schedule of Fees: Overseas Visa Students

## 2012 Fee Schedule

Tuition Fees	Annual Fee
Tuition Primary School Prep to Year 6 [Years 4 – 6 includes Notebook Computer]	\$ 15,000
Tuition Senior School Years 7 – 12 [Includes Notebook Computer]	\$ 18,000
OSHC [medical insurance] [may vary depending on Term of Visa]	\$ 385
Moderation Fee [Years 11 & 12 only : Queensland Studies Authority]	\$ 356.50
Language Testing	\$ 400
Uniforms (approximately 2 sets of uniform items)	\$ 500
Textbooks/stationery items approximate cost only. (Will vary per individual student)	\$ 300
International Baccalaureate levy [IB Students only. This levy covers IB registration, examination and assessment costs.]	\$ 700

Where students choose to study Certificate II, III or IV courses, there may be additional costs charged by a third party.

The above fees cover all charges for the year except for incidentals [eg year level camps, notebook computer insurance costs].

## Payment Options

Cheque     Mastercard     Diner's Club     AMEX     Bank Transfer

## Other Payable Fees

The cost of the Notebook Computer Program, subject resources and most day-to-day compulsory activities and excursions are included in tuition fees.

A separate charge may apply for year level camps, some co-curricular activities and other significant year level events.

It is the College policy that annual fees are paid in advance.

## Notebook Computer Program

From Years 4-12, each student is required to participate in the College's Notebook Computer Program.

There is no separate fee for the Notebook Computer Program.

The Notebook Computer Program provides the following benefits:

- a contemporary notebook computer fully programmed for use on student entry;
- provision and installation of most software applications;
- insurance cover at home and school [\$100 excess payable on claims in limited circumstances per the Notebook Care Policy];
- 3 year manufacturer's warranty; and
- a comprehensive maintenance package with on-site technical support.



## Private Music Lessons and Tutorials [Optional]

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Private Lesson [30 minutes]	\$ 32.50
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Other musical resources and services are included in the tuition fee.

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## Students Living Away From Home

For those students who are living away from their families, John Paul College has its own Homestay Operation.

Carefully selected families, often of past or present JPC students, act as Homestay parents for a student in a caring and nurturing environment. Students receive all meals.

Any Homestay parent caring for a student who is under 18 years of age is required under Australian law to undergo a criminal history check. All Homestay parents in our Homestay Operation hold Suitability Notices or blue cards as required by The Commission for Children and Young People and Child Guardian Act (2000).

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### Costs for this Service

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Airport Pick-Up [if applicable]	\$ 200
Placement Fee	\$ 200
Under 18 Student Welfare Fee per term	\$ 250
Homestay per term	\$ 3,300
Homestay relocation [with prior approval] Fee	\$ 200

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## Outside School Hours Care [Optional]

### Before and After School Care for Kindergarten – Year 7 [during term time]

- 
- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>each weekday from 7.00 – 9.00 am</li><li>on a permanent or casual basis</li><li>fees are payable weekly</li></ul> | <ul style="list-style-type: none"><li>each weekday from 2.30 – 6.00 pm</li><li>booking is essential for Kindergarten and Prep children</li><li>booking is necessary for regular attendance for children in Years 1-7</li></ul> |
|---|--|
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Before School Care per session	\$ 8.00	per session
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After School Care	\$ 8.00	until 4.30pm
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After School Care	\$ 16.00	after 4.30pm
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Late fee for student collection after 6.00pm also applies

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Families may be eligible to receive Childcare Benefit.

The Family Assistance Office which administers Childcare Benefit can be contacted on 136 150.

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### Vacation Care Kindergarten – Year 7

- 
- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>each weekday 7.00 am - 6.00 pm [excluding public holidays]</li></ul> | <ul style="list-style-type: none"><li>fees are payable weekly</li></ul> |
|--|---|
- 

Half day	\$ 23.00
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Full day [5 hours plus]	\$ 37.00
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Late fee for student collection after 6.00pm also applies.

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GST

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Most of the College's fees and charges are not subject to the Goods and Services Tax [GST].

Any GST included in charges is specifically identified on the account when rendered.

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## Application Fee

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An amount of \$300 to the College is payable on submission of a formal Application for Enrolment to the College. This fee is non-refundable and covers the administration costs associated with the initial prospective application. If date or year level of entry changes and new documents are required, a subsequent fee (\$100) will apply per each new set of documents issued.

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## Confirmation of Enrolment

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To confirm the offer of a place at the College, a signed acceptance by the Parents of the student(s) for that place must be received **prior** to the student commencing their study. Failure to provide this may result in a delayed start to the student's academic study program.

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## Other Charges

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For the preparation and issue of verification documents, copies of reports and invitation letters a \$30 charge will be made for the original set of documents. A \$10 charge will be made per each set of subsequent documents issued.

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## General Conditions

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- Tuition fees are effective from 1 January 2012 and will remain, until such time as they are changed by the Board of Directors.
  - While the Board of Directors aims to set fees on an annual basis, it reserves the right to change these at any time.
  - As specified in the agreement signed with the College, fees are due at the beginning of the academic year they cover and are payable in advance.
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## Change of Visa Status [ie. student becomes a temporary or permanent resident]

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- When an Overseas Visa student has a change of visa status, he / she will continue to pay full overseas student's fees for the duration of that term. Evidence of the new visa status will be required.
- 



# STUDENT MEDICAL FORM

Surname..... Given Name.....

Date of Birth ..... Year level of entry.....

## **Medical Information**

Emergency contact.....

Telephone .....

## **Does Your Child Suffer From?**

Condition	[ ] Yes [ ] No	Further Background Information	[ ] Yes [ ] No
Heart problems	[ ] Yes [ ] No	Has your child received any assistance from or been in contact with:	
Respiratory problems	[ ] Yes [ ] No	Guidance Officer	[ ] Yes [ ] No
Asthma / Other	[ ] Yes [ ] No	Counsellor	[ ] Yes [ ] No
Diabetes	[ ] Yes [ ] No	Psychologist	[ ] Yes [ ] No
Blood disorder	[ ] Yes [ ] No	Psychiatrist	[ ] Yes [ ] No
Epilepsy	[ ] Yes [ ] No	Psych. Analyst	[ ] Yes [ ] No
Recent illnesses	[ ] Yes [ ] No	Hearing Impaired Services	[ ] Yes [ ] No
Phobias	[ ] Yes [ ] No	Speech Therapists	[ ] Yes [ ] No
Allergies	[ ] Yes [ ] No	Visual Services	[ ] Yes [ ] No
Migraine	[ ] Yes [ ] No	Physically Handicapped Services	[ ] Yes [ ] No

## **Serious Illnesses, Operations and Accidents**

Details .....

**Permission to administer Paracetamol** (for fever, minor aches and pains) [ ] Yes [ ] No

John Paul College reserves the right to administer emergency care, or refer a student to a medical practitioner or hospital should the situation arise.

I declare that the information given above is complete and accurate.

**Signature of Parent / Legal Guardian** **Dated**

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**Signature of Parent / Legal Guardian** **Dated**

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**John Paul College**  
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Please attach  
photo here.

## Application for Enrolment (International Visa Students)

### Student Information

Surname	Given Name/s
Preferred Name	Middle Name
Gender <input type="checkbox"/> Male <input type="checkbox"/> 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 Commencement Date		
JPC - Expected Grade of Entry	Proposed Year	Term
Present School		
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? <input type="checkbox"/> Both Parents <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Homestay <input type="checkbox"/> 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 Citizenship (DIAC). 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

Father / Stepfather / Legal Guardian (please circle)		Mother / Stepmother / Legal Guardian (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

Marital Status [ ] Single [ ] Married [ ] De Facto (Father) [ ] Separated [ ] Divorced [ ] Widowed	Marital Status [ ] 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. \$250 of the Application fee is non-refundable.
2. If your visa application is rejected, the Tuition Fee will be refunded in full plus \$50 of the Application Fee, within four weeks of a written claim. 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, with evidence provided of the visa refusal, 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 semester.
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.
5. Reports, Certificates of Attendance and Graduation Certificates will not be issued until outstanding monies have been paid to the College. This outstanding fee will be recorded on your Letter of Release and will also be reported to DIAC.

### 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 recognized 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



## Commonwealth Government Collection of Parent Information

The following information is required for the collection and reporting of information on student background characteristics in all government and non-government schools by all Education Ministers.

What is the highest year of primary or secondary school you have completed?

**Father**

**Mother**

Year 12 or equivalent

Year 12 or equivalent

Year 11 or equivalent

Year 11 or equivalent

Year 10 or equivalent

Year 10 or equivalent

Year 9 or equivalent or below

Year 9 or equivalent or below

What is the level of highest qualification you have completed?

Bachelor degree or above

Bachelor degree or above

Advanced diploma/Diploma

Advanced diploma/Diploma

Certificate I to IV (including trade certificate)

Certificate I to IV (including trade certificate)

No non-school qualification

No non-school qualification

Please select your appropriate occupation group from the enclosed list.

Occupation group of father/stepfather/legal guardian       Occupation group of mother/stepmother/legal guardian

- If you are not currently in paid work but have had a job in the last 12 months or have retired in the last 12 months, please use your last occupation.
- If you have not been in paid work in the last 12 months, enter '8' in the box.

### Links to John Paul College

Are you a new or current family to John Paul College?

New

Current

Please name current and past students of the College

Full name

Relationship to enrolling student

Years at John Paul College

1

From

To

2

From

To

