



Enrolment Application - International

The Pittwater House Schools – CRICOS No: 00897J
UNSW Foundation Year – CRICOS No: 00098G

Answers must be written in English

1. Name of Student
(Same as Passport)

Family Name _____ Other Names _____
English Name _____
Passport Number _____ Country of Issue _____
Current Australian Visa Yes No Expiry Date: ____/____/____

2. Student Details

Sex M F Date of Birth: ____/____/____ (day/month/year)
Is the student an Australian permanent resident? Yes No
Country of Birth _____ Nationality _____
Present School Year Level _____ When will this be completed ____/____/____
Name of School _____ City _____
School Telephone _____

3. Parent(s) Details

Title (Mr, Mrs, Dr, etc) _____ Family Name _____
Other Names _____
Living Address _____

Country _____ Home Telephone _____
Business Telephone _____ Fax _____
Mobile _____
Email Address _____
Postal Address (for school accounts / reports, if different from above)

Parent occupation or kind of business _____

4. Guardian
(A person living in Sydney) -
see Condition 7 on Page 3

Do you wish the School to assist with arranging Guardianship? Yes No
Name of Guardian in Sydney _____
Address _____

Postcode-Sydney, Australia
Home Telephone _____ Fax _____
Mobile _____
Email Address _____
Relationship of Guardian to Student (uncle, friend, etc) _____

5. Additional Contact Person
(A person living in Sydney)

Name _____
Address _____

Postcode-Sydney, Australia
Home Telephone _____ Fax _____
Mobile _____
Email Address _____
Relationship to Student (uncle, friend, etc) _____



THE PITTWATER HOUSE SCHOOLS

THE PITTWATER HOUSE SCHOOLS LIMITED ABN 87 000 655 845

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6. Agent Details

Company Name _____
Representative _____
Address _____
Country _____ Telephone _____
Fax _____ Mobile _____
Email Address _____

Agent Stamp

Signature of Agent _____ Date ____/____/____

7. Course Selection

1. **Primary school (K to Year 6)** Specify Year of entry _____
Expected start date ____/____/____

2. **Secondary School**
Year 7 Year 8
Year 9 Year 10
Year 11 Year 12
Expected start date ____/____/____

3. **English Tuition**
English for Secondary Study/English for Further Study
IELTS Examination Preparation
Academic English
Certificate II in Spoken & Written English Expected start date ____/____/____

4. **UNSW Foundation Pathway**
UNSW Foundation Year Expected start date ____/____/____

8. English Language Proficiency

English level will be tested on arrival
Student's latest IELTS score _____ Date of test ____/____/____
Please attach a copy of certificate if already tested

9. Agreement by Parent

A. _____ I apply for the student to enroll in the course(s) listed above

B. _____ I agree to pay all the required money in advance and will pay quickly any other accounts I receive while the student is at the school

C. _____ I have read and understand all the conditions of enrolment on the following pages and in other documents given to me by the School's Agent

Signature of Parent _____ Signature of Student _____



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10. Conditions of Enrolment

1. **Contract**
 The offer by Pittwater House Schools (the School) to reserve a place for the student and the payment of fees to secure that place creates a binding contract between the applicant and the School.
2. **Expectations**
 Students enrolled at the School are expected to be motivated to high achievement, to wear the uniform with pride, to be well groomed, to wear a conservative hair style, to participate fully in the life of the School, to attend classes regularly and punctually and to conform to the discipline policy of the School.
3. **Fees and Charges**
 - i. All fees and charges are payable in Australian \$ prior to commencement of the program in accordance with the Current Fee Schedule published from time to time.
 - ii. Fees for each year are payable in full in advance.
4. **Confirmation of Enrolment**
 'Confirmation of Enrolment' will be issued after payment of invoice for first year's fees.
5. **Refunds**
 - i. The \$200 Enrolment Fee is not refundable.
 - ii. All fees paid will be fully refunded if the student fails to be issued with a student Visa to study at the School and produces documentary evidence to that effect from the Australian immigration authorities. This refund is payable within 28 days of receipt of written application.
 - iii. Where written notification of cancellation of the enrolment is received by the School prior to commencement of the program the following policy applies:
 - a. Cancellation 10 weeks or more prior to commencement - Enrolment Fee + 15% of first year's tuition fee retained by the School.
 - b. Cancellation within 10 weeks prior to commencement - Enrolment Fee + 35% of first year's tuition fee retained by the School.
 - c. Cancellation after commencement date - no refund.
 - iv. Where a refund is given and a commission to an Agent has been paid the amount of commission will be deducted from the refund.
 - v. The above procedures are in accordance with the ESOS Act National Code para 42. These procedures do not remove the right to take further action under Australia's consumer protection laws.
 - vi. Full refunds (including Enrolment Fee and Tuition Fees paid) will be made if the School fails to commence the course of study for which the student has applied (in accordance with para 44 of the ESOS Act National Code).
 - vii. There are no refunds for pre-paid extra services where the School has forwarded payment to other service providers (e.g. airport pick-up, initial payments to Homestay hosts, etc). School uniform items may be returned if not worn and with proof of date of purchase.
 - viii. Dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.
6. **Enrolment, Suspension and Expulsion**
 - i. In line with Federal Government rulings a student must have completed the first six months of initial course before they can cancel enrolment.
 - ii. The student will attend punctually at all lessons, classes and examinations and submit all assessment tasks for the courses in which the student is enrolled.
7. **Guardianship**
 All students under the age of 18 years must have a guardian who is over 21 years of age, resident of Sydney and who is readily accessible to the School at all times. If your family does not have a suitable person willing to act as a guardian then the School can arrange this service. If the student is over the age of 18 years then they must nominate an emergency contact person in Sydney if they do not have a guardian.
8. **Accommodation**
 The School can arrange accommodation through the School's appointed homestay provider. The School will not permit students to share flats and provide for themselves without the written permission of the parent/guardian and then only where the students are over 18 years of age.
9. **Entry Requirements**
 - i. For entry into any program the student must have completed the relevant studies overseas.
 - ii. An initial understanding of English is required for entry into the English tuition courses.
 - iii. Students will not be admitted to Yr 11/12 programs unless the English level is equivalent to IELTS 5.0 or higher/
 - iv. Students will not be admitted to Yr 8/9/10 unless the English level is y to IELTS 4.5 or higher.
 - v. Students will not be accepted if the age on graduation at Yr 12 Higher School Certificate will be greater than 21 years.
10. **Pre-requisites**
 - i. Applicants for courses may have prior relevant experiences and/or qualifications therefore, under Australian Quality Training Framework guidelines, Pittwater House recognises prior learning and qualifications. Please notify the School on this form of any prior learning and qualifications.
 - ii. Note carefully that certain courses require previous study. The School requires evidence such as school reports to ensure students have completed the required number of years prior to entry in a year or course. Note there are minimum levels of English proficiency required for most courses.
11. **Attendance**
 International students on a student Visa must not be absent for more than 20% of the course programme. Australian Immigration regulations require the school to calculate attendance rates constantly.



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10. Conditions of Enrolment (continued)

12. Medical Consent

In circumstances where the student requires urgent medical attention and it is not possible to communicate with the parent / guardian the School is authorised to arrange appropriate medical treatment in accordance with the advice of qualified medical practitioners.

13. Variation to Terms of Contract

Any variations to the terms and conditions of this contract must be in writing and signed by an authorised officer of the School.

14. Privacy Statement

- i. The School collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.
- ii. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
- iii. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
- iv. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We require medical reports about students from time to time. If you do not consent to us obtaining this information you must advise us.
- v. The School from time to time discloses personal and sensitive information to others (sports coaches, other schools, government departments, medical practitioners and people providing services to the School, including specialist visiting teachers, music tutors and volunteers).
- vi. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of the student.

- vii. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions personal and group achievements, results and contributions are published in School newsletters, magazines and the web site.
- viii. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the students or where the students have provided information in confidence.
- ix. As you may know the School from time to time engages in fundraising activities. The information received from you may be used to make an appeal to you. The School will not disclose the personal information collected to third parties for their own marketing purposes without your consent.
- x. If you provide the School with personal information of others, such as doctors or emergency contacts, you should inform them that you are disclosing information to the School and why, and that they can access that information if they wish and that the School does not usually disclose the information to third parties.

15. Parent / Guardian Agreement and Indemnity

I understand and accept the conditions for enrolment at The Pittwater House Schools. I further agree to give permission for my son/daughter to attend and participate in activities organised by the School. I understand that every reasonable care will be taken of my child but in the event of any accident occurring I shall not hold the School responsible or any other personal liable, except where negligence on the part of any employee of the School is proven in a court of law in Australia.

Signature of Parent _____

Name in English _____

11. Send to Pittwater House:

- A. FAX: +61+2+9971 1627
B. POST: PO Box 244,
MANLY NSW 1655
AUSTRALIA

SCHOOL USE ONLY

12. Acceptance by Pittwater House

A. Application ACCEPTED by The Pittwater House Schools

B. Authorised Officer (*signed*) _____

Date ____/____/____

C. (Official School stamp)