



APPLICATION FOR ENROLMENT - Overseas Student

CRICOS 00897J

Please complete ALL SECTIONS of this form in English and read the Conditions of Enrolment carefully.

1. NAME OF STUDENT (Same as Passport) A copy of the passport must be attached to this application. Where students do not have a passport, a copy must be forwarded to the school as soon as the new passport is issued. Enrolments will not be finalised until all documents are received.

Family Name: [ ]
Given Name: [ ]
English Name: [ ]
Passport number: [ ]
Country of issue: [ ]
Current Australian Visa: [ ] No [ ] Yes Visa Class/Type: [ ]
Other Name/s: [ ]
Passport Expiry: [ ] / [ ] / [ ]
Visa Expiry: [ ] / [ ] / [ ]

2. Student Details
[ ] Male [ ] Female
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 Tel No: [ ]

3. Parent Details - Parent 1:
Title: [ ] Mr [ ] Mrs [ ] Ms [ ] Dr [ ] Other [ ]
Family Name: [ ]
First Name: [ ]
Home Tel: [ ]
Mobile No: [ ]
Business Tel: [ ]
Email\*: [ ]

Parent Details - Parent 2:
Title: [ ] Mr [ ] Mrs [ ] Ms [ ] Dr [ ] Other [ ]
Family Name: [ ]
First Name: [ ]
Home Tel: [ ]
Mobile No: [ ]
Business Tel: [ ]
Email\*: [ ]

\* Email addresses must be individual to each parent. [ ] Tick here if address and post details are the same as Parent 1.

Living Address: [ ]
City: [ ] Postcode: [ ]
Country: [ ]
Postal Address: [ ]
(for accounts, reports, etc if different from above)
City: [ ] Postcode: [ ]
Country: [ ]

Living Address: [ ]
City: [ ] Postcode: [ ]
Country: [ ]
Postal Address: [ ]
(for accounts, reports, etc. if different from above)
City: [ ] Postcode: [ ]
Country: [ ]



Please complete ALL SECTIONS of this form in English and read the Conditions of Enrolment carefully.

**4. Guardian**

Do you wish the School to arrange Homestay?  Yes  No

Do you wish the School to arrange Guardianship?  Yes  No *If No enter guardian details below in full.*

Mr  Mrs  Ms  Dr  Other \_\_\_\_\_

First Name:  Family Name:

Address:

Suburb:  Postcode:

Home Tel:  Mobile No:

Email:  Business Tel:

Relationship of Guardian to Student:  
(uncle, friend, etc.)

*If requested by the school, proof of biological relationship must be verified through the provision of suitable legal documents such as birth and marriage certificates.*

Postal Address if different from above.

**5. Additional Contact Person** (must be living in Sydney)

Mr  Mrs  Ms  Dr  Other \_\_\_\_\_ Family Name:

First Name:

Living Address:

Suburb:  Postcode:

Home Tel:  Business Tel:

Mobile No:  Fax:

Email:

Postal Address if different from above

Relationship to Student (uncle, friend, etc.)

**6. Agent Details** Representative Name:  Mr  Mrs  Ms Family Name:  First Name:

Company Name:

Address:

Country:  Suburb:  Postcode:

Business Tel:  Direct Tel:

Mobile No:  Fax:

Email:

Signature:  Date:



Please complete ALL SECTIONS of this form in English and read the Conditions of Enrolment carefully.

## 7. Course selection

Course Entry: Expected start date:

Expected completion year :  Expected completion month:

Estimated total study period:  Years  Months

Grades of Study: *(please tick **all** grades of schooling student intends to undertake at Pittwater House)*

Primary:  Kindergarten  1  2  3  4  5  6

Secondary:  7  8  9  10  11  12

## 8. English Language Proficiency

Please read Section 11.10 Entry Requirements on this form. Please attach a copy of the AEAS or IELTS Certificate and a copy of your Letter of Offer from the School at which English studies will be undertaken if English is required.

Student's latest AEAS or IELTS score:  Date of test:

Will the student be undertaking English studies in Australia prior to studying at Pittwater House?:  Yes  No

If yes, please name the institution where they will study:

Has their enrolment been confirmed?:  Yes  No

Scheduled date for completion/ graduation of the English course:

## 9. Overseas Student Health Cover (OSHC)

It is a requirement of the Australian Department of Immigration and Border Protection (DIBP) that all students have a pre-paid Overseas Student Health Cover policy which covers the entire Visa period related to their study.

- Please arrange OSHC with Medibank Private on my behalf.
- I already have OSHC paid in full with another provider\*

*Details must be provided below and a confirmation letter including proof of fees paid in full must be attached to this application. Where the length of study is 1 year or greater, DIBP require that OSHC is paid in full until 15 March the year after study completion.*

OSHC Provider Name:

Policy Start Date:  Policy Expiry Date:

Membership Number:

\* **Proof of the OSHC policy, paid in full including commencement and conclusion dates is required by the school prior to the issue of a Certificate of Enrolment (CoE)**

## 10. 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 and / or the School's Agent.

Signature of Parent:

Signature of Student:

Please note: Item 11.18 Agreement on the last page of this document must also be signed by the parent.

## 11. CONDITIONS OF ENROLMENT

### 11.1. Contract

The offer by The Pittwater House Schools Ltd (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.

### 11.2. 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.

### 11.3. Fees and Charges

All fees and charges are payable in Australian Dollars (AUD\$) prior to commencement of the program in accordance with the Tuition and Student Services Fees for Overseas Students published on [www.pittwaterhouse.com.au](http://www.pittwaterhouse.com.au). Fees quoted on the Provisional Letter of Offer and Acceptance Agreement are current at the time of offer, therefore they are an indication only of the amount due. Note that fees often increase at the beginning of each calendar year. Payment of fees to secure a place for a student will be credited to the families School account and invoices will be issued with the correct rate at the time of commencement. Family discounts on tuition fees apply whilst two or more siblings are enrolled at the School. Discounts are as follows: second child 2.5%, third child 5%, fourth child and subsequent children 10% discount.

### 11.4. Confirmation of Enrolment (CoE)

'Confirmation of Enrolment' will be issued after the fees outlined on the Acceptance Agreement have been paid.

### 11.5. Refunds and Cancellations of Enrolment

The following procedures are in accordance with The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (The National Code 2018).

#### A. Before commencement

- i. The Application fee of \$400 and Enrolment Fee \$1400 are not refundable.
- ii. All other fees paid will be fully refunded if the student fails to meet the required English levels or 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 to be retained by the School.
  - b. Cancellation within 10 weeks prior to commencement: Enrolment Fee + 35% of first year's tuition fee to be retained by the School.
  - c. Cancellation after commencement date - no refund.

#### B. Ongoing enrolments

- iv. Where written notification of cancellation of the enrolment for a current year of schooling is received by the School after the commencement date a full year's tuition is payable to the School.
- v. Where written notification of cancellation of the enrolment for a subsequent year of schooling is received by the School prior to commencement of the program for that year the following policy applies:
  - a. Cancellation 14 weeks or more prior to commencement: no tuition fee to be paid to the School.
  - b. Cancellation within 14 weeks prior to commencement of the study period for that year: 35% of the year's tuition fee is payable to the School.

#### C. Refunds

- vi. Where a refund is given and a commission to an Agent has been paid the amount of commission will be deducted from the refund.
- vii. Full refunds (including the Enrolment Fee, Student Services Fee and Tuition Fees paid) will be made if the School fails to commence the course of study for which the student has applied.
- viii. If the School is for any reason unable to fully deliver the course The Tuition Protection Service (TPS), an initiative of the Australian Government, will assist the Overseas student to complete their

studies in another course or with another education provider or receive a refund of their unspent tuition fees.

- ix. There are no refunds for pre-paid extra services where the School has forwarded payment to other service providers. School uniform items may be returned if not worn and with proof of date of purchase.
- x. Any applicable refunds will be made directly to the payer.
- xi. Dispute resolution processes do not circumscribe the student's right to take further action under Australia's consumer protection laws.

### 11.6. Enrolment, Suspension and Expulsion

- i. In line with Federal Government rulings a student must stay with their initial course provider for at least 6 months.
- ii. The student will attend punctually all lessons, classes and examinations and submit all assessment tasks for the courses in which the student is enrolled.
- iii. Australian education regulations apply regarding student attendance.
- iv. The student will abide by the rules and regulations (as defined in the Overseas Student Handbook) at all times.
- v. The Principal (or their delegate) reserves the right to suspend or expel any student who fails to meet (without good reason) the requirements of Clause 6 OR whose acceptance to the School was based on false documentation OR non-disclosure of past bad behavior or criminal record.
- vi. Where circumstances permit the School will inform the student, parent and / or guardian that the student is in danger of suspension / expulsion so as to allow the student the opportunity to make good.
- vii. In the event that a student is expelled any refund is entirely at the discretion of the School.

### 11.7. Complaints and Appeals Policy

- i. In the event of a dispute between an individual student and the School relating to the code of conduct, attendance, quality of service or teaching, or the payment or refund of fees, procedures to facilitate the resolution of the dispute are outlined in the Overseas Student Handbook.
- ii. The School's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies. For details refer to The National Code 2018.

### 11.8. Guardianship

- i. All students 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 guardian then the School can arrange this service.
- ii. Where students are being placed in a homestay arrangement the homestay parents will also be screened and approved as the student's guardian.
- iii. Agents will not be approved as a Guardian or emergency contact for any Overseas student.

### 11.9. Accommodation

- i. Students may elect to stay with legal family members (proof of relationship through the provision of birth certificates and legal documentation may be requested) or a homestay family approved by the School's appointed homestay provider, Oz Homestay ([www.ozhomestay.com.au](http://www.ozhomestay.com.au)). Homestay is available for students entering Years 9, 10 and 11 only.
- ii. The School will not permit students to provide for themselves regardless of age. All students, including those who are 18 years or over, are required by the School to reside with an approved Guardian or Homestay Parent whilst attending the School.
- iii. All students on Student visas need to have an annual check completed on their carer arrangements. This check is required for students living in homestay, students living with friends/relatives and also students living with their own natural parents.
- iv. All Homestay accommodation providers will be subject to an inspection by Oz Homestay every 12 months on behalf of the School at the student's expense.
- v. Agents will not be approved as a Homestay Parent or Guardian for any Overseas student.



## 11.10. Entry Requirements

- i. For entry into any program the student must have completed the relevant studies overseas.
  - ii. Students will not be accepted if the age on graduation of the Year 12 Higher School Certificate will be greater than 20 years.
  - iii. Students must submit an Overseas Application for Enrolment form along with the required documentation as stated on the Overseas Application Checklist.
  - iv. Students will not be admitted unless the required English level or higher as stated below has been achieved:-
    - Year 11 Advanced (AEAS 80+)
    - Years 9 to 10 - Pre-Advanced (AEAS 70-75)
    - Years 7 to 8 - Upper Intermediate (AEAS 65-70)
    - Years 4 to 5 - Intermediate (AEAS 40-50) & Year 6 (AEAS 50-60)
    - Years 2 to 3 (IDAT Stage 3 70-80%)
    - Kindergarten to Year 1 - at the discretion of the School
  - v. Where a student is undertaking an English course in Australia to acquire the language skills necessary prior to attending the School, proof of graduation or successful completion of the English course must be produced prior to commencement of studies at the School. If the required level is not achieved the student's enrolment will be deferred or cancelled. Deferment of an application is at the discretion of the Pittwater House Admissions Board. Students entering Year 11 are unable to be deferred and their application will be cancelled.  
Where an English course is required prior to commencing study at the School, enrolment with one of our preferred providers will be looked upon favourably by the Pittwater House Admissions Board. A list of our preferred English Colleges can be found on our website.
- 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. From time to time the School discloses personal and sensitive information to others (sports coaches, other schools, government departments, state agencies, medical practitioners and people providing services to the School, including specialist visiting teachers, music tutors and volunteers). Information will only be disclosed to maintain the safety and well-being of the student or for mandatory reporting requirements.
  - 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 the School newsletters, magazines and the web site.
  - viii. Parents may seek access to personal information collected about them and their child 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 an 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 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 the personal information of others, such as doctors or emergency contacts, you should inform them that you are disclosing that 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.

## 11.11. Pre-requisites

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.

## 11.12. Attendance

Overseas students on a student visa must not be absent for more than 20% of the course program. The National Code 2018 requires the School to calculate attendance rates continuously.

## 11.13. 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.

## 11.14. 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.

## 11.15. 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 child.
- 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 and the Tuition Protection Service for Overseas students.

## 11.16. Notification of change of address

- i. Whilst in Australia and studying with the School, Overseas students are required to notify the School of their residential address in Australia, mobile number, email address and who to contact in emergency situations within 7 days of arriving in Australia. If any of the above details change the student is required to notify the School within 7 days of the change.
- ii. Overseas students must apply to the School using the appropriate form if they intend to change their residential address. This form is included in the Overseas Student Handbook available on [www.pittwaterhouse.com.au](http://www.pittwaterhouse.com.au).
- iii. Students may not move residence until after the application has been approved and all required checks have been completed by Oz Homestay on behalf of the School. When a request is made to change residence all costs associated with checks completed by Oz Homestay are the responsibility of the student and will be billed directly to their account.

## 11.17. Parent / Guardian Agreement and Indemnity

I understand and accept the Conditions of Enrolment at The Pittwater House Schools Ltd. I further agree to give permission for my child 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 person liable, except where negligence on the part of any employee of the School is proven in a court of law in Australia.

## 11.18. Right of Action

This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.



## 11.18 Agreement

By signing I acknowledge that I have read, understood and agree to abide by the Conditions of Enrolment stated here in.

Signature of Parent:  Date:

Name in English:  (please print clearly)

## 12. SEND TO PITTWATER HOUSE:

- A. FAX: **+61 2 9971 1627**
- B. POST: **PO Box 244, Manly NSW 1655 Australia**
- C. EMAIL: [enrolments@tphs.nsw.edu.au](mailto:enrolments@tphs.nsw.edu.au) (pdf files only)

**All applications are placed on a waiting list until a position for the student becomes available.  
The application is then assessed which requires approximately 15 working days.**

## Standard Collection Notice

1. 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. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling to the student and to enable them to take part in all the activities of the School.
2. 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.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about students from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a student to another school. This includes to other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, sports coaches, volunteers and counsellors.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. The School may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
8. The School's Privacy Policy sets out how parents or students may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the student, or where students have provided information in confidence.
9. The School Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.
10. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
11. On occasions information such as academic and sporting achievements, student activities and similar news is published in School newsletters, the School Annual and on our website. Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in School newsletters, the School Annual and within the School community and on the public internet.
12. We may include photographs or other identifying material in promotional material for the school or otherwise make it available to the public such as on the internet unless the parent or guardian (of students under 18) or students 18 years or older choose to submit the Photo/Film Opt Out Form via the Pittwater House App.
13. We may include students' and students' parents' contact details in a class list and School directory after your permission has been sought.

## SCHOOL USE ONLY

### 12. ACCEPTANCE BY PITTWATER HOUSE:

PROCESSED      Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_