



**Pittwater House**

## OVERSEAS STUDENT APPLICATION CHECKLIST

Dear Parent / Agent

Please ensure that you return the following documentation with your application:

- Completed and signed Application for Enrolment - Overseas Student form
- Payment of \$450 (inc. GST) non-refundable application fee
- Copy of student's Birth Certificate
- Copy of student's Passport showing name, photo ID, passport number and expiry
- Copy of student's two latest school reports or transcripts
- Where report cards do not record student behaviour or commitment to studies, please provide a reference from the student's current or most recent School Principal.
- Copy of student's AEAS (Australian Education Assessment Services) for Years 4 to 11 or IDAT for Years 2 to 3
- Copy of the student's Letter of Offer from an approved English College (if applicable)
- Copy of Court Order or Parenting Plan (if applicable)
- Student Specialist Assessments or Medical Action Plan (if applicable)

Where documents are not in English, certified translations in English are required, with necessary costs to be met by the applicant.

Please Note: submission of an application does not guarantee a place for the student.

### Submission of Application

Email: enrolments@tphs.nsw.edu.au  
Mail: Admissions  
Pittwater House  
PO Box 244  
MANLY NSW 1655

### Payment by Direct Deposit

Bank Name: Commonwealth Bank  
Account Name: The Pittwater House Schools  
BSB: 062-000  
Account No: 14963752  
Reference: Student's Surname  
SWIFT: CTBAAU2S  
(for international payments)

### Payment by Credit Card

<https://www.pittwaterhouse.com.au/online-payments>

Select  Pay enrolment fees and follow the prompts.