



cedars
christian college

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INTERNATIONAL STUDENT APPLICATION FOR ENROLMENT 2011

PROVIDER CODE – 02292M

Our Mission:
Cedars Christian College
A Christian community:
Inspiring learning
Developing leaders
Equipping for success

COURSE DESCRIPTION

Primary K to 6

This is a 7 year course for students aged from 5 years.

Secondary Junior – Years 7 to 10

Junior Secondary consists of stages – Stage 4 and Stage 5. Stage 4 contains mandatory curriculum covering all learning areas. Stage 5 includes elective subjects and upon successful completion the student may be awarded the NSW School Certificate

Secondary Senior – Years 11 to 12

Senior Secondary consists of a 2 year course (Year 11 Preliminary and Year 12 HSC) and upon successful completion students may be awarded the NSW Higher School Certificate.

All courses are studied on site at Cedars Christian College, Farmborough Heights, Australia

Students in Years 7 to 12 receive a student handbook at the beginning of each school year which contains information about assessments for that year.

Additional information about course content can be obtained from the Board of Studies website www.boardofstudies.nsw.edu.au

REFUND OF COURSE MONIES

- a. Cedars Christian College's refund policy applies to all course monies paid to the College.
- b. All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to the Principal.
- c. The College will refund within 28 days all course monies paid where the student's application for enrolment is refused by the College or the student produces evidence that the application made by the student for a student visa has been rejected by the Australian immigration authorities. This does not include the non-refundable application fee.
- d. Refunds for student default apply to tuition fees only. Course monies (excluding tuition fees) will be refunded on a pro rata basis proportional to the amount of time the student was studying in the course, except where a non-refundable payment on behalf of the student has been made.
- e. If the student does not provide written notice of withdrawal and does not start the course on the agreed starting date, only one term's (or ten weeks) tuition fees will be refunded from the annual tuition fee.
- f. The school will refund within 28 days of the receipt of written notification of withdrawal by the student (or parent(s)/legal guardian if the student is under 18) tuition fees paid by on behalf of the student less the amounts to be retained as agreed and detailed below.
 - i. If written notice is received up to 4 weeks prior to commencement of the course, the school will be entitled to retain an administration fee of 10% of the tuition cost.
 - ii. If written notice is received less than 4 weeks prior to commencement of the course 70% of the tuition fee will be refunded.
 - iii. If written notice is received within six months of the commencement date of the student's course, only one term's (or ten weeks) tuition fees will be refunded from the annual tuition fee.

- iv. If written notice is received more than six months after the commencement date of the student's course no refund of tuition fees will be made.
- g. No refund of tuition fees will be made where a student's enrolment is cancelled for any of the following reasons;
 - i. Failure to maintain satisfactory course progress (visa condition 8202)
 - ii. Failure to maintain satisfactory attendance (visa condition 8202)
 - iii. Failure to maintain approved welfare and accommodation arrangements (visa condition 8532)
 - iv. Failure to pay course fees
 - v. Any behaviour identified as resulting in enrolment cancellation in Cedars Christian College's Student Discipline Policy.
- h. In the unlikely event that Cedars Christian College is unable to deliver your course in full, you will offered a full refund of all course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided.
- i. 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.

The ESOS framework – providing quality education and protecting your rights

The Australian Government wants overseas students in Australia to have a safe, enjoyable and rewarding place to study. Australia's laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework and they include the *Education Services for Overseas (ESOS) Act 2000* and the *National Code 2007*.

Protection for overseas students

As an overseas student on a student visa, you must study with an education provider and in a course that can be found on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) at <http://cricos.dest.gov.au>. CRICOS registration guarantees that the course and the education provider at which you study meet the high standards necessary for overseas students. Please check carefully that the details of your course – including its location – match the information on CRICOS.

Your rights

The ESOS framework protects your rights, including:

- Your right to receive before enrolling, current and accurate information about the courses, fees, modes of study and other information from your provider and your provider's agent. If you are under 18, to ensure your safety, you will be granted a visa only if there are arrangements in place for your accommodation, support and welfare.
- Your right to sign a written agreement with your provider before or as you pay fees, setting out the services to be provided, fees payable and information about refunds of course money. You should keep a copy of your written agreement.
- Your right to get the education you paid for. The ESOS framework includes consumer protection that will allow you to receive a refund or to be placed in another course if your provider is unable to teach your course.

The ESOS framework sets the standards Australian education providers offering education services to overseas students must obey. These standards cover a range of information you have a right to know and services that must be offered, including:

- Orientation and access to support services to help you study and adjust to life in Australia
- Who the contact officer or officers is for overseas students
- If you can apply for course credit
- When your enrolment can be deferred, suspended or cancelled
- What your provider's requirements are for satisfactory progress in the courses you study and what support is available if you are not progressing well
- If attendance will be monitored for your course, and
- A complaints and appeals process.

One of the standards does not allow another education provider to enrol a student who wants to transfer to another course, but has not completed six months of the final course of study you plan to undertake in Australia. If you want to transfer beforehand you need your provider's permission. If you are under 18, to ensure your safety, you will be granted a visa only if there are arrangements in place for your accommodation, support and welfare.

AEI contact: telephone 1300 363 079 (local call costs), email: aei@dest.gov.au or visit the website: aei.dest.gov.au.

Your responsibilities

As an overseas student on a student visa, you have responsibilities to:

- Satisfy your student visa conditions
- Maintain your Overseas Student Health Cover (OSHC) for the period of your stay
- Meet the terms of the written agreement with your education provider
- Inform your provider if you change your address
- Maintain satisfactory course progress
- If attendance is recorded for your course, follow your provider's attendance policy, and
- If you are under 18, maintain your approved accommodation, support and general welfare arrangements.

Who?	Why?	How?
Your provider	For policies and procedures that affect you	<ul style="list-style-type: none"> • Speak with your provider • Go to your provider's website
Department of Education Science and Training (DEST)	For your ESOS rights and responsibilities	<ul style="list-style-type: none"> • www.aei.dest.gov.au/ESOS • ESOS Helpline • +61 2 6240 5069 • Email esosmailbox@dest.gov.au
Department of Immigration and Citizenship (DIAC)	For visa matters	<ul style="list-style-type: none"> • www.immi.gov.au • Phone 131 881 in Australia • Contact the DIAC office in your country.



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Nurturing for today – Equipping for tomorrow

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STUDENT APPLICATION FOR ENROLMENT

STUDENT DETAILS:

FAMILY NAME: _____ FIRST NAMES: _____

Australian Name (If applicable): _____

Age: _____ Date of Birth: _____ Male / Female _____ Religion: _____

Mobile Phone: _____ Email: _____

Student's Nationality: _____ Language spoken at home: _____

Passport Number: _____ Passport Expiry Date: _____

Country student will apply visa in: _____ Country of Birth: _____

Final level of education in home country: _____

International Students are required to demonstrate English language proficiency for admission into Year 7 – 12 studies at Cedars Christian College.

School Year requested: _____

Level of English (please circle):

A. Beginner/Elementary B. Pre-Intermediate C. Intermediate D. Upper intermediate/Advanced

English Test Scores:

TOEFL: _____ IELTS (A): _____ IELTS (G): _____ FCE: _____ Other: _____

PARENT/GUARDIAN DETAILS:

FATHER/GUARDIAN *(Please circle)* Title: _____ Living with student: Yes No

Surname: _____ Christian Names: _____

Address: _____ Post Code: _____

Phone: (H) _____ (W) _____ (M) _____

Email: _____ Marital Status: *Single Married Separated Divorced*

School Education Level: *Year 9 or lower Year 10 Year 11 Year 12*

Qualifications: *Bachelor Degree or above Adv. Diploma/Diploma Cert. I to IV (incl. trade cert.) No non-school qualification*

Employer: _____ Occupation: _____

Country of Birth: _____ Nationality: _____

Language spoken at home, other than English: _____

MOTHER/GUARDIAN *(Please circle)* Title: _____ Living with student: Yes No

Surname: _____ Christian Names: _____

Address: _____ Post Code: _____

Phone: (H) _____ (W) _____ (M) _____

Email: _____ Marital Status: *Single* *Married* *Separated* *Divorced*

School Education Level: *Year 9 or lower* *Year 10* *Year 11* *Year 12*

Qualifications: *Bachelor Degree or above* *Adv. Diploma/Diploma* *Cert. I to IV (incl. trade cert.)* *No non-school qualification*

Employer: _____ Occupation: _____

Country of Birth: _____ Nationality: _____

Languages spoken at home, other than English: _____

GUARDIAN DETAILS IN AUSTRALIA

Guardian's Family Name: _____ First Names: _____

Address: _____ Postcode: _____

Home Telephone Number: _____ Mobile Phone: _____

Work Telephone Number: _____

CHURCH DETAILS:

Is your family involved in a Christian Church? Father Mother Applicant

Level of involvement: *Very Involved* *Regularly* *Rarely* *None*

Church name and denomination: _____

Indicate if applicant attends: Church Sunday School Youth Group Other

Church name and denomination: *(if different to above)* _____

PAYMENT OF FEES:

Surname: _____ Initials: _____ Title: _____

Billing Address: _____ Post Code: _____

Relationship to student: _____

Father/Guardian: _____ Mother/Guardian: _____
Signed: _____ Dated: _____ Signed: _____ Dated: _____

Note: The following items must accompany this application

- Your bank draft for \$50 application fee per student
- A copy of school reports from the previous 12 months
- A copy or extract of the child/ren's birth certificate/s or passport/s
- Evidence of English language subject study OR Certificate of Attainment from ELICOS centre
- A signed copy of the Conditions of Enrolment for all sections listed below

DECLARATION:

Agreement to General Conditions of Enrolment

I/We have read and understood the enclosed Conditions of Enrolment and agree to abide by the terms and conditions outlined therein.

I/We have read and understood the Deferment, Suspension & Cancellation Policy and Procedures and agree to abide by the terms and conditions outlined therein.

I/We declare that all the details provided in this application for _____ are correct to the best of my/our knowledge and belief.

I/We have read the Information Booklet, particularly the Enrolment Conditions, Student Welfare, Schedule of Fees and Uniform Requirements and agree wholeheartedly with the College's aims and objectives in these matters. I/We agree with the Cedars Christian College Statement of Faith. I/We are satisfied with the welfare and support services and arrangements offered by the school. I/We also understand that personal information may be made available by the Provider to Commonwealth and State agencies and the ESOS Assurance Fund Manager (Section 51 of the National Code).

I/We have read the Information Booklet, particularly the Enrolment Conditions, Student Welfare, Schedule of Fees and Uniform Requirements and agree wholeheartedly with the College's aims and objectives in these matters. I/We agree with the Cedars Christian College Statement of Faith.

Father/Guardian: _____ Mother/Guardian: _____
Signed: _____ Dated: _____ Signed: _____ Dated: _____

Student Declaration (If in years 9-12) Signed: _____ Dated: _____

Agreement to Cedars Christian College Conditions of Enrolment

I/We accept the Conditions of Enrolment of Cedars Christian College and hereby apply to have the named student enrolled in the Cedars Christian College. I/We hereby consent to the student named attending all supervised activities and excursions approved by the Principal and authorize the school, in the event of any emergency, to secure ambulance and/or medical attention. I/We acknowledge that the school accepts no responsibility for accidents incurred on authorised excursions or during school activities.

I/We understand that this application and the application fee of \$50 does not guarantee enrolment of my/the student and that the Board may need to use other procedures such as interview to make its final decision.

Father/Guardian: _____ Mother/Guardian: _____
Signed: _____ Dated: _____ Signed: _____ Dated: _____

Conditions of Enrolment - General

1. That the student will have a guardian (including students over 18 years). The guardian must be a direct relative, unless authorised by Cedars Christian College. All guardians MUST be approved by Cedars Christian College and provide the school with a police report check.
2. That the student will participate fully in the life and program of the school.
3. All enrolments must comply with the regulations set down by the Australian Government.
4. That the school will from time to time take photos and videos of children partaking in school activities. These images may be used by the school for promotional purposes.
5. **The Conditions of Enrolment criteria does not remove your right to take further action under Australia's consumer protection laws nor does it circumscribe the student's rights to pursue other legal remedies. (National Code Sections 43-44 and ESOS Act 2000, Sections 27-32)**
6. Any student who applies as an Overseas Student and wishes to change to Permanent Resident, must provide the school with 2 terms notice of this change. There will be no cash refund of monies paid. The money will be credited into the student's account after the 2 term period and used to cover the local tuition fees. If the student leaves Cedars Christian College, there will be no refund of fees.
7. The College will provide at least 3 weeks notice of any intention to relocate the college premises.

Conditions of Enrolment - General

1. That the parents understand that Cedars Christian College upholds the values of Christian education and undertakes to support this aspect of the school's policy.
2. That the parents/guardian accept the right of the school to employ such discipline as it deems wise and expedient for the student and agree to uphold in every way possible the school's authority and right to administer appropriate discipline, in accordance with the policies of the school. (N.B. the under government requirements, the school does not use corporal punishment).
3. That the parents/guardians undertake to provide the student with the correct uniform approved by the school, and to ensure that the student is always sent to school neatly and modestly dressed in the required uniform.
4. That the parents/guardians undertake to provide the student with all necessary books and other equipment of a personal nature that may be required by the school.
5. Confirmation of the place is made by the payment of all monies outlined in the acceptance letter. This should be paid immediately. Payment is most appropriately made by Bank draft.
6. Any student who is enrolled at Cedars Christian College and fails to commence the course nominated will forfeit all monies paid. The necessary Government authorities will be notified accordingly. (Exception: anyone who is enrolled and is denied a visa will receive a full refund less \$50. In this case written evidence must be provided from the appropriate Australian Government agency).
7. Subsequent Tuition Fees must be paid in full upon receipt of an account and within the time period shown on the account.
8. **Parents/guardians must give at least one (1) Semester's notice in writing of termination of enrolment and failure to do so will mean forfeiture of any Fees paid. This applies to each student in the family who is leaving in lieu of notice.**
9. **No refund is payable after you have commenced studying the course or does not start a course on the agreed date or withdraws before its completion.**
10. That the school may suspend or terminate enrolment as its discretion for failure to comply with these conditions or any other serious breach of the school's rules and regulations. That failure to follow school policy will result in cancellation of enrolment and notice given to DIMIA.
11. No refund on termination of enrolment.

12. Cedars Christian College will provide all possible welfare and support services and the parents/guardians have made themselves aware of the arrangements offered by the school.
13. The guardian will be made fully aware of the enrolment conditions. The school at all times fosters open and regular communication.

(The above procedures are in accordance with the ESOS Act National Code paragraph 42. These do not remove the right to take further action under Australia's consumer protection laws.)

Conditions of Enrolment - General

International Students are required to demonstrate English language proficiency for admission and continuation into Years 7 to 12 at Cedars Christian College. The results from the Academic and General International English Language Testing Systems (IELTS) and equivalent English examinations are used in conjunction with school subject reports to determine the readiness of students for Years 7 – 9 course and candidates for the NSW Board of Studies Year 10 School Certificate, the Year 11 Preliminary Certificate and they Year 12 Higher School Certificate. For admission into Year 10 for Term 4, students are required to demonstrate English language proficiency for Year 11.

Minimum English Proficiency Scores

Year	IELTS	
7	General Test Score	4.5 (minimum in all Bands)
8	General Test Score	5.0 (minimum in all Bands)
9	General Test Score	5.5 (minimum in all Bands)
10 (Terms 1,2,3)	Academic Test Score	4.5 (minimum in all Bands)
10 (Term 4)	Academic Test Score	5.0 (minimum in all Bands)
11	Academic Test Score	5.0 (minimum in all Bands)
12	Academic Test Score	5.5 (minimum in all Bands)



1) Deferment of commencement of study requested by student

- a) Cedars Christian College will only grant a deferment of commencement of studies for compassionate and compelling circumstances. These include but are not limited to:
 - i) illness, where a medical certificate states that the student was unable to attend classes
 - ii) bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
 - iii) major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies
 - iv) a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports)
- b) The final decision for assessing and granting a deferment of commencement of studies lies with the Deputy Principal.
- c) Deferment will be recorded on PRISMS depending on the students CoE status.

2) Suspension of study requested by student

- a) Once the student has commenced the course, the College will only grant a suspension of study for compassionate and compelling circumstances. These include but are not limited to;
 - i) illness, where a medical certificate states that the student was unable to attend classes
 - ii) bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
 - iii) major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies
 - iv) a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports)
- b) Suspensions will be recorded on PRISMS.
- c) The period of suspension will not be included in attendance calculations.
- d) The final decision for assessing and granting a suspension of studies lies with the Deputy Principal.

3) Assessing requests for deferment or suspension of studies

- a) Applications will be assessed on merit by the International Student Registrar and Deputy Principal.
- b) All applications for deferment or suspension will be considered within ten (10) working days.

4) Exclusion from class (1 – 28 days)

- a) Cedars Christian College may exclude a student from class studies on the grounds of misbehaviour by the student. Exclusion will occur as the result of any behaviour identified as resulting in exclusion in the College's Student Welfare and Behaviour Management Policy.
- b) Excluded students must abide by the conditions of their exclusion from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Deputy Principal.
- c) Where the student is provided with homework or other studies for the period of the exclusion, the student must continue to meet the academic requirements of the course.
- d) Exclusions from class will not be recorded on PRISMS.
- e) Periods of 'exclusion from class' will not be included in attendance calculations as per the College's Course Progress and Attendance Policy.

5) School initiated suspension of studies (28 days +)

- a) Cedars Christian College may initiate a suspension of studies for a student on the grounds of misbehaviour by the student. Suspension will occur as the result of any behaviour identified as resulting in suspension in College's Student Welfare and Behaviour Management Policy.
- b) Suspended students must abide by the conditions of their suspension from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Deputy Principal
- c) Students who have been suspended for more than 28 days are required to return to their home country by DIAC unless special circumstances exist (e.g. the student is medically unfit to travel).
- d) If special circumstances exist, the student must abide by the conditions of his or her suspension which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Deputy Principal.
- e) Suspensions will be recorded on PRISMS.
- f) The period of suspension will not be included in attendance calculations.

6) Cancellation of enrolment

- a) Cedars Christian College will cancel the enrolment of a student under the following conditions;
 - i) Failure to pay course fees
 - ii) Failure to maintain approved welfare and accommodation arrangements (visa condition 8532)

- iii) Any behaviour identified as resulting in cancellation in College's Student Welfare and Behaviour Management Policy.
- b) Cedars Christian 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.

7) Complaints and Appeals

- a) Student requested deferment and suspension are not subject to Cedars Christian College's Complaints and Appeals Policy.
- b) Exclusion from class is subject to the College's Complaints and Appeals Policy.
- c) Suspension initiated by the College, where the suspension is to be recorded in PRISMS, and cancellation are subject to the College's Complaints and Appeals Policy.
- d) For the duration of the appeals process, the student is required to maintain your enrolment and attendance at all classes as normal. The [insert position] will determine if participation in studies will be in class or under a supervised arrangement outside of classes.
- e) If students access the College's complaints and appeals process regarding a College initiated suspension, where the suspension is recorded in PRISMS, or cancellation, the suspension or cancellation will not be reported in PRISMS until the complaints and appeals process is finalised, unless extenuating circumstances relating to the welfare of the student apply.
- f) Extenuating circumstances include;
 - i) the student refuses to maintain approved welfare and accommodation arrangements (for students under 18 years of age)
 - ii) the student is missing
 - iii) the student has medical concerns or severe depression or psychological issues which lead the school to fear for the student's wellbeing
 - iv) the student has engaged or threatened to engage in behaviour that is reasonably believed to endanger the student or others
 - v) is at risk of committing a criminal offence, or
 - vi) the student is the subject of investigation relating to criminal matters
- g) The use of extenuating circumstances by Cedars Christian College to suspend or cancel a student's enrolment prior to the completion of any complaints and appeals process will be supported by appropriate evidence.
- h) The final decision for evaluating extenuating circumstances lies with the Principal.

8) Student Advice

- a) Deferment, suspension and cancellation of enrolment can have an effect on a student's visa as a result of changes to enrolment status. Students will be informed to contact the Department of Immigration for advice.

9) Definitions

- a) Day – *any day including weekends and public holidays in or out of term time*



Please read the attached Deferment, Suspension and Cancellation Policy before filling out this form to see if you meet the requirements to be granted a deferment of commencement or suspension of studies.

Student name..... Grade.....

Current Address in Australia

.....

Address in home country.....

.....

Phone No Mobile No

Email address.....

I am applying for *(please tick one box)*:

A deferment of commencement of studies

A suspension of studies

Please state the reason you wish to transfer to defer/suspend your studies

.....

.....

Attach any relevant supporting documentation.

This application will be assessed once all documentation has been received. The College may ask for more documentation if required. Applications are usually processed in ten (10) working days. Deferment and suspension of enrolment can have an effect on a student's visa as a result of changes to enrolment status. Please contact the Department of Immigration on 131 881 or contact the local DIAC office to see if this will affect you.

Students who have not yet commenced their studies at Cedars Christian College will also need to contact DIAC in case there is any effect on their student visa as a result of changes to enrolment or CoE status.

Student signature..... Date.....