



Annex 2 International Students

Enrolment Policy

Materials Provided

Receipt of an Enrolment Enquiry:

- Prospectus
- Other documents including:
 - Enrolment Policy
 - Teaching and Learning
 - Facilities List
 - Cancellation, Suspension and Deferment Policy
 - Refund Policy
 - ESOS information.

Receipt of an Application for Enrolment when a Place is Offered

- Letter of Offer
- Terms and Conditions form for parent signature
- Excursion Permission form for parent signature
- Letter of Agreement for parents' and student's signature
- Refund Policy
- Cancellation, Suspension and Deferment Policy
- Transfer Policy
- Accommodation and Welfare Policy

When Fees are Paid

- Confirmation of Enrolment
- Confirmation of Approval of Accommodation Welfare (CAAW) form if required
- Medical form

Enrolment Interview

- Senior School Handbook
- Uniform List
- Booklist
- Extra-curricular activities booklets such as Music Tuition, Swimming and Tennis

Orientation Program (Whole School and International)

- International Student Handbook
- Guide to Melbourne
- Homestay booklet if appropriate (from IDP)
- Medibank card
- Medibank information
- Customs information form the Australian Customs Service
- Quarantine information from Australian Quarantine Service
- Link-Q card for 24 hour emergency contact
- Orientation Book