



## OVERSEAS STUDENT ENROLMENT APPLICATION FORM

(includes Admission Procedures and Policies)

CRICOS Provider No. 02266B

**When submitting this application, please provide copies of the following original documents. Only legible copies will be accepted where the application is being made from outside Australia, but original documents must be provided on arrival at the school.**

- Student's passport and visa details and Birth Certificate
- Photo identification of BOTH parents (passport or current driver's licence) AND guardians if available.
- Most recent English Language test results
- Current transcripts of school reports and test results.
- Where a medical condition exists, a letter from the child's doctor outlining the condition and treatment required.
- Medicare Card or Proof of Overseas Student Health Care Cover Policy Details
- Immunisation history
- Any current custody documents (if applicable).

### Student information

Proposed start date \_\_\_\_\_ Proposed completion date \_\_\_\_\_

Applying to enter year/class level \_\_\_\_\_ Languages spoken \_\_\_\_\_

Are you currently attending school in Australia? NO  YES  Date started \_\_\_\_\_

Name of school \_\_\_\_\_

Have you taken a recognised English Language test (e.g. IELTS) ? YES  NO

Name of test \_\_\_\_\_ Score \_\_\_\_\_ Date of test \_\_\_\_\_

(Copy of most recent English language test results ***must*** accompany this application form)

### Student details

Surname \_\_\_\_\_ First names \_\_\_\_\_ Male / Female

Date of birth \_\_\_\_\_ Current School \_\_\_\_\_ Year level \_\_\_\_\_

Main language(s) spoken at home \_\_\_\_\_ Nationality \_\_\_\_\_

Passport No. \_\_\_\_\_ Expiry date \_\_\_\_\_

Do you hold a current Australian visa? YES  NO  If yes, what type? \_\_\_\_\_

Where will you lodge the student visa application? Country \_\_\_\_\_ City \_\_\_\_\_

***If currently living outside Australia, please provide your overseas address. If you are already living in Australia, please provide your Australian address.***

Address : \_\_\_\_\_ Suburb/town \_\_\_\_\_

Post code \_\_\_\_\_ Country \_\_\_\_\_ Home phone \_\_\_\_\_

Mobile phone \_\_\_\_\_ email address \_\_\_\_\_

Transferring from another education provider ?  NO  YES - date started with that provider \_\_\_\_\_

### **Father**

Surname \_\_\_\_\_ First names \_\_\_\_\_

Address \_\_\_\_\_ Suburb/town \_\_\_\_\_

Post code \_\_\_\_\_ Country \_\_\_\_\_

Home phone \_\_\_\_\_ Mobile phone \_\_\_\_\_

Email address \_\_\_\_\_

Job/Occupation \_\_\_\_\_ Main language spoken at home \_\_\_\_\_

What is the highest level of schooling completed? \_\_\_\_\_

What is the highest educational qualification completed? (Circle) No non-school qualification

Certificate I-IV (inc. trade certificate)    Diploma/Advanced Diploma    Bachelor degree or above

Contact details in case of emergency \_\_\_\_\_

### **Mother**

Surname \_\_\_\_\_ First names \_\_\_\_\_

Address \_\_\_\_\_ Suburb/town \_\_\_\_\_

Post code \_\_\_\_\_ Country \_\_\_\_\_

Home phone \_\_\_\_\_ Mobile phone \_\_\_\_\_

Email address \_\_\_\_\_

Job/Occupation \_\_\_\_\_ Main language spoken at home \_\_\_\_\_

What is the highest level of schooling completed? \_\_\_\_\_

What is the highest educational qualification completed? (Circle) No non-school qualification

Certificate I-IV (inc. trade certificate)    Diploma/Advanced Diploma    Bachelor degree or above

Contact details in case of emergency \_\_\_\_\_

### **Nominated Legal Guardian (if applicable)**

Surname \_\_\_\_\_ First names \_\_\_\_\_

Address \_\_\_\_\_ Suburb/town \_\_\_\_\_

Post code \_\_\_\_\_ Country \_\_\_\_\_ Home phone \_\_\_\_\_

Mobile phone \_\_\_\_\_ Email address \_\_\_\_\_

Relationship to student \_\_\_\_\_

Best contact details in case of emergency \_\_\_\_\_

**If you are using an Education Agent:**

Agency name \_\_\_\_\_ ABN \_\_\_\_\_

Work Phone \_\_\_\_\_ Mobile Number \_\_\_\_\_

Business address \_\_\_\_\_

Contact person \_\_\_\_\_ Email \_\_\_\_\_

Academic reports and fee invoices should be sent to: Agent  Parent/Guardian

**Proposed accommodation / welfare details**

Student will reside with parents or suitable nominated relative

Student will reside with a guardian

(full details are to be provided on this form)

Details of proposed guardian or suitable nominated relative, including address and contact details: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Family history / Medical questionnaire**

Does the student have any current illness or physical disability? If yes, please provide details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is the student fully immunized? NO  YES  Please provide records

Overseas Student Health Care cover fund details \_\_\_\_\_ Exp date \_\_\_\_\_  
Please provide copy

**Has your child has ever experienced any of the following conditions and provide a brief description, write YES or NO and then provide details as needed.**

<b>Condition</b>	<b>Details / description</b>	<b>Date of last occurrence</b>
Asthma		
Allergies (food)		
Allergies (medicine)		
Allergies (other)		
Colds		
Convulsions		
Depression		
Diabetes		
Dizziness		
Ears / hearing		
Epilepsy		
Eyes		
Heart		
Mental Illness		
Nerves		
Nose (includes frequent nosebleeds)		
Sleep difficulties		
Speech		
Surgical operation		
Throat		
Any medication requirements (prescribed or otherwise)		

**Family Information**

What is the current family structure?  Two parent family  Parents divorced/separated/deceased/single

Details \_\_\_\_\_

Please provide details/copies of any legal custody arrangements or current court orders if applicable.

Please list students' siblings including sex and age: \_\_\_\_\_

Religion \_\_\_\_\_ (this question is optional)

**Personal Information** – student to answer if possible (parents should assist younger students)

Which subjects are you most interested in? \_\_\_\_\_  
\_\_\_\_\_

What do you want to do in life? \_\_\_\_\_  
\_\_\_\_\_

Which subjects do you do well in? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there any academic subjects or personal areas you feel you need help with? If so, what are they and what do you believe is causing the difficulty?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been suspended or expelled from any school on grounds of violent behaviour or inappropriate conduct?

YES  NO

If yes, provide details:  
\_\_\_\_\_  
\_\_\_\_\_

What would you like to accomplish at The Athena School? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any specific goals in life? \_\_\_\_\_  
\_\_\_\_\_

What sort of things do you like to do when you are not at school with friends and/or family: \_\_\_\_\_  
\_\_\_\_\_

Anything you wish to make known? \_\_\_\_\_  
\_\_\_\_\_

**Questions for Parent/s:**

How many hours of TV/computer use does your child spend each week? \_\_\_\_\_

What is your child's usual diet? Breakfast, lunch, dinner: \_\_\_\_\_  
\_\_\_\_\_

Does your child have any difficulties sleeping? YES/NO *If yes, please provide details:* \_\_\_\_\_

What time does your child go to bed? Weekdays \_\_\_\_\_ Weekends \_\_\_\_\_

Does your child have any specific fears or aversions? \_\_\_\_\_

Do you have any discipline problems at home or in previous schools? \_\_\_\_\_

Has your child ever been prescribed medication to address any mental health problems? If so, please provide details:

What is your child's attitude to:

School? \_\_\_\_\_

Teachers? \_\_\_\_\_

Homework? \_\_\_\_\_

Does your child read at home? YES/NO If so, what sort of material? \_\_\_\_\_

Why do you feel The Athena School is the best school for your child? \_\_\_\_\_

Have you seen The Athena School website? YES  NO

Have you been given an Athena School Pre-enrolment Information Pack? YES  NO

What made you select Australia as the destination for your child's education? \_\_\_\_\_

# **ENROLMENT POLICY REQUIREMENTS AND PROCEDURES**

## **English Language Requirements**

All students must provide The Athena School Ltd. with transcripts of their schooling up to this point and must satisfy the school's minimum English language requirements (IELTS at least 5 for High School, IELTS at least 4 for Primary Years 5-6 School and no requirement for Primary Years K-4 although they must have at least sufficient English language ability to function in an English speaking classroom). Our Quality Assurance department will assess the student's records and determine if they satisfy all study-level requirements.

## **Overseas Student Health Cover**

It is a condition of enrolment that students maintain Overseas Student Health Cover (OSHC) for the duration of their student visa.

## **Student attendance**

Students are required to attend a minimum of 80% of all scheduled classes each calendar year. Where a student plans to be absent for a week or more during a school term, they must have written approval from parents/guardian and the school prior to commencement.

Any absence of 3 or more days due to illness requires a doctor's certificate.

Leave which is approved on the grounds of compelling or compassionate circumstances is not counted on attendance records. This could include, but is not limited to:

- 1) bereavement of family member, close relative or friend
- 2) illness, where a medical certificate states that the student was unable to attend class
- 3) being involved in an accident or other traumatic incident
- 4) inability to begin studying on the course commencement date due to delay in receiving a student visa

Attendance forms part of the conditions of the student visa. Violations will be reported to the Dept. of Immigration and Citizenship, which may jeopardize the student's visa.

## **Course Requirements**

On arrival at the school students will be given a Student Information Pack as part of the Orientation Program, which includes a copy of the school rules and procedures. All students are expected to know and follow these rules at all times.

After being interviewed and assessed with regard to study and language ability, students are given a personal study program written in accordance with the NESA (NSW Education Standards Authority). Our teaching staff will ensure they understand what is required and student progress will be regularly monitored. It is anticipated that all students will apply themselves to their course requirements and work diligently to achieve the best possible result from their studies.

The Athena School Ltd. provides a Quality Assurance Department, where students can receive individual tutoring and assistance in any area of study, where they are not making maximum possible progress. Where there are personal issues, these may also be addressed and if support specialists are required from outside the school, referrals will be arranged at no charge to the student.

Our staff are caring and approachable. It is expected that students will report all difficulties either to the class teacher or (in the case of welfare issues) to the Overseas Student Contact Officer, who will work in coordination with school staff to resolve the matter to the best possible outcome.

## Student suspension or expulsion

The Athena School Ltd. may suspend or cancel a student's enrolment on the grounds of serious misbehaviour. Unless circumstances are extreme and necessary to preserve the safety and well-being of other students and staff, this measure would only be taken following fair and reasonable attempts to resolve the matter. Parents/guardians would be expected to work with school staff to an optimum resolution.

## Accommodation and Welfare requirements

Under migration regulations, student visa applicants under the age of 18 must demonstrate that they will be accompanied by a parent / legal custodian or a suitable relative OR that the student's education provider approves arrangements for the student's accommodation, support and general welfare.

The Athena School Ltd. does not itself provide or recommend accommodation or guardianship arrangements for students under the age of 18 Years. It does however inspect and approve or disapprove accommodation and welfare arrangements originated by the student's parents or legal guardian in accordance with Standard 5 of the National Code 2007. Where the school is required to verify welfare arrangements, a physical inspection of the proposed accommodation by a representative of the school may be required.

This will verify living quarters are reasonably clean and orderly, all basic amenities are provided (sufficient food, suitable sleeping arrangements, study space and that there is no obvious problem which may negatively influence the student's wellbeing. By personally meeting the guardian, the Overseas Student Contact Officer will confirm that sufficient care and interest in the student will be taken for the duration of their welfare period.

Where the accommodation / welfare arrangements have been approved by The Athena School Ltd., written consent from both the school and the student's parents must be obtained before any changes are made.

If a student changes his or her living arrangements without approval from the school, the student is in breach of their student visa conditions and the Department of Immigration and Citizenship will be notified. The student's visa may become subject to cancellation.

## Maintaining visa requirements

To fulfill visa obligations students must:

- 1) Maintain their enrolment, which means all fees and charges need to be paid in full and paid on time,
- 2) Attend at least 80% of classes in each calendar year.
- 3) Achieve satisfactory academic results, as determined by the Quality Assurance Dept. within the allocated course duration following their Individual Education Program.
- 4) Maintain accommodation / welfare arrangements (if approved by the school). Any changes are only made with the approval of the Overseas Student Contact Officer.

## Transferring to another education provider

Students are permitted to apply to transfer to another registered education provider **after** attending their initial six months of enrolment at The Athena School Ltd. Similarly, students can apply to transfer **to** The Athena School Ltd. after their first six months of study with another provider. Policy exists which supports student transfers in and out of the school **prior** to the completion of their initial six months, under certain circumstances. This policy is available on request and should be understood before any changes to student enrolment are made.

## Refunds

The Application Fee of \$120 is non-refundable. Where a student visa is not granted and the student is therefore unable to arrive a full refund of fees will be made minus the lesser of the following amounts: a) 5% of the total amount of course fees or, b) \$500.00. Email [enquiries@athena.nsw.edu.au](mailto:enquiries@athena.nsw.edu.au) with a copy of the refusal of visa.

In keeping with The Athena School Ltd. Fee Policy, 4 weeks' written notice is required where a student plans to leave, or 4 weeks' fees will be charged in lieu. Where a student leaves mid- term, tuition fees for the remainder of that term will not be refunded.



## Fee Increase

The Athena School Ltd. reserves the right to increase tuition fees gradually at the end of each school year. Parents/guardians will be notified in writing and allowance for this must be made.

## Complaints and Appeals

All students and parents/guardians are welcome to appeal a decision made by the governing body of the school or school staff whilst representing the school. They may also register complaint, where they believe a school-related issue has not been dealt with fairly.

All complaints and appeals must be in writing, give full specifics and be written without malice. They are to be addressed to the Overseas Student Contact Officer, who will follow the school's Complaints and Appeals Policy until the issue is resolved. The final decision on formal complaints and appeals rests with the Executive Council of the school.

## Declaration

I/we, \_\_\_\_\_ being the parents/guardian of  
(Parents' full names)

\_\_\_\_\_ Date of Birth \_\_\_\_\_  
(Child's full name)

I/we give permission for The Athena School Ltd. staff to apply first aid to our child in the event of an emergency, including transport by ambulance or private vehicle to hospital or medical centre. In the event that the nominated emergency contacts cannot be located, I/we further consent to the medical, surgical and hospital care, treatment or procedure deemed immediately necessary or advisable to safeguard the health of my/our child.

I/we accept full responsibility for all medical/ambulance costs incurred by my/our child and understand that medical costs may need to be paid prior to claiming Overseas Health Care Fund entitlements.

I/we have disclosed any medical condition our child has to the school and to the guardian.

I/we understand that the school cannot accept or continue to educate any student who has no desire to be educated or who is not at the school willingly. Also that the school has the right to refuse any applicant or to dismiss any student misrepresented during enrolment or whose conduct or influence is unsatisfactory in the opinion of the school.

To the extent permitted by applicable law, I/we agree to hold The Athena School Ltd.\*, including The Athena High School, harmless from any liability for any injuries, damages or illness of whatsoever type or kind occurring to my child or occasioned by them, while in the care of the school, including but not limited to any excursion, or in any other activity connected with the school.

I/we give permission for our child to participate in school activities held on occasion outside the premises.

I/we hereby give permission for the use of pictures of our child or his/her written materials, whole or summarized, in promotional materials of the school and occasionally by organizations we visit on school excursions.

To the extent permitted by applicable law, I/we agree to give up the right of claim or course of action against The Athena School Ltd. or any group or organization licensed by Applied Scholastics International arising out of or in any way connected with the schooling of our child.

I/we certify that our child's health and physical condition are both suitable for the performance of school activities and that our child has not been suspended or expelled from any school, nor found guilty of any violation of the law.

I/we will notify The Athena School of any past or present court summons or warrants that my child has been involved in before entry to the school.

I/we understand that L. Ron Hubbard is the originator of the education, administration and ethical principles used in the school and that our child will receive their education in accordance with these writings.

I/we understand that the Montessori program is delivered in the Prep class.

The school is an independent and secular group, registered in New South Wales as an Association, operated by a Board of Directors and licensed through Applied Scholastics International.

Where custody and/or guardianship is joint, both parties are to sign, showing their agreement.

We apply for enrolment of our child as an Overseas Student at The Athena School Ltd. 28 Oxford Street, Newtown, NSW, Australia. We do so having read and understood the policies contained in this application form and understand that further information on these policies is available on request.

We understand that we should keep a copy of all written agreements for our records.

\_\_\_\_\_

Parent name (Print)

Signature

Date

\_\_\_\_\_

Parent name (Print)

Signature

Date

