



**Mentone
Girls'
Grammar
School**

CRICOS Registered Provider 00324B
CRICOS Course No: 011309K

**Admissions & Enrolment Information
Full Fee Paying Overseas Students**

ABOUT MENTONE GIRLS' GRAMMAR SCHOOL

Mentone Girls' Grammar School is one of the finest schools for girls in the Melbourne bayside area. Set in a distinctive single campus location by the bay, with convenient transport facilities, we offer the advantages of a seamless Kinder to Year 12 education.

Founded in 1899, generations of staff, students and parents have been proud to be part of this vibrant, caring and highly successful learning community. Our approach blends the best of tradition with contemporary flair.

We offer a warm, caring, environment rich in cultural diversity with students from countries including Japan, China, Korea, Taiwan, Indonesia and India. The School welcomes International Students who play an important role in the cultural enrichment of our School, contribute to the broader life of the school and the school community and who participate in the many extra curricular activity opportunities that exist at the School.

Mentone Girls' Grammar School
11 Mentone Parade, Mentone, Victoria, Australia 3194
CRICOS: 00324B

Principal: Mrs Fran Reddan
Registrar: Ms Wendy Meier
International Students Co-ordinator: Ms Alison Ross
Website: www.mentonegirls.vic.edu.au

LOCATION

Mentone Girls' Grammar School is situated in the suburb of Mentone, on the east coast of Port Phillip Bay, 18 km from the Melbourne Central Business District. The school is ideally located between the city of Melbourne and the holiday beach atmosphere of the Mornington Peninsula. Mentone is a quiet, family-orientated residential area. Melways Street Directory Map reference 86 K8 (www.street.directory.com.au). The school is well served by public train and bus services as well as a private bus service.



Mentone Girls'
Grammar School



TERM DATES 2009

Term 1	29 January to 3 April	Term 2	21 April to 25 June
Term 3	14 July to 11 September	Term 4	5 October to 9 December

FACILITIES

Mentone Girls' Grammar School facilities aim to integrate educational philosophy and practice with the physical environment and resources.

Features of the campus include:

- The award-winning Cobbalanna Senior College; a pre-tertiary learning centre for students in Years 11 and 12.
- The Junior School with specialised facilities, including Auditory Plus technology
- Comfortable, air-conditioned classrooms
- The Simpsons Art Centre, including facilities for photography and ceramics
- Dedicated science wing
- Well-resourced Library
- Multi-media laboratories
- Performing Arts spaces and much more

For more information, visit our website www.mentonegirls.vic.edu.au

ENGLISH REQUIREMENTS

All instruction at Mentone Girls' Grammar School is in English and all full fee paying overseas students entering the School must complete an Australian Education Assessment Services (AEAS) English Proficiency Test or an IELTS test prior to commencement.

Required Test Scores:

Non-direct entry to Years 7 to 10: AEAS Score of at least 36 or an IELTS score of 4.0 (with between 12-20 weeks intensive English, or as indicated by test results)

Direct entry to Years 7 to 10: AEAS Score of at least 61 or an IELTS score of 5.0

Direct entry to Years 11 to 12: AEAS Score of at least 71 or an IELTS score of 5.5

(The above direct entry scores are a guideline only and depending on the student's academic reports and AEAS/IELTS recommendations, students may still be required to complete further English language studies prior to commencement.)

Mentone Girls' Grammar School may consider the following for entry into Years 7 – 10 with An offer of a place is conditional on the AEAS or IELTS test results and recommendations. Students who are required to undertake an intensive English language course as indicated by AEAS/IELTS, must do so prior to commencement at Mentone Girls' Grammar School.

For more information on AEAS testing please go to www.aeas.com.au

For more information on IELTS testing please go to www.ielts.org

NOTE: Intensive English classes are available at local English Language Centres in Melbourne and must be arranged directly with the selected centre.

ESL Support Lessons: Mentone Girls' Grammar School provides English as a Second Language (ESL) tuition with individual and small group classes to improve oral and written skills. Students work on



ESL specific material (textbooks, work sheets, CDs, internet tasks etc) and also on subject specific vocabulary and year level curriculum. The ESL teacher assists students with homework, assignment tasks and preparation for tests and examinations.

Facilities, Equipment and Resources: ESL students have access to the Kerferd Library with computers, laptops, printed resources (ie textbooks, magazines, reference books etc), specific ESL software and video and audio material.

HOW TO APPLY FOR ADMISSION TO MENTONE GIRLS' GRAMMAR SCHOOL

In order to assess a student's qualifications, experience and English language proficiency, the following documentation is required to be mailed, faxed or emailed to the Registrar:

1. Copy of the student's most recent School Report and any assessment of special learning needs (speech, hearing, etc) (translated into English).
2. Copy of the student's AEAS (Australian Education Assessment Service) report. Mentone Girls' Grammar School is guided by the recommendations of the AEAS (Australian Education Assessment Service) report about the need to complete an intensive English language course in Australia. (See page 3)
3. DIAC (Department of Immigration and Citizenship) eligibility assessment.
4. Copy of passport (including passport number, expiry date and photo). The procedure for enrolment is outlined in point form below.

Enrolment Procedure

1. Application Form to be completed and signed by both parents.
2. Payment of non-refundable Application Fee of A\$100.
3. Most recent School report – translated into English.
4. The above documents to be mailed to:
The Registrar
Mentone Girls Grammar School,
PO Box 42, Mentone, Victoria 3194
Australia
OR faxed to The Registrar on 613 9581 1299
OR emailed to The Registrar at wmeier@mentonegirls.vic.edu.au
5. AEAS assessment.
6. The Department of Immigration and Citizenship (DIAC) processing the student's Visa Application will request confirmation of enrolment from the Education Provider (School). An eCoE (electronic Confirmation of Enrolment) will be sent to the Embassy **after** receipt of payment of the Admission Fee, Medical Levy and one semester's Tuition fees (see Schedule of Fees).
7. Copy of passport (including passport number, photo and expiry date).

An application form can be found in Appendix A.



BUSINESS REGULATIONS

1. REGISTRATION

An Application Fee of A\$100 is payable when the Application Form is lodged.

2. WAITING LIST

If a place in the School cannot be offered, the child's name will be included on a waiting list without further fee.

3. ADMISSION

- a. When the Embassy processing the Student Visa Application requests Confirmation of Enrolment from the School, a place is reserved subject to receipt of the Admission Fee, Medibank Levy and one semester's Tuition Fee (See Schedule of Fees).
- b. The Admission Fee is non-refundable and set aside for future scholarship endowment of the School. The amount of the Admission Fee is subject to review and change from time to time by the School Council.
- c. The Admission Fee is A\$1,000 for the first daughter in a family and A\$500 for each subsequent daughter, with a concession for those entering at Year 11 or 12 where the fee is only \$500.

4. FEES

- a. Fee levels are determined by School Council on an annual basis. As far as possible, maximum notice will be given of any change.
- b. All fees are invoiced by semester and are payable in advance. Semester 1 fees are due in October of the year prior and Semester 2 fees are due in April of the current year.
- c. Any account that remains unpaid after the due date will be subject to a default fee of an amount to be determined by the School Council from time to time. The default fee will be charged each 30 days that the account is outstanding after the due date.
- d. The Principal reserves the right to refuse to allow a pupil to continue at the School while any fees or charges remain unpaid after payment is due.
- e. A discount of 10% applies to tuition fees for second sister attending the School at the same time with 25% for the third and 50% for the fourth and subsequent child.
- f. Future years' tuition fees, at current rates per year level, may be made by the end of June each year (at parents' option) or a later time if so determined by the Director of Finance and Administration.
- g. Indemnity arrangements are in place to cover fees paid in advance.



BUSINESS REGULATIONS cont...

5. ENROLMENT CANCELLATION/SUSPENSION/DEFERMENT

Should a student not be granted a visa for study in Australia or should an enrolment be cancelled prior to commencement date, the Application and Admission Fees will be forfeited while the Tuition and Medical Fees paid in advance will be refunded in full. This refund is subject to the student having a valid reason for not taking up the place and must be advised **in writing to the Principal**. In the event the course is unable to be provided by Mentone Girls' Grammar School, the School will advise the parent/guardian in writing, giving reasons for this action, and any fees paid in advance will be refunded in full. This agreement, and the availability of complaints and appeal processes, does not remove the right of the student to take further action under Australia's Consumer Protection Laws.

6. NOTICE OF WITHDRAWAL

One full term's notice **in writing must be given to the Principal** before a pupil is removed from the School or from any extra subject or activity or one term's fees are payable in lieu of notice.

7. PRIVACY COLLECTION STATEMENT

Refer to www.mentonegirls.vic.edu.au for details regarding the Privacy Collection Statement.

8. ACCEPTANCE OF BUSINESS REGULATIONS

Each person signing the Enrolment Application Form will be deemed to have accepted the above terms and conditions of the Business Regulations (as amended from time to time).



AUSTRALIAN VISA REGULATIONS

1. Australian visa regulations require students to nominate a Welfare Supervisor (Guardian). Mentone Girls' Grammar School requires the Welfare Supervisor to be resident in Melbourne.
2. It is the student's responsibility to ensure her passport, student visa and medical cover are valid at all times and that visa conditions are observed. Failure to do so will result in the student being reported to the Australian Immigration authorities and risk having their visa cancelled
3. Australian visa regulations require students to attend at least 80% of the school year. Unsatisfactory attendance or academic performance will result in the student being reported to the Australian Immigration authorities and risk having their visa cancelled.
4. Students are required to keep the Education Provider (School) informed of current contact details and gain the Education Provider's approval, **in advance**, of any change to the Welfare Supervisor (Guardian) and/or Accommodation Provider (Homestay) arrangements.

PASTORAL CARE

Fully qualified staff are always available to assist students: Home Group Teacher, Head of Year, International Student Co-ordinator, School Counsellor, Chaplain, School Nurse.

GUARDIANSHIP (Welfare Supervisor) & HOMESTAY (Accommodation Provider)

It is the policy of Mentone Girls' Grammar School that all overseas students have a Guardian. The student's Homestay provider is not permitted to be the student's Guardian.

Mentone Girls' Grammar School recommends parents of International Students use the services of external providers, *EduCARE Services Australia* and *Familystay Australia*, for both Welfare Supervisor (Guardian) and Accommodation Provider (Homestay) requirements. Further information and application details can be obtained by visiting their website at www.educareservicesaustralia.com.au.

Alternatively, please contact Mrs Alison Taylor at alison@i.net.au. All homes are carefully selected and every assistance is given to students seeking accommodation. Payment for guardianship and homestay is a private arrangement between the family. The average cost of this service is A\$2,000 per annum. Homestay with an Australian family is approximately A\$220 per week. A further A\$100-150 per week should be allowed for additional living expenses. Students are not be permitted to live with friends.

The Accommodation Provider will provide:

- an opportunity for students to experience Australian culture and lifestyle
- the company of English speakers to encourage the use of English conversation in the home
- regular meals – a prepared dinner at night and either a packed lunch or access to adequate,
- fresh food for the student to make lunch and breakfast independently
- laundry facilities
- internet access for schoolwork
- a clean and safe environment.

For additional information about the costs of living in Melbourne, please visit:

www.studyinaustralia.gov.au

www.tourism.australia.com



COURSE DESCRIPTION

The State of Victoria offers an internationally recognised standard of education. Mentone Girls' Grammar School offers the Victorian Certificate of Education or VCE.

The VCE qualifies students for entry into University courses internationally. Every year students from Mentone Girls' Grammar School achieve excellent VCE results and gain entry to prestigious Melbourne Universities.

For more information about the VCE at Mentone Girls' Grammar School, please refer to the Mentone Girls' Grammar School VCE Handbook 2009 which is available upon request.

Students generally complete their course of study on site at Mentone Girls' Grammar School, however students may elect to complete a VET unit as part of their VCE. While Mentone Girls' Grammar School is a Registered Training Organisation, in some instances, students may do a single VET subject at another institution as part of the VET in Schools program.

The academic year in Australia commences at the beginning of February and ends at the beginning of December. There are two school semesters or half years for secondary level students and a total of four (4) school terms.

LANGUAGES

Mentone Girls' Grammar School offers French, German and Japanese. Additionally, through the School's International Language Centre, students may have the option of studying VCE Mandarin and other languages subject to demand, on the School premises outside of school hours.

REPORTS

Written reports advising academic progress and extra-curricular involvement are issued at the end of each semester (June and December). Interviews between parents/relatives/guardians are scheduled at the end of Terms 1 and 3. Parents living overseas may telephone or fax the School if they require information regarding their daughter.

RESOLUTION OF STUDENT GRIEVANCES

Students have the opportunity at all times to discuss particular concerns with the School's Principal. In the first instance the International Student Co-ordinator will assist and advise students on the correct procedure to follow. In the case of a dispute not being resolved between the student and the School, an independent panel can be called upon to arbitrate. This procedure does not circumscribe a student's (or parents') right to pursue other legal remedies.

PERSONAL INFORMATION

Information provided may be made available to Commonwealth and State Agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code.

PRIVACY

A full copy of the School's Privacy Policy can be downloaded from the School's website:
www.mentonegirls.vic.edu.au



THE ESOS FRAMEWORK

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 Students (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 out 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/s 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.



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.

Contact details

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.aie.dest.gov.au/ESOS• ESOS Helpline + 61 2 6240 5069• Email: esosmailbox@desst.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

ADDITIONAL INFORMATION

Course, co-curricular activities, facilities, buildings and further information is available on our website:
www.mentonegirls.vic.edu.au

Mentone Girls' Grammar School

11 Mentone Parade, Mentone, Victoria 3194, Australia.

CRICOS: 00324B

Phone: +61 3 9581 1200 Fax: +61 3 9581 1299

Email: info@mentonegirls.vic.edu.au

www.mentonegirls.vic.edu.au





**Mentone
Girls'
Grammar
School**

**FULL FEE PAYING
OVERSEAS STUDENTS
ENROLMENT APPLICATION**

Education Provider:

Mentone Girls' Grammar School

CRICOS Provider Number:

00324B

CRICOS Course Number:

011308K

STUDENT DETAILS	
Application to enter in Year Level:	Year of Entry:
Student's Surname:	
Given Names: (Please underline preferred name)	
Address:	
Suburb:	Postcode:
Date of Birth	Country of Birth:
Country of Citizenship:	Passport No (if known):
Present School:	
Present Year Level:	Language(s) Spoken at Home:
Australian Department of Immigration & Citizenship (DIAC) Office where Student Visa Application will be lodged:	

PARENT DETAILS	
Father (or Guardian)	Mother (or Guardian)
Title:	Title:
Surname:	Surname:
Given Names:	Given Names:
Home Phone Number:	Home Phone Number:
Address:	Address:
Mobile Number:	Mobile Number:
Home Email Address:	Home Email Address:
Employer:	Employer:
Employment Address:	Employment Address:
Type of Business:	Type of Business:
Occupation:	Occupation:
Work Email Address:	Work Email Address:
Business Phone Number:	Business Phone Number:

OTHER FAMILY MEMBERS (BROTHERS, SISTERS, COUSINS) STUDYING IN AUSTRALIA	
Name:	Name:
Age:	Age:
Name of Institution:	Name of Institution:

WELFARE SUPERVISOR (GUARDIAN) & ACCOMMODATION PROVIDER (HOMESTAY)
(Please refer to the Information Sheet Attached)

Name of Guardian:	Name of Homestay Parent:
Relationship (please circle one): Relative / Agent / Other (please specify):	Relationship (please circle one): Relative / Agent / Other (please specify):
Phone:	Phone:
Address:	Address:

How did you first become aware of Mentone Girls' Grammar School (please circle all that apply)	Advertisement	Please specify article or newspaper:
	Internet Search	Search engine / Website:
	Recommended by Agent	Name of Agent (if applicable):
	Recommended by relative	
	Sister / Brother has studied in Australia	Name of Institution:
Other	Please specify:	

TO BE SIGNED BY PARENTS

DECLARATION

1. I / We agree that, in the interests of the child, home and school should work together.
2. I / We are prepared to co-operate with the school in all matters of school management and discipline.
3. I / We declare that I / we have read and agree to abide by the terms and conditions outlined in the Business Regulations.

Father's signature : Date :

Mother's signature : Date :

PLEASE NOTE:

1. A \$100.00 non-refundable Application Fee is payable upon application.
2. A copy of the student's most recent School Report and any formal assessment with regard to special learning needs of the student (speech, hearing etc) translated into English MUST accompany this Application Form.
3. Please return the Enrolment Application form to:
 The Registrar, Mentone Girls' Grammar School, PO Box 42, Mentone, Victoria, Australia 3194
 OR FAX to The Registrar on 613 9581 1299
 OR email to The Registrar at info@mentonegirls.vic.edu.au



Mentone Girls' Grammar School CRICOS: 00324B

Principal: Fran Reddan

11 Mentone Parade, Mentone, Victoria, Australia 3194

Telephone: (613) 9581 1200 FAX: (613) 9581 1299

Email: info@mentonegirls.vic.edu.au

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