



— EST. 1899 —

MENTONE GIRLS' GRAMMAR

CRICOS Registered Provider 00324B
CRICOS Course No: 011309K
Principal: Mrs Fran Reddan

OVERSEAS STUDENT ENROLMENT APPLICATION & AGREEMENT FORM

STUDENT DETAILS		
Application for entry into Year Level (e.g. Year 9):	Year of Entry (e.g. 2015):	
Student's Surname:		
Given Names: (Please underline preferred name)		
Address:		
Suburb:	Postcode:	
Email:	Mobile:	
Date of Birth:	Country of Birth:	
Country of Citizenship:	Passport Number:	
Visa Type:	Date Issued:	Expiry Date:
Present School:		
Present Year Level:	Language(s) Spoken at Home:	
Expected Date of Arrival in Australia:		
Australian Department of Home Affairs where student visa application will be lodged:		
Proposed English Language School:		

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

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

DISABILITY INFORMATION

- Does your child have any learning difficulties, or special needs? Yes | No
- Has an application for "Funding for Students with Disabilities" ever been made for your child? Yes | No
- Has your child had any formal educational assessments (see note 4 below)? Yes | No
- Does your child have any medical conditions which may affect her full participation in school programs, e.g. Diabetes, Anaphylaxis (full details to be provided prior to admission)? Yes | No

If you answered yes to any of the above questions, please attach all relevant information and/or reports.

BILLING CONTACT	
Name:	
Company (if applicable):	
Address:	
Phone:	Mobile:

HOW DID YOU BECOME AWARE OF MENTONE GIRLS' GRAMMAR SCHOOL?	
Internet Search (name of search engine/website):	
Name of Agent:	Company Name:
Address:	
Email:	Phone:
Recommended by Relative:	
Friend or relative who has studied in Australia (name of institution):	
Other (please specify):	

WELFARE SUPERVISOR & HOMESTAY PROVIDER	
(Please refer to the corresponding Enrolment & Agreement Information Booklet for details)	
Name of Welfare Supervisor:	Name of Homestay Parent:
Relationship (please circle one): Relative / Company / Other (please specify):	Relationship: Relative / Other (please specify):
Phone:	Phone:
Address:	Address:

Please note: All Welfare Supervisors must complete the welfare supervision forms that accompany this application form or they can be downloaded from the website at www.mentonegirls.vic.edu.au/internationalstudents.

IMPORTANT NOTES - PLEASE READ

1. A \$100 non-refundable Application Fee plus a copy of the student's birth certificate and a passport sized photo **MUST** be included with this Enrolment Application Form.
2. A copy of the student's most recent school report, and any formal assessment with regard to special needs (i.e. Speech Pathology, Occupational Therapy, Auditory /visual processing assessment, psychological assessment, tutoring, etc) **MUST** accompany this Enrolment Application Form (or as soon as practicable after lodgement of this form) **BEFORE** a final offer can be made.
3. A student's position will not be held if parents or guardians do not notify the School of any changes of address and phone numbers.

PLEASE SIGN THE DECLARATION ON THE BACK PAGE

DECLARATION

All students and parent(s)/legal guardian must read and sign this written agreement.

Part 1

1. We agree that, in the interests of the child, home and school should work together.
2. We agree that, in the interests of the child, all relevant medical and educational information has been provided.
3. We are prepared to co-operate with the School in all matters of School management and discipline, and abide by all School regulations and policies.
4. We agree and acknowledge that:
 - Unless the School agrees otherwise in writing, we are, and will remain, jointly and severally liable to pay all fees and other amounts determined by the School from time to time as payable in respect of the student's enrolment and attendance (the School fees) and in the manner and at the time the School determines.
 - The School may from time to time, with the maximum notice possible, vary the amount or nature of the School fees payable and/or the mode or time for their payment.
 - A certificate signed by the School's Business Manager (or its Principal) as to the amount of School fees outstanding at a particular date shall be proof of those matters.
5. We have read and agree to abide by the terms and conditions outlined in the Overseas Student Enrolment & Agreement Information Booklet.

Part 2

I confirm I have received and understood information from the School contained in the Overseas Student Enrolment & Agreement Information Booklet regarding the following. This constitutes the written agreement between the School and the student:

- the course(s) in which the student is to be enrolled;
- conditions on enrolment in the course(s);
- all course and course-related fees;
- Mentone Girls' Grammar School's Refund Policy;
- the sharing of personal information;
- change of address and travel obligations;
- grounds on which my enrolment may be deferred, suspended or cancelled; and
- Mentone Girls' Grammar School's Code of Conduct.

Student's signature: Date:

Father's signature: Date:

Mother's signature: Date:

Guardian's signature (if applicable): Date:

PAYMENT INFORMATION FOR A \$ 100 APPLICATION FEE

Please make cheques payable to Mentone Girls' Grammar School

Credit Card (please circle): **Visa** **MasterCard**

Name on Card: _____ Amount: \$ _____

Card Number: _____ Expiry Date: _____

Signature: _____ Date: _____

PLEASE SEND THIS SIGNED FORM AND APPLICATION FEE TO:

Admissions Manager: Mrs Glenda McDonald

11 Mentone Parade, Mentone, Victoria, Australia 3194

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

Email: gmcdonald@mentonegirls.vic.edu.au

www.mentonegirls.vic.edu.au