

— EST. 1899 —

MENTONE GIRLS' GRAMMAR

CRICOS Registered Provider 00324B

CRICOS Course No: 011309K

Principal: Mrs Fran Reddan

OVERSEAS STUDENT ENROLMENT & AGREEMENT INFORMATION BOOKLET

ABOUT OUR SCHOOL

Mentone Girls' Grammar School is one of the finest schools for girls in the Melbourne bayside area. Set on a distinctive single campus location by the bay, with convenient transport facilities, we offer the advantages of a seamless Kindergarten 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, and 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 wide variety of co-curricular opportunities. Mentone Girls' Grammar is also the first school in the world to achieve the highly esteemed *International Certification* through the Council of International Schools (CIS), headquartered in the Netherlands.

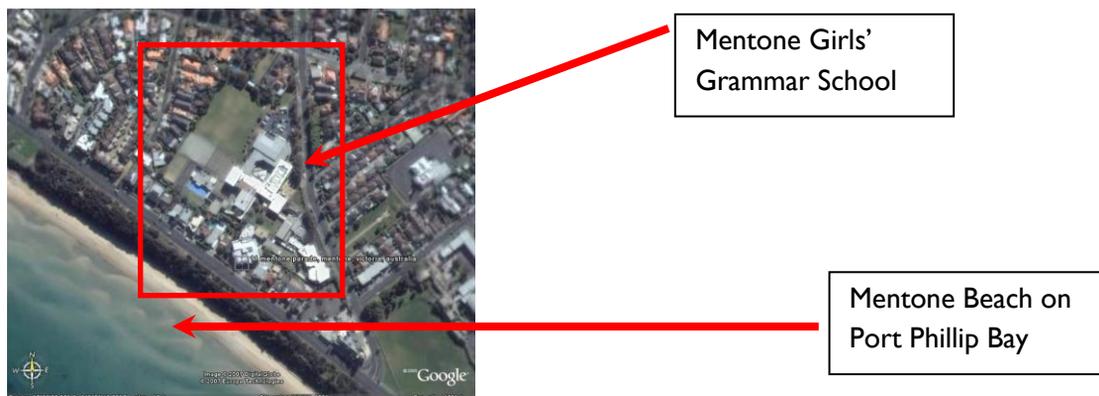
Mentone Girls' Grammar School
11 Mentone Parade, Mentone, Victoria, Australia 3194
CRICOS: 00324B

Principal: Mrs Fran Reddan
Admissions Manager: Mrs Glenda McDonald
International Student Co-ordinator: Mrs Sarah Yang, Ms Xin Li
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, 20 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.

The School is well served by public train and bus services, as well as a private bus service.



TERM DATES

Term 1 2018 1 February to 29 March
Term 3 2018 17 July to 21 September

Term 2 2018 17 April to 22 June
Term 4 2018 8 October to 12 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.
- Learning Support Centre and intensive English teaching in preparation for mainstream studies.
- The Simpsons Art Centre including facilities for photography and ceramics.
- Dedicated Science wing.
- Well-resourced Library.
- Multi-media laboratories.
- Year 7 & 8 Creative Learning Centre, including specialist Media Design Suite.
- Gymnasium, swimming pool, fitness centre, and netball, tennis and basketball courts.
- Year 9 & 10 Global Learning Centre.
- Wellbeing Precinct with state-of-the-art fitness gym, Mind Body Studio and Health Services including School Nurse and School Psychologist. (An indoor 8 lane swimming pool with diving facilities is due for completion in 2018.)
- 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 overseas students entering the School must complete an Australian Education Assessment Services (AEAS) English Proficiency Test.

Required Test Scores:

Non-direct entry to Years 7 to 9: AEAS score of at least 46 (with between 12-20 weeks intensive English, or as indicated by test results).

Non-direct entry to Year 10 to 12: AEAS score of at least 56 (with between 12-20 weeks intensive English, or as indicated by test results).

Direct entry to Years 7 to 9: AEAS score of at least 71.

Direct entry to Years 10 to 12: AEAS score of at least 80.

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

For entry into Years 7 – 12, an offer of a place is conditional on the AEAS test results and recommendations. Students who are required to undertake an intensive English language course as indicated by AEAS, must be enrolled to our Intensive English Program prior to commencement in mainstream classes. Further English studies may also be required if the standard of English necessary for entry to Mentone Girls' Grammar School has not been met by the student. For more information on AEAS testing please go to www.aeas.com.au.

EAL Support Lessons: Mentone Girls' Grammar School provides English as an Additional Language (EAL) tuition with individual and small group classes to improve oral and written skills. Students work on EAL specific material (textbooks, work sheets, CDs, internet tasks etc) and also on subject specific vocabulary and year level curriculum. The EAL teacher assists students with homework, assignment tasks and preparation for tests and examinations.

Facilities, Equipment and Resources: Students in Years 7 to 9 have a prescribed laptop computer purchased through the School. In Years 10 - 12 the School operates a 'Bring Your Own Device' program where students can bring their own laptop or iPad to connect to the School's eLearning systems. EAL students also have access to the School's Kerferd Library with computers, laptops, printed resources (i.e. textbooks, magazines, reference books etc), specific EAL software and video and audio material.

HOW TO APPLY FOR ADMISSION

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 Admissions Office:

Overseas Student Enrolment Application & Agreement Form to be completed and signed by both parents and student, together with the following information:

- A. Copy of passport (including passport number, photo and expiry date)
- B. Copy of birth certificate (translated into English).
- C. Payment of non-refundable Application Fee of A\$100.
- D. Most recent school report (translated into English).
- E. AEAS assessment.
- F. Immunisation details.

The above documents are to be mailed to:

Admissions
Mentone Girls' Grammar School,
PO Box 42, Mentone, Victoria 3194, Australia

OR emailed to ryang@mentonegirls.vic.edu.au

Please note the following:

1. This Overseas Student Enrolment & Agreement Information Booklet, together with your signed Overseas Student Enrolment Application & Agreement Form, constitute your written agreement with Mentone Girls' Grammar School. Please keep copies of all documentation for your records. Once the above documentation has been received by the School, you will be invited to an enrolment interview by Skype or Facetime and sent a letter of offer.
2. To accept an offer, you must provide payment of tuition and other fees as outlined in the offer letter.
3. An eCoE (electronic Confirmation of Enrolment) will be created by the School **after** receipt of payment of the Admission Fee, overseas student health cover fee and required tuition fees (as per letter of offer) which will then be used by the Department of Immigration and Border Protection (DIABP) to complete processing of the student's Visa Application.
4. Once a visa has been granted, please send a copy to the Admissions Office via ryang@mentonegirls.vic.edu.au.

5. The Admissions office will liaise with the student and/or agent to prepare the student for entry to the School.

AUSTRALIAN VISA REGULATIONS AND SCHOOL REQUIREMENTS

1. Mentone Girls' Grammar School requires students to nominate a **Welfare Supervisor** who will assist in the care of the student and in communicating with parents overseas. The Welfare Supervisor must be a resident in Melbourne and be available to attend parent/student/teacher interviews.
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. **Mentone Girls' Grammar expects 100% attendance unless a student is ill.** Unsatisfactory attendance (below 80%) or unsatisfactory academic performance will result in the student being reported to the Australian Immigration authorities and her visa will be cancelled.
4. Students are required to keep the School informed of current contact details and gain approval, **in advance**, of any change to the Welfare Supervisor and/or Accommodation Provider (Homestay) arrangements.
5. Students **must** obtain permission from the School prior to any travel within or outside of Australia. The School reserves the right to refuse permission where travel arrangements are deemed unsuitable.
6. Students must be able to demonstrate that they have sufficient funds to meet living costs in Australia. The Australian Government has set this amount at A\$18,610 per year.

SCHEDULE OF FEES

Education Provider: Mentone Girls' Grammar School
CRICOS Provider No: 00324B
CRICOS Course No: 011309K

At Mentone Girls' Grammar School, a study period is defined as one semester (2 terms). Each academic year consists of two semesters.

Fees for Years 7 to 12 - A\$35,595 per annum

1. REGISTRATION

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

2. ADMISSION

Students from overseas are required to pay the following in advance prior to Confirmation of Enrolment:

- Admission Fee: Year 7 to Year 10: A\$1,000
Year 11 to Year 12: A\$500
- Two Terms' Fees (half a year)*.
- Bupa Levy (medical insurance for the duration of their visa) – approximately A\$500 per annum (subject to change).

** If students commence in Term 2, payment for the remainder of the year (ie, Terms 2, 3 and 4) will be required in advance. If students commence in Term 4, payment for that term, plus Terms 1 & 2 of the following year will be required in advance.*

	Term 1 entry	Term 2 entry	Term 3 entry	Term 4 entry
Tuition fees to be paid in advance	\$17,798	\$26,697	\$17,798	\$8,899 + Term 1 & 2 2019 rate (approx. \$18,000)

3. BILLING

Overseas students who commence in Term 1 (February) will be required to pay Term 1 and 2 fees in January and Term 3 and 4 fees in May of the same year. Any additional charges (e.g. music, aerobics, etc) will be added to this account.

4. ADDITIONAL EXPENSES

Year 11 and 12 students should note that there is a VCE (Victorian Certificate of Education) entry fee of A\$278.10 (Year 11) or A\$409.30 (Year 12) required during the year. Please note these costs may be subject to change.

Other costs include uniform, texts, stationery, airport transfers, co-curricular (for example, individual music or sport tuition) and will be approximately A\$4,500 per year (in addition to living expenses as outlined above).

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. An eCoE (electronic Confirmation of Enrolment) will be created by the School **after** receipt of payment of the Admission Fee, Overseas Student Health Cover and two terms' fees (half a year – see Schedule of Fees above) which will then be used by the Department of Immigration and Border Protection (DIABP) to complete the processing of the student's visa application.
- b. The Admission Fee is A\$1,000 for the first daughter in a family and A\$500 for each subsequent daughter. There is a concession for those entering at Year 11 or 12 and the fee is only \$500. The Admission Fee is non-refundable.

4. FEES

- a. Fee levels are determined by School Council in November each year and may be subject to an annual increase.
- b. Two terms' fees (half a year) will be invoiced prior to commencement of the student. For those commencing at the start of the academic year, these fees must be paid by January of the commencing year. Fees for Terms 3 and 4 are due in May of the current year.

- c. Any account that remains unpaid after the due date will be subject to a default fee of A\$200. 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 a second sibling attending the School at the same time, with 25% for the third and 50% for the fourth and any subsequent siblings.
- f. If a student changes visa status (i.e. becomes a temporary or permanent resident), she will continue to pay full overseas student fees for the duration of that calendar year.

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 Health Insurance fees paid in advance will be refunded in full. This refund will be paid in Australian dollars, is subject to the student having a valid reason for not taking up the place, and must be requested **in writing to the Principal**.

The School will refund tuition fees paid by or on behalf of the student 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) less the amounts to be retained as agreed and detailed below:

- If written notice is received up to 4 weeks prior to commencement of the course, all tuition fees will be refunded but the School will be entitled to retain an administration fee of A\$100. The A\$100 Application Fee and A\$1000 Admission Fee are non refundable.
- If written notice is received less than 4 weeks prior to commencement of the course, 70% of the tuition fee will be refunded.
- One term's notice of withdrawal is required or a term's fees will be required in lieu of notice.
- A student cannot transfer to another provider within 6 months of attending Mentone Girls' Grammar without an official release letter from the School.

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 within five (5) business days. 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.

No refund of tuition fees will be made where a student defaults on the conditions of entry to the School and their enrolment is cancelled for any of the following reasons;

- Failure to maintain satisfactory course progress (Visa condition 8202).
- Failure to maintain satisfactory attendance (Visa condition 8202).
- Failure to maintain approved welfare and accommodation arrangements (Visa condition 8532).
- Failure to pay course fees.
- Any behaviour resulting in enrolment cancellation according to Mentone Girls' Grammar School's Code of Conduct.

Mentone Girls' Grammar School is required to notify the appropriate government authorities if a student's enrolment is cancelled.

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. ACCEPTANCE OF BUSINESS REGULATIONS

Each person signing the Overseas Student Enrolment Application & Agreement Form will be deemed to have accepted the above terms and conditions of the Business Regulations.

PASTORAL CARE

Fully qualified staff are always available to assist students including Home/Tutor Group Teacher, Head of Year, International Student Co-ordinator, School Psychologist, School Chaplain and School Nurse.

WELFARE SUPERVISOR & HOMESTAY (Accommodation Provider)

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

Mentone Girls' Grammar School recommends parents of international students use the services of external providers, EduCARE Services Australia at www.esaonline.com.au or International Student Alliance (ISA) at www.studentguardians.com/ or Melbourne Students Services Centre at www.mmec.com.au for Welfare Supervision. Further information and application details can be obtained by visiting their websites. The approximate cost of this service is A\$2,000 per annum.

For Homestay requirements, the School's Admissions Manager and International Student Co-ordinator will assist families to find suitable Homestay accommodation through Familystay Australia. All homes are carefully selected and every assistance is given to students seeking accommodation. Payment for Homestay is a private arrangement between the student's family and the Homestay provider. The cost is approximately A\$315 per week. An additional A\$200 - 250 per week should be allowed for living expenses. Students are not permitted to live with friends under the age of 25. The School reserves the right to reject a Welfare Supervisor application or living arrangement that is deemed unsuitable. A Homestay Payment Agreement Form will be signed by both provider and student, and a copy will be retained by the School.

The Homestay Accommodation Provider will ensure the following:

- An opportunity for students to experience Australian culture and lifestyle.
- 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 school work.
- A clean and safe environment.

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

www.studyinaustralia.gov.au and 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 (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 Australian universities.

For more information about the VCE at Mentone Girls' Grammar School, please contact the Admissions Manager on +61 3 9581 1200 or gmcdonald@mentonegirls.vic.edu.au

Students generally complete their course of study on site at Mentone Girls' Grammar School; however, students may elect to complete a Vocational Education Training (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 school terms.

LANGUAGES

Mentone Girls' Grammar School offers Mandarin, French, German and Japanese. Students may also have the option of studying VCE Mandarin on the School premises outside school hours.

REPORTS

Continuous reporting through mConnect with formal reports advising academic progress and co-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, fax or email the student's Head of Year or International Student Coordinators if they require information regarding their daughter. Parents and Welfare Supervisors will be sent login details and instructions to access the School's Parent Portal to receive up-to-date information about the progress and workload of the student.

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 agreement, and the availability of complaints and appeals processes, do not remove the right of the student to take action under Australia's consumer protection laws. If you wish to lodge an external appeal or complain about a dispute decision, you can contact the Overseas Students' Ombudsman. The Overseas Students' Ombudsman offers a free and independent service for overseas students who have a complaint or want to lodge an external appeal about a decision made by their private education or training provider. See the Overseas Students' Ombudsman website www.oso.gov.au or phone 1300 362 072 for more information.

COLLECTION OF PERSONAL INFORMATION

Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code of Practice for Registration Authorities and Providers of Education to Overseas Students (National Code) to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2018, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education to Overseas Students. Information collected about you on this

form and during your enrolment can be provided, in certain circumstances, to the Australian government and designated authorities. In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

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 2018* and the National Code (as above).

Protection for overseas students

As an overseas student on a Student Visa (500), 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.education.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, before enrolling, to receive 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 the signed agreement.
- Your right to receive the education and other services as outlined in the letter of offer from the School and in any course information provided.

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.
- 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.
- 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 the School.
- Inform your Welfare Supervisor and International Student Co-ordinator if you change your address.

- Maintain satisfactory course progress.
- Follow the School's Attendance Policy and Student Code of Conduct.
- Maintain your approved accommodation, support and general welfare arrangements.
- Discuss plans for any overnight stay or travel which is not accompanied by an approved adult such as Homestay provider or relative with the International Student Co-ordinator and Welfare Supervisor. For any such travel, you must obtain written approval from your Welfare Supervisor, a copy of which must be sent to the International Student Co-ordinator.
- For school holiday arrangements that involve travel within or outside Australia, you must complete the School's Holiday Form which must be submitted to the International Student Co-ordinator four weeks prior to travel. NOTE: Homestay providers will require a minimum of two weeks' notice if a student will be away for the holidays. As the School is ultimately responsible for student welfare during their schooling years, it reserves the right to refuse unsuitable travel arrangements. Failure to abide by this process may result in cancellation of the Confirmation of Appropriate Accommodation and Welfare and consequently a student's visa.

Contact details

Who?	Why?	How?
Mentone Girls' Grammar School (your provider)	For policies and procedures that affect you	<ul style="list-style-type: none"> • Contact the Admissions Manager on +61 3 9581 1200 • gmcdonald@mentonegirls.vic.edu.au
Department of Education	For your ESOS rights and responsibilities	<ul style="list-style-type: none"> • https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx • ESOS Helpline + 61 2 6240 5069
Department of Immigration and Border Protection (DIABP)	For visa matters	<ul style="list-style-type: none"> • www.immi.gov.au • Contact the DIBP office in your country
Victorian Registrations and Qualifications Authority (VRQA)	School quality assurance matters	<ul style="list-style-type: none"> • www.vrqa.vic.gov.au

ADDITIONAL INFORMATION

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

Admissions Manager: Mrs Glenda McDonald
Mentone Girls' Grammar School
11 Mentone Parade, Mentone, Victoria 3194, Australia
Phone: +61 3 9581 1200 Fax: +61 3 9581 1299
Email: gmcdonald@mentonegirls.vic.edu.au
www.mentonegirls.vic.edu.au

PRIVACY

Under the Privacy Act (the Act), Mentone Girls' Grammar School is required to provide you with certain information as to how we protect your privacy and how we comply with the requirements of the Act and the 13 Australian Privacy Principles (APP's). This information is set out in our Privacy Policy which is available below and also available upon request in hard copy from the Mentone Girls' Grammar School office. We strongly recommend that you read our Privacy Policy and if you have any queries with respect to its content you should contact the Mentone Girls' Grammar School Privacy Officer at privacy@mentonegirls.vic.edu.au.

Principal: Mrs Fran Reddan

11 Mentone Parade, Mentone, Victoria, Australia 3194

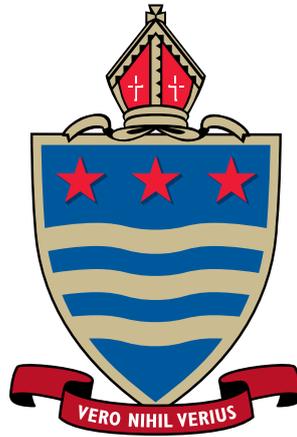
T: (613) 9581 1200

F: (613) 9581 1299

E: admissions@mentonegirls.vic.edu.au

www.mentonegirls.vic.edu.au

CRICOS: 00324B



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OVERSEAS STUDENT ENROLMENT APPLICATION & AGREEMENT FORM

STUDENT DETAILS (All boxes MUST be completed)		
Application for entry into Year Level (eg Year 9):	Year of Entry (eg 2018):	
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 Immigration & Border Protection (DIABP) Office 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:
With whom does the child reside (please circle) <div style="display: flex; justify-content: space-around; width: 100%;"> Both parents Mother Father Guardian </div>	

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 our 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, eg 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:	Phone:
Email:	
Recommended by Relative:	
Friend or relative who has studied in Australia (name of institution):	
Other (please specify):	

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 (ie 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.
4. AEAS test results **MUST** be included with this application.

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.

We hereby declare that the information supplied by us is true and correct.

We agree to pay all fees owing and by the due date.

We have read, understood and agree to be bound by the above conditions of enrolment.

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