



# MERCEDES COLLEGE

COMPASSION LOYALTY JUSTICE INTEGRITY RESPONSIBILITY MUTUAL RESPECT

## Application for Enrolment



**CIS** WE ARE AN ACCREDITED SCHOOL

# Application for Enrolment

Please print clearly in English. Tick boxes where appropriate.

Please send completed application form with ALL requested documents.

## Student Details

Family Name \_\_\_\_\_

Given Names \_\_\_\_\_

Date of Birth \_\_\_\_\_

Gender  M  F

Country of Birth \_\_\_\_\_

Nationality \_\_\_\_\_

Passport No \_\_\_\_\_

Passport Expiry Date \_\_\_\_\_

First language spoken \_\_\_\_\_

Religion \_\_\_\_\_

## School Record

Have you previously studied in Australia?  Yes  No

Last school attended or currently still attending \_\_\_\_\_

Date of Completion \_\_\_\_\_ Country \_\_\_\_\_

Highest Level of Study Completed \_\_\_\_\_

**Please attach copies of the student's past 3 years of Academic Transcripts (translated to English).**

## Parent/Guardian Contact Details

Names of Parent/Guardian and Address for Correspondence (mailing address):

### Father

Family Name \_\_\_\_\_

Given Names \_\_\_\_\_

Occupation \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mobile Telephone \_\_\_\_\_

Business Telephone \_\_\_\_\_

Email \_\_\_\_\_

Language spoken \_\_\_\_\_

Do you speak English \_\_\_\_\_

Highest level of school completed \_\_\_\_\_

Qualification(s) \_\_\_\_\_  
\_\_\_\_\_

### Mother

Family Name \_\_\_\_\_

Given Names \_\_\_\_\_

Occupation \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mobile Telephone \_\_\_\_\_

Business Telephone \_\_\_\_\_

Email \_\_\_\_\_

Language spoken \_\_\_\_\_

Do you speak English \_\_\_\_\_

Highest level of school completed \_\_\_\_\_

Qualification(s) \_\_\_\_\_  
\_\_\_\_\_

## Consent for Photographs and Publications of Student Work

I give my consent, unless otherwise expressed in writing by myself, that my child's image or photographs, or their work, may be included in Mercedes College promotional materials, publications and social media.

## Course Information

Mercedes College offers courses to complete the International Baccalaureate (IB) Diploma and South Australian Certificate of Education (SACE). Courses available at the college include the Years 8-10 IB Middle Years Programme (MYP), Years 11 and 12 IB Diploma and Years 11 and 12 SACE.

Further information about course subject selection and pathways to further study are contained in the prospectus and regularly updated on the website [www.mercedes.catholic.edu.au](http://www.mercedes.catholic.edu.au) or contact [knathant@mercedes.catholic.edu.au](mailto:knathant@mercedes.catholic.edu.au)

In accordance with the SACE Board, the college accepts Recognition of Prior Learning (RPL) and students are assessed on an individual basis. Status will be provided, based on academic performance in your home country, in accordance with the SACE Board.

## Programme Selection

For course information and English Proficiency Guidelines for entry into mainstream courses please refer to [www.mercedes.catholic.edu.au](http://www.mercedes.catholic.edu.au). All mainstream courses require English Proficiency Certificates.

### Intensive English Course:

Please indicate when you want to commence ELICOS classes at the Mercedes College Language Centre:

Year 20 \_\_\_\_\_

Month  February  March  April  May  June  July  August  September  October

other (please specify): \_\_\_\_\_

### Mainstream Classes:

Please indicate year level for which enrolment is sought:

Yr 8  Yr 9  Yr 10

Commencing Semester  1  2 Year 20 \_\_\_\_\_

Yr 11 IB  Yr 11 SACE  Yr 12 IB  Yr 12 SACE

(Refer to Table 2)

### Years 11 and 12 must commence beginning of Semester 1

Please note Semester dates for Semester enrolment: Semester 1 - January to June | Semester 2 - July to December

Please refer to specific dates on our website: [www.mercedes.catholic.edu.au](http://www.mercedes.catholic.edu.au)

## English Proficiency

Please provide details of your English language certificate or test dates (refer to Table 2). NOTE: Students from Assessment Level 3 and 4 countries must submit recent AEAS test results with their application.

compulsory to submit a recent AEAS test with their application.

IELTS (Score) \_\_\_\_\_ AEAS (Score) \_\_\_\_\_

Date of testing \_\_\_\_\_

TOEFL (Score) \_\_\_\_\_

Any other recognised English test \_\_\_\_\_

How long have you studied English? \_\_\_\_\_

What English level are you at:  Beginner  Elementary  Intermediate  Advanced

## Mercedes College Accomodation

Do you want Mercedes to arrange accommodation for you?  Yes  No

(Additional charge, please view our International Financial Information for details)

If 'no' please complete the following:

Name of the person you will be staying with \_\_\_\_\_

Address \_\_\_\_\_

Mobile Telephone \_\_\_\_\_

\_\_\_\_\_

Business Telephone \_\_\_\_\_

\_\_\_\_\_

Will this person act as your legal guardian?  Yes  No

## Airport Reception

Do you require Airport reception?  Yes  No

(Additional charge, please view our International Financial Information for details)

## Other Information

How did you first learn about Mercedes College? You may tick more than one box.

Australian Education Centre in your home country

Recommended by a friend or relative

Exhibition/Seminar

Recommended by an education agent

Newspaper/Magazine

Internet

Please specify the name of the above source \_\_\_\_\_

\_\_\_\_\_

## Student Learning Needs

If your child has a need which impacts on their learning or behaviour please indicate:

### Learning Need

#### Physical

- Acquired Brain Injury
  - Cerebral Palsy
  - Developmental Coordination Delay
  - Diabetes
  - Dyspraxia
  - Fine Motor Difficulty
  - Gross Motor Difficulty
  - Physical Disability
  - Speech Impairment
  - Tourette's Syndrome
  - Visual Processing Difficulty
  - Other Physical (please specify)
- 

#### Cognitive

- Auditory Processing Difficulty
  - Dyscalculia
  - Dysgraphia
  - Dyslexia
  - Giftedness
  - High Intellectual Potential
  - Intellectual Disability
  - Language Impairment
  - Literacy Difficulties
  - Mathematical Difficulties
  - Other Cognitive (please specify)
- 

#### Social-Emotional

- Attention Deficit Disorder
  - Attention Deficit Hyperactivity Disorder
  - Autism Spectrum Disorder
  - Anxiety Disorder
  - Oppositional Defiant Disorder
  - Other Social-Emotional (please specify)
- 

#### Sensory

- Deficits in Attention Motor Control - Perception
  - Hearing Impairment
  - Sensory Integration Disorder
  - Visual Impairment
  - Other Sensory (please specify)
- 

## Professional Assessment

Has a professional assessment been conducted?  Yes  No

**If 'yes' please attach relevant documentation**

## Medical Information

**Important:** This medical information will enable Mercedes College and your homestay to provide you with the necessary care and support you require while studying at Mercedes College.

Failure to provide information in relation to pre-existing medical conditions may result in cancellation of your enrolment.

Do you have any existing medical conditions that a medical practitioner/guardian should be aware of where medical treatment is required? (e.g. Asthma, Diabetes, Epilepsy, Attention Deficit Disorder)  Yes  No If yes, please specify: \_\_\_\_\_

Are you currently taking any medication on a regular basis?  Yes  No If yes, please specify: \_\_\_\_\_

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### Does this student have any medical conditions or health problems that might affect him/her:

In the classroom?  Yes  No During physical education and sport?  Yes  No

During camps, aquatics, other activities?  Yes  No A communicable disease?  Yes  No

In the Homestay?  Yes  No If yes, name of disease: \_\_\_\_\_

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### If your child has a medical condition please complete the following:

What is the nature of the condition?

Examples:

Allergies/Bee Stings/Peanuts  Yes  No Asthma/other chest problems  Yes  No

Convulsions/seizures  Yes  No Diabetes  Yes  No

Vision or hearing problems  Yes  No Medication  Yes  No

Other \_\_\_\_\_

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## Medical Information Continued

How could the medical condition affect the student? \_\_\_\_\_

What treatment is required? \_\_\_\_\_

Is this condition critical?  Yes  No

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

Have you had any operations or been hospitalised in the last 12 months?  Yes  No If yes, please specify: \_\_\_\_\_

Have you had or do you have a mental illness (e.g. anxiety, depression, eating disorder) or a physical impairment? (e.g. vision, hearing)  Yes  No If yes, please specify: \_\_\_\_\_

Do you require ongoing counselling, psychiatric or psychological support during your time in Adelaide?  Yes  No If yes, please specify: \_\_\_\_\_

**Please attach any relevant or requested documents and additional details if space provided is insufficient.**

**Please note: it is illegal for anyone under the age of 18 to purchase or smoke/consume tobacco and alcohol in South Australia. It is illegal for anyone over the age of 18 to purchase/supply tobacco and/or alcohol to anyone under the age of 18. The use of illicit drugs is strictly prohibited.**

**Do you agree to abide by this while studying at Mercedes College?**  Yes  No

## Medical and Excursion Consent

Should it be necessary for your child to receive medical attention while on a school excursion, I hereby give the school permission to use its judgments in obtaining the best of such services as required. We understand that any cost incurred will be our responsibility.

Parents may have to provide information relevant to any special needs that an applicant may have at the time of the enrolment. Failure to disclose this information could result in the student's placement being delayed or withdrawn.

## Transportation

By signing below, I acknowledge that I authorise approved staff from Mercedes College, or members of the Homestay family with a Full Australian Driver's Licence to transport the student by car on a needs basis.

By signing this agreement, I acknowledge and understand that a student at Mercedes College is not able to acquire a motorbike licence in South Australia until a car licence has been held for the duration of 12 months. This applies to motorbikes, scooters, Vespas and motorised bikes.

## Declaration and Agreement

1. I acknowledge that I have read the terms and conditions of enrolment and the current fee schedule and that they may be subject to variation without prior notice.
2. I give permission for emergency treatment to be given to my child if needed, based on the information given in this Application Form, and accept that I am responsible for any costs incurred outside of my child's Overseas Student Health Cover (refer to [www.ahm.com.au](http://www.ahm.com.au) for details.)
3. I declare that the information given in this Application Form is complete and correct. I understand that providing false or misleading information may result in cancellation of my child's enrolment.

Full Name of Student \_\_\_\_\_

Name of Parent/Guardian or student over the age of 18 \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

\*If the student is under 18 years of age this form **must** be signed by a parent or legal guardian.

# Declaration and Understanding of Enrolment Form

I am aware of the conditions of a Class 500 Study Visa and if successful in gaining enrolment at Mercedes College and obtaining a Visa MUST:

- Meet the academic requirements of the course as outlined in Point 2 below
- Meet the attendance requirements of the college as outlined in Point 3 below
- Meet the attendance requirements and have travel schedules approved before making bookings for travel
- Maintain current Overseas Student Health Cover
- Have Mercedes College approval (based on academic achievement) to seek part-time work for 20 hours or less per week, in accordance with the Student Visa Regulations.

## Conditions of Enrolment

1. I understand that I will be tested on commencement of my course and that my course may be varied according to the results of that test. I will then be placed in the appropriate classes.
  2. I understand that I must complete all class work, assignments, activities and assessments and achieve at least a minimum average of 50% (Years 8-10) and 60% (Years 11-12) in order to maintain satisfactory progress and that if I fail to do so will mean an intervention process by the College will occur.
  3. I understand that I must attend at least 90% of my course, and that if I fail to do so, an intervention process by the College will occur. Failure to achieve Point 3 may lead to the non-compliance of my Visa with a warning from the Academic Advisor followed by a subsequent reporting to the Department of Home Affairs (Immigration).
  4. I understand that I must wear the school uniform as required by the College.
  5. I understand that I must live in Homestay or independent accommodation approved by Mercedes College, until completion of studies at Mercedes College.
  6. I understand and accept the guidelines as outlined in the Homestay brochure including the curfew times listed. If I do not have a copy of the brochure in my possession, I will ask my agent for a copy, or read the copy on the school website at [www.mercedes.catholic.edu.au/uploads/files/2019\\_ISP\\_Homestay\\_MC551\\_WEBv2.pdf](http://www.mercedes.catholic.edu.au/uploads/files/2019_ISP_Homestay_MC551_WEBv2.pdf). I understand will be given a copy upon arrival at the school, during orientation.
  7. I understand the need to provide 1 semester's notice before withdrawing from the college academic programme.
  8. I understand that I cannot change my school until I have completed six months of full time study at Mercedes College. A letter of release by Mercedes College will be required.
  9. I understand that my personal information may be shared with the Australian Government, and designated authorities. This information may include personal contact details, course enrolment details and changes, and circumstances of any suspected breach by the student of a student Visa condition.
  10. I agree that Mercedes College can share information about my course and progress with my parents and recruiting agent; as deemed appropriate by the College.
11. I acknowledge the right of Mercedes College to change its fees and conditions, cancel or defer courses, and to alter course timetables and class locations at any time without notice. I acknowledge that professional counselling at the College is intended to ensure the student is achieving their academic potential.
  12. I understand and accept the terms of Mercedes College's Refund Policy as published in this Enrolment Form.
  13. I have read the above conditions within the Declaration and Understanding of Enrolment Form and agree to abide by them.
  14. I recognise the College has services available to help with academic choices and I will make myself available of these services.
  15. Sometimes a student may choose to do a subject that is not available at the College e.g. certain languages, and this will be held off the College grounds, after school hours e.g. from 4:30pm to 9:00pm. More information will be available on request.

**Mr Andrew Balkwill**  
Principal

Applicant's Signature

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year

Parent's Signature (if applicant under 18 years of age)

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year

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T: +61 8 8372 3200  
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[www.mercedes.catholic.edu.au](http://www.mercedes.catholic.edu.au)  
CRICOS CODE: 00365D V1\_2021



# Entry Requirements

Students who want to study at Mercedes College must have attained at least the equivalent level of study in their own country. For students coming from Assessment Level 3 and 4 countries, it is compulsory to submit a recent AEAS test with their application.

Students who have borderline results for English Language or do not produce evidence of their English language proficiency will be required to sit the Australian Education Assessment Services (AEAS) or IELTS test in their home country. Alternatively students may be required to undertake 5, 10 or 20 weeks of Intensive English at the Mercedes Language Centre in order to prepare them for their mainstream course. The time required is dependent on their level of English on entry to the college.

To qualify for the appropriate year level course of study, you must submit the past 3 years of the stated certificates/reports from your home country for assessment by senior staff at the college. Please refer to Table 1 for the equivalent school certificate.

Students **MUST** have scored a minimum of 80% in the subjects that they wish to study at Mercedes College.

Academic performance: students wishing to find out whether they would be accepted should submit copies of their reports and/or official exam certificate for assessment.

Table 1

Country	Year 10	Year 11	Year 12
Australia	Year 9	Year 10	Year 11
Bahrain	Secondary School Leaving Certificate Year 1	Secondary School Leaving Certificate Year 2	Secondary School Leaving Certificate Year 3
Brunei	Form 3	Form 4	GCE O Level
Chile	Segundo or II° Año Medio	Tercer or III° Año Medio	Cuarto or IV° Año Medio
China	Chu San	Gao Yi	N/A
Germany	Grade 9	Grade 10	Grade 11
Hong Kong	Form 3 with 5 Academic passes in relevant subjects	Form 4 with 5 Academic passes in relevant subjects	Form 5 with 5 Academic passes in relevant subjects
India	Year 9	Year 10	Year 11
Indonesia	SMP 3 with pass in 6 academic subjects	SMU 1 or SMU 2 with pass in 6 academic subjects	SMU 2 or SMU 3 with pass in 4 academic subjects
Italy	Year 3	Year 4	Year 5
Japan	Junior High School Certificate Year 3	Junior High School Certificate Year 1	High School Leaving Certificate
Korea	Junior High School Certificate Grade 9	Senior High School Certificate Grade 10	Senior High School Certificate Grade 11
Kuwait	General Secondary School Certificate Year 2	General Secondary School Certificate Year 3	General Secondary School Certificate
Macau	Form 3	Form 4	GCE O Level or Form 5
Malaysia#	PMR	Form 4	SPM
Oman	Year 1 Academic Secondary Cycle	Year 2 Academic Secondary Cycle	Secondary School Leaving Certificate
Russia	Year 9	Year 10	Certificate of Secondary Education
Singapore#	Secondary 2 (Express) or Secondary 3 (Normal)	Secondary 3 (Express) or Secondary 4 (Normal)	Secondary 4 (Express) or Secondary 5 (Normal)
Taiwan	Junior High School	Senior High School Year 1	Senior High School Year 2
Thailand	Matayom 3	Matayom 4	Matayom 5
UAE	Year 10	Year 11	General Secondary School Certificate
Vietnam	Year 9	Year 10	Year 11

# Forecast results accepted where appropriate.

If your country is not referenced in Table 1, please contact the College.

# Entry Requirements

Table 2: Acceptable English Language Test Scores:

English language provider test	Minimum test score	Minimum test score where combined with at least 10 weeks ELICOS	Minimum test score where combined with at least 20 weeks ELICOS
International English Language Testing System (IELTS)	5.5	5	4.5
Test of English as a Foreign Language (TOEFL) Paper based	527	500	450
TOEFL internet based test	46	35	32
Cambridge English: Advanced (Certificate in Advanced English)	162	154	147
Pearson Test of English Academic	42	36	30
Occupational English Test	Pass (Grade of A or B)	Pass (Grade of A or B)	Pass (Grade of A or B)

1. For students who do not have demonstrated basic English proficiency, it is preferable that they sit the Australian Education Assessment Services (AEAS) test in their home country before they apply to Mercedes College. The Letter of Acceptance (LOA) can only be issued when we are provided with the results of the AEAS test or if students provide other evidence of English ability as outlined earlier in this form. This is an Australian Government Regulatory Authority requirement. Alternatively, students may be required to undertake 5, 10 or 20 weeks of Intensive English at the Mercedes Language Centre in order to prepare them for their mainstream course.
2. AL 1 and 2 countries need a letter from their English teacher and appropriate English grades for the selected course of study. Students AL 3 and 4 countries are expected to meet the necessary English requirement by attending the - English Language Intensive Course for Overseas Students (ELICOS) at the Mercedes College Language Centre at the College, and also submitting a recent AEAS test.
3. All curriculum information and details can be accessed on our website [www.mercedes.catholic.edu.au](http://www.mercedes.catholic.edu.au)
4. For AEAS, IELTS and TOEFL information tests, please refer to their websites.
5. For further information about Adelaide please refer to [www.studyadelaide.com](http://www.studyadelaide.com)

Table 3: AEAS Scores and Recommended ELICOS Programme

Score Level	Weeks Upper Secondary School Entry Years 10-12	Weeks Lower Secondary School Entry Years 7-9	Weeks Primary School Entry
0-25 Beginners	40-48	30-40	12-20
26-35 Elementary	30-40	20-30	6-12
36-45 Pre-Intermediate	20-30	12-20	4-6
46-60 Intermediate	12-20	8-12	0
61-70 Upper Intermediate	8-12	4-8	0
71-80 Pre-Advanced	4-8	0	0
80+ Advanced	0	0	0

Table 4: Appropriate Age for School Entry

Age Requirement
Less than 17 years old at time of commencing Year 9 of high school
Less than 18 years old at time of commencing Year 10 of high school
Less than 19 years old at time of commencing Year 11 of high school
Less than 20 years old at time of commencing Year 12 of high school



Table 5: Times of Enrolment

Year Level	Times of the Academic Year
8 - 10	Any time
*11 IB	Beginning of the year ONLY
*11 SACE	By negotiation with the school
12 SACE	By negotiation with the school

\* European Union Students please enquire through the college. All IB Diploma students must commence this course in Year 11 not Year 12.

Short term students wishing to attend for 6 months or shorter may start mid-year (certain conditions apply).

For academic and English Proficiency requirements please contact:

**Kala Nathan-Thompson**

International Student Programme Academic Advisor and Coordinator of Learning Programmes

E: [knathant@mercedes.catholic.edu.au](mailto:knathant@mercedes.catholic.edu.au)

For enrolment inquiries please contact

**Leeanne Moriarty**

International Student Programme Marketing Coordinator

E [lmoriarty@mercedes.catholic.edu.au](mailto:lmoriarty@mercedes.catholic.edu.au)

## Completeness of Application

- Copies of academic reports for the last three years must accompany the Enrolment Application form.
- English Language proficiency must be proved by supplying any of the following documents or test scores TOEFL, IELTS, AEAS, or a recognised school certificate in English Proficiency. Applicants from Assessment Level 1 & 2 countries need a letter from their English teacher or current school Principal and appropriate English grades for the selected course of study, in addition to submitting a written essay on a form provided by Mercedes College.
- Once the enrolment has been approved, the application will be processed and a Letter of Acceptance will be sent. An additional, detailed document called the Written Agreement will also be forwarded to the student's family for the parents and students to sign and then forward to the school.
- Once these documents are received by the college, an electronic Confirmation of Enrolment document (eCoE) will be issued so that the Visa application process can be finalised. A copy of the original eCoE will be emailed to the Agent (or directly to the applicant if an Agent is not being used). A Confirmation of Appropriate Accommodation and Welfare (CAAW) document will be forwarded where relevant.
- The Written Agreement must be fully completed and signed by the parents and student and returned to the College. No student will be accepted into the college, regardless of payment, unless this signed document is returned to the Coordinator of International Enrolments.
- If payment is not made by the due date as outlined in the Letter of Acceptance, the Invoice and Written Agreement, the offered place may be withdrawn.

### Guardianship

Students enrolling in Year 8 or younger must have a family member, or guardian, accompany them while they live in Adelaide and study at Mercedes College. The College will not be responsible for the guardianship of the student until they reach Year 9 level of schooling. If a parent or suitable nominated relative takes responsibility for the welfare arrangements of the student, the college will not complete a Confirmation of Appropriate Accommodation and Welfare (CAAW) document.

The guardianship of a student cannot be changed from the Mercedes College Principal to another person unless the person is a proven blood relation over the age of 25, meets the conditions outlined by the Department of Home Affairs (Immigration) for a suitable guardian of a student under 18 years old, and only if the school receives written consent from the parents of the student.

### Payment

Mercedes College will provide tuition to the student in the subjects and for the enrolled course, provided payments of all fees are made by the due date of the issued invoices.

Enrolment, tuition, and other curriculum fees and overseas student health cover fees must be paid by the due date of the issued invoice.

### Adherence to Rules

The student undertakes to abide by the rules and regulations of Mercedes College and to work regularly and systematically through the course in accordance with instructions.

## Deferment and Suspension Conditions

Mercedes College will consider the deferring of a student's enrolment, before they commence at the college, if suitable evidence is submitted to Mercedes College showing sufficient reason for the deferment e.g. Visa delays, hospitalisation of the student or other compassionate reasons.

The deferment procedure is that Mercedes College will hold the student's position at the college for the following year (e.g. if the student defers entry at Year 9 and the reason has been accepted by the college, the student's Year 10 position is still confirmed for them in the following year). Deferment of the enrolment is at the discretion of the Principal.

## Suspension

Suspension can occur due to either disciplinary or compassionate reasons.

### Disciplinary Reasons

If a student has already commenced studies at Mercedes College, a suspension for disciplinary reasons will not exceed two weeks. There is no refund for fees for the suspended period.

### Compassionate Reasons

If a student has already commenced studies at Mercedes College, a suspension for compassionate reasons will not exceed two weeks. There is no refund for fees for the suspended period.

### Cancellation of Enrolment

If a student fails to attend 90% of their course, or breaches school policies as outlined in the College Handbook, an intervention process by the school will occur. If the breach is proven to be serious enough and results in the non-compliance of the student's visa, the matter will be reported to the Department of Home Affairs (Immigration).

Mercedes College may also impose additional consequences for students found to have seriously breached school policy. Consequences could include the cancellation of an enrolment. Cancellation of an enrolment does not entitle the student to get a refund of their fees. See the Refund Policy (point iii) and Additional Conditions of Enrolment (first dot point) in this International Student Enrolment form.

## Minimum Length of Stay

In accordance with the Commonwealth Department of Home Affairs (Immigration), students must remain with Mercedes College for the first 6 months of their principal course.

## Refund Policy

- i. Students will receive a full refund of their tuition and course fees only if certified evidence from Australian Immigration authorities is provided within 14 days of the student receiving notice of a visa application rejection.
- ii. Students will receive a refund of tuition and course fees paid, less 20% if, more than 28 days before the commencement of the course, a student provides written notification of cancellation or withdrawal from the course for any reason other than the rejection of the Visa application.

- iii. No refund is due if a student is required to leave the college due to a break in Visa conditions, including unsatisfactory attendance or unsatisfactory progress in the course, or a breach of college rules.
- iv. Other than the exceptions contained in i, ii, iii above, one semester's (around 15 academic weeks) notice in writing is required prior to students withdrawing from Mercedes College. Failure to provide notice in writing will incur a payment of one semester's tuition and course fees.
- v. Refunds will be made in Australian Dollars only, to a nominated bank account in the name of the student.
- vi. Course fees are not transferable to other education providers.
- vii. The refund will be paid 4 weeks after notification by the student of withdrawal from the course.

## Variation of this Agreement

Any variation of the terms and conditions of this enrolment must be made in writing and signed by the Principal.

## Excursions and Medical Consent

If you fail or neglect to provide sufficient and current information in writing to enable the proper treatment of your child, no liability will be accepted by the school for any injury or illness which your child may suffer as a result.

## Additional Conditions of Enrolment

A place at Mercedes College is not assured until it is confirmed in writing by the college. Whilst all applications for enrolment are welcome, the student's enrolment cannot be confirmed until full consideration has been given to the individual needs of the applicant and whether the College can adequately meet those needs.

In confirming their acceptance of a place for their child at the college, parents/guardians:

- Agree to be bound by the rules and regulations of the College during their child's tenure AND agree that their child will be bound by those rules and regulations
- Authorise the College, in the event of their child's sickness or injury, to take such action as is necessary to obtain medical and/or hospital care and attention for their child and to pay all costs and expenses incurred on behalf of their child
- Agree to notify the Principal if they intend to cancel their child's enrolment prior to commencement, and they acknowledge the enrolment fee will be forfeited.

(Refer to Refund Policy in this Enrolment Form).

In addition to the above, parents/guardians are required to specify any special needs of their child which the college may need to consider in the delivery of their child's education.

## Privacy Policy

The following information is provided to families to assist in understanding the implications of the School's Privacy policy.

1. Mercedes College respects the privacy of personal and sensitive information relating to your family. The college is committed to ensuring that it complies at all times with its requirements under the Commonwealth Privacy Act.
2. The college collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the college. The primary purpose of collecting this information is to enable the college to provide schooling to your child.
3. It is the responsibility of the student, and their parents, to notify the college of any changes of address, or relevant personal details, while enrolled at Mercedes College. The college will regularly give the student an opportunity to update their information, for example when requesting the student to complete a form regarding their personal information. While this will occur regularly, it is not to be the only prompt to remind students to inform the college of changes in their address and circumstances.
4. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the college to discharge its duty of care. Certain laws governing or relating to the operation of schools require from time to time, the disclosure of personal and sensitive information to relevant persons or authorities.
5. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We may ask you to provide medical reports about your child from time to time.
6. The college from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, the South Australian Commission for Catholic Schools, the Catholic Education Office, medical practitioners and people providing services to the school, including specialist visiting teachers, sports coaches and volunteers.
7. Personal information about the student may be shared between Mercedes College and the Australian Government and designated authorities and, if relevant, the Tuition Protection Service (TPS) when the situation warrants the sharing of information. The request has to be put in writing by the Government, designated authority or TPS and considered by the Principal before permitting the information to be shared. The information can include personal and contact details, course enrolment details and changes, and the circumstances of any suspected breach by the student, of a Student Visa condition.
8. In the event of default of payment of fees, the college may refer the default to a relevant organisation. If this occurs, personal information will be disclosed to the organisation and you will be responsible for the collection costs.
9. If we do not obtain the information referred to above, we may not be able to continue the enrolment of your child.
10. Personal information collected from students is regularly disclosed to their parents or guardians. On occasion

information such as academic and sporting achievements, pupil activities and other news is published in the College newsletter, *Fleur de Lis*, the College Yearbook and our website.

11. Parents, guardians or students may seek access to personal information collected about them by contacting the college. However, there will be occasions when such access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the college's duty of care to the student, or where information has been provided in confidence.
12. As you know the college from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing or fundraising purposes without your consent.
13. If you provide the College with personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing such information to the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.

A copy of the College's Privacy Policy is available upon request or can be accessed on our website. If you would like further information about the way the College manages the personal information it holds, or if you wish to access personal information held by the college about yourself or your child, please contact the Principal in writing.

# Address for Applications

## Mrs Leeanne Moriarty

Coordinator of International Enrolments

Mercedes College

540 Fullarton Road

Springfield South Australia 5062

Telephone +61 8 8372 3200

Facsimile +61 8 8379 9540

Email [lmoriarty@mercedes.catholic.edu.au](mailto:lmoriarty@mercedes.catholic.edu.au)

Web [www.mercedes.catholic.edu.au](http://www.mercedes.catholic.edu.au)

## How to Enrol

Send your application and documents to Mercedes College.

If your application is successful, you will be sent a Letter of Acceptance explaining the programme you have been offered, the fees payable and the programme commencement date.

In order to accept the offer of a place, payment must be made in Australian dollars in the form of an international bank draft drawn on a bank in Australia, or by telegraphic transfer to:

**Account Name:** CCES Inc - Mercedes College

**Bank:** National Australia Bank

**Branch:** Adelaide Office

**BSB No:** 085 005

**Account No:** 585194444

**Please Quote:** Student Family Name & Given Names

**Swift Code:** NATAAU3305A

# Checklist for Agents

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

Translate all Academic Transcripts and documents to be sent to Mercedes College with application

State equivalent academic achievement in home country, to Mercedes College standard

Certify all copies of Academic Transcripts and other documents, passport, sent with application

Student and parents have received and understood Mercedes College Refund Policy and Attendance Policy

Student and parent have signed Enrolment Application Form

When applicable, student has received pre-departure information

Completed application form

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Day                      Month                      Year

Agent's Signature \_\_\_\_\_