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CRICOS Provider Code: 02300E

## STUDENT DETAILS

Surname	Given Name(s)
Preferred Name	Date of Birth
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Religion (optional)
Country of Birth	Nationality
Is the Student a Permanent Resident of Australia but not an Australian Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	Passport Number

## HOME ADDRESS OF STUDENT

Residential Address
Postcode

## PREVIOUS SCHOOLS ATTENDED

Name of School	Grade(s)	Years of Attendance

## INTERESTS

In which of the following co-curricular activities has the student participated (give details)

Music - Vocal	Instrumental (indicate instrument)
Sport	Art
Other	

## COURSE DETAILS

### THE ILLAWARRA GRAMMAR SCHOOL

Proposed Date of Entry	Entry Grade
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### THE ILLAWARRA GRAMMAR SCHOOL CENTRE FOR ENGLISH

(To be completed if applying for the High School Preparation Programme)

Is English your first language? <input type="checkbox"/> Yes <input type="checkbox"/> No - My first language is	
IELTS Score	TOEFL Score
Proposed Date of Entry	
Weeks of study <input type="checkbox"/> 5 <input type="checkbox"/> 10 <input type="checkbox"/> 15 <input type="checkbox"/> 20 <input type="checkbox"/> 25 <input type="checkbox"/> 30	

## PARENT/GUARDIAN DETAILS

Surname
Given Name (s)
Title
Home Address
Postcode
Home Telephone
Mobile
Work Telephone
Email Address
Occupation
Name of Employer/Company
Relationship to Student

## PARENT/GUARDIAN DETAILS

Surname
Given Name (s)
Title
Home Address
Postcode
Home Telephone
Mobile
Work Telephone
Email Address
Occupation
Name of Employer/Company
Relationship to Student

## PARENT/GUARDIANSHIP

Student resides with <input type="checkbox"/> Both Parents <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian/Carer
Is a Parenting or Restraint Order applicable? <input type="checkbox"/> No <input type="checkbox"/> Yes (If Yes, please submit a copy)
Are any other conditions enforced by law? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please specify)

Please list any special circumstances of which the School needs to be aware in order to provide maximum support for the student

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## OTHER CHILDREN IN THE FAMILY

Number of Children in family	Birth Order of Applicant	
Name	Date of Birth	School Attended

## SCHOOL FEES – RESPONSIBILITY FOR SCHOOL FEES

Unless otherwise agreed by the School, the applicants (parents/guardians) acknowledge and agree that they are jointly and severally responsible for the payment of school fees. Communications in relation to school fees should be directed to the following person/s:

Name
Postal Address
Email

Name
Postal Address
Email

## PARENTAL CONSENTS

### Student Transport Consent

I /We hereby give my/our son/daughter permission to be transported to and from various sporting and academic venues via the TIGS bus or other transportation approved by the school.  Yes  No

### Student Photograph Consent

I/We give permission for my/our child's image and/or work to be used for publicity and promotion of the school. This includes student names and images.  Yes  No

### Medical/Emergency Consent

I/We give consent for the School staff to take appropriate action for the wellbeing and safety of my/our son/daughter. This includes first aid and transportation to an emergency facility (Clause 18 Conditions of Entry).  Yes  No

### Student Academic Results Consent

I/We give permission for the School to use my/our son/daughter's exam, competition, Works and HSC results in School publications, promotions or publicity  Yes  No

## COMMUNICATION WITH PARENTS/GUARDIANS

Are separate copies of reports required for each parent?  Yes  No

Are separate copies of Mail and Correspondence required for each parent?  Yes  No

## MEDICAL INFORMATION

Medicare Number (Australian Resident)	Place on Card	Expiry
Overseas Student Health Cover	Membership No.	Expiry

## EMERGENCY CONTACT DETAILS

In case student becomes ill/injured and parents cannot be contacted, the School has authority to contact and release the student into the care of:

Full Name	Relationship	Telephone
Full Name	Relationship	Telephone
Full Name	Relationship	Telephone

## MEDICAL SPECIALIST DETAILS (e.g. Doctor, Dentist, Pediatrician etc)

### MEDICAL CONDITIONS/ALLERGIES

Please list any medical conditions, allergies known to the student

Condition	Yes (Please tick)	Severe (Please Tick)	Signs and Symptoms	Treatment
Asthma (if yes please provide an Asthma Management Plan)				
Diabetes				
Epilepsy				
Muscular-skeletal				
Hearing problems				
Vision/Glasses/Contacts				
Special Dietary Requirements				

  

Allergies	Yes (Please tick)	Severe (Please Tick)	Signs and Symptoms	Treatment
Anaphylaxis				
Hayfever				
Food (Please specify)				
Medication				
Bees/Wasps/Insects				
Other				

• If allergy requires the use of an Epipen, or Anapen please provide a ASCIA Action Plan

• Where is the Epipen or Anapen located? \_\_\_\_\_

## MEDICATION DETAILS

If the conditions above require medication to be taken at School, please fill out the following section with your child's doctor. The Doctor and Parent/Guardian MUST sign for these medications to be administered. ANY changes to dosage or new medication prescribed will only be administered if the Administering Medication to a Student While at School form (available on website) has been completed and returned to the School.

Medication	Dosage	Time of Administering	Side Effects	Self-Administering

## IMMUNISATION

Please attach an Immunisation History Statement.

A child without an Immunisation History Statement will not be prevented from enrolling in school. Under the NSW Public Health Act 2010, however, children without proof of immunisation may be asked by Public Health Officials to stay at home during an outbreak of vaccine preventable disease.

## STUDENT SUPPORT

Does the student have any specific needs or disabilities that may impact on his/her ability to fully participate in the curricular or cocurricular programs provided by the School or any special talents, which the School may need to accommodate?

**This must be disclosed to ensure the School is able to meet your child's educational needs.**  Yes  No

If you answer YES, please detail in a separate statement and attach copies of relevant documents (e.g. WISC, WIAT, OT Report etc)

Has the student ever been excluded, suspended or expelled from a school?  Yes (please provide details)  No

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**In the past three (3) years, has the student, or is the student, receiving any of the following professional services:**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Speech Therapist             | <input type="checkbox"/> Psychologist                         | <input type="checkbox"/> Occupational Therapist        |
| <input type="checkbox"/> Paediatrician                | <input type="checkbox"/> Psychiatrist                         | <input type="checkbox"/> Individual Integrated Support |
| <input type="checkbox"/> English as a second language | <input type="checkbox"/> Support Program in Literacy/Numeracy | <input type="checkbox"/> Others                        |

**Note:** Failure to disclose an educational need may lead to the cancellation of the Application and/or enrolment of the student.

## HOMESTAY

Do you need the school to arrange Homestay? <input type="checkbox"/> Yes <input type="checkbox"/> No - If no, please provide the following details:		
Name of Homestay in Australia		
Homestay address in Australia		Postcode
Relationship of Homestay to Student		
Home Telephone	Work Telephone	Mobile
Email Address		

## GUARDIANSHIP

Do you need the school to arrange Guardianship? <input type="checkbox"/> Yes <input type="checkbox"/> No - If no, please provide the following details:		
Name of Guardian in Australia		
Guardian's Permanent Address in Australia		Postcode
Relationship of Guardian to Student		Date of Birth
Home Telephone	Work Telephone	Mobile
Email Address		

## DECLARATION BY PARENTS/GUARDIANS

I/We, the undersigned apply to have the above-mentioned student entered at the school and agree, should the application be accepted to comply with the 'Conditions of Entry – Business Notices'. We jointly and severally agree to abide by these conditions and any regulations in force at the School and to pay all fees and other monies as they fall due to the School.

Signature of Parents or Guardian:	
1	Date
2	Date

**Note: Signatures of both parents:**

This application requires the signatures of both parents. If both signatures are not appended, the circumstances should be indicated in writing.

To accompany this application	
<ul style="list-style-type: none"><li>A non-refundable application fee</li></ul>	<ul style="list-style-type: none"><li>Copies of the student's two most recent schoolreports</li></ul>
<ul style="list-style-type: none"><li>A letter of recommendation from the Principal of the student's present school, if readily available.</li></ul>	<ul style="list-style-type: none"><li>Copy of recent references and passport</li></ul>

## CONDITIONS OF ENTRY – BUSINESS NOTICES

The conditions of this application for enrolment are as follows:

1. The School will require any proposed student to attend an interview with a nominated agent of the School in the student's home country, or with a nominated person from the School if the proposed student presently lives in Australia.
2. Your application must be lodged with a non-refundable Application Fee of \$A175.
3. An Enrolment Fee of \$A3,000 is payable upon acceptance and is required to be paid in order to accept the offer of a place with the School. No refund of this fee is possible. Payment of this fee will secure the placement of the student in the School.
4. International students are required to lodge a Capital Deposit of \$A2,000 with the School. This deposit is refundable on written request when a student leaves the School, subject to all financial commitments having been settled and the required notice of withdrawal being given. If not claimed within 6 months of a student leaving, the deposit will be transferred to School funds as a deemed donation.
5. The initial fees, as outlined in the Letter of Offer, are payable on confirmation of enrolment. The School will not require more than 50% of the course tuition fees to be paid prior to course commencement, except for courses of 24 weeks or less duration where 100% of tuition fees are required.  
  
The School will refund within 28 days of the receipt of written notification of cancellation by the student (or parent(s)/legal guardian if the student is under 18), tuition fees paid by or on behalf of the student, less the amounts to be retained as agreed and detailed below:
  - a) If written notice is received up to 28 days prior to the commencement of the course, the school will be entitled to retain an administration fee.
  - b) If written notice is received less than 28 days prior to the commencement of the course, 70% of the course fee will be refunded.
  - c) In the event of withdrawal of a student during the first year of attendance, no refund will be made. Under exceptional unforeseen circumstances, further fees may be refunded on application to and at the discretion of the Headmaster.
6. Once a student is enrolled at the School, at least three (3) calendar months notice of withdrawal must be given in writing to the Headmaster. In default of such notice a full semester's fees will be charged.
7. All fees must be paid in Australian dollars. Refunds will be reimbursed in Australian dollars and the payment sent to the applicant's home country unless otherwise requested. Refunds will be paid to the person who enters into the written agreement. Refunds will be processed within 28 days of receipt of written claim.
8. The School will refund within 28 days tuition fees paid where the student produces evidence that the application made by the student for a student visa has been rejected by the Australian immigration authorities.
  - a) If a visa application is rejected before the student commences the course:  
The amount of the refund is the fees paid by or on behalf of the student, minus the lesser of the following amounts that will be retained:
    - 5% of the amount of fees received (tuition fees, non-tuition fees);
    - \$500.
  - b) If a visa application is rejected after the student has commenced the course:  
The amount of the refund is any unused tuition fees paid by or on behalf of the student.
9. In the event that a Homestay and/or Guardianship placement has been made, a cancellation fee will apply, being the accommodation placement fee, plus the first two (2) weeks' homestay and/or guardianship fees.
10. Activity Fees, Facility Fee and other fees are non-refundable. OSHC, if paid by the school on behalf of the student, will be refunded on a prorata basis.
11. If the student changes visa status (eg. becomes a temporary or permanent resident) he/she will continue to pay full international student fees for the duration of that year.
12. The School Council has delegated to the Headmaster the right to terminate the attendance of any student whose lack of progress or whose conduct, attendance, punctuality or any other pattern of behaviour is, in the opinion of the Headmaster, an embarrassment to the School. No reason need be given for such termination.
13. Where a student's enrolment is cancelled for any of the following reasons, a cancellation fee of 100% of the current semester fee is applicable.
  - a) Failure to maintain satisfactory course progress (Visa condition 8202)
  - b) Failure to maintain satisfactory attendance (Visa condition 8202)
  - c) Failure to maintain approved welfare and accommodation arrangements (Visa condition 8532)
  - d) Failure to pay course fees
  - e) Any behaviour identified as resulting in enrolment cancellation in accordance with The Illawarra Grammar School's Whole School Discipline Policy.
14. All planned absences outside school holiday periods, must be notified in advance to the Headmaster by completing the Application for Extended Leave-Vacation/Travel form (available on OLLE). Absence from School during the whole or any part of a semester will not in itself be any foundation for a claim about remission of fees, in whole or part. Only under very exceptional circumstances will the School consider on its merit any special case that may be placed before the Headmaster.
15. Fees are billed at the commencement of each year. These fees must be paid to The Illawarra Grammar School prior to the commencement of the semester in accordance with the due date stated on the account. Interest will be charged on over-due accounts. The School is authorised to incur expenditure for such items as emergency medical and dental expenses and to make such purchase of books, stationery, clothing, medicine, etc. and to advance such costs from time to time as the School considers necessary.
16. Students must participate in the School's homestay program unless accommodation with a relative is approved by the Department of Home Affairs. Homestay families nominated by the student will be subject to approval under the School's Welfare and Accommodation Selection, Screening and Monitoring Policy.
17. The Rules and Regulations of the School in force from time to time shall be duly observed by a student and his/her parents or guardians. This includes the wearing of the proper school uniform to and from school at all times.
18. In the event of injury or illness to the student necessitating urgent hospital and/or medical treatment including injections, blood transfusions, anaesthetics and the like, and if the parent or guardian is not readily available to authorise such treatment a responsible person of the School staff is hereby empowered to give the necessary authority for such treatment without the School or such person incurring any legal liability to the parent or guardian or student in so doing.
19. Any default by the School will be covered by the provisions of the ESOS Act 2000 and the ESOS regulations 2001 (as amended). These include:
  - a) If for any reason the School is unable to offer a course, a full refund of fees paid will be made within 14 days of notification of course cancellation.
  - b) If for any reason the School is unable to continue offering a course after commencement, a refund of the unused tuition fees paid by or on behalf of the student will be made within 14 days of notification of course cancellation.  
The student will be provided with a statement explaining how the refund has been calculated.
20. The registered provider's dispute resolution processes do not circumscribe the student's rights to pursue other legal remedies. This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.