



International Student Written Agreement

FAMILY DETAILS

Mother / Guardian 1

Title	<input type="text"/>	Given Name (in full)	<input type="text"/>	Nationality	<input type="text"/>
Surname	<input type="text"/>	Relationship to Student	<input type="text"/>		
Home Address	<input type="text"/>				
	<input type="text"/>	Post Code	<input type="text"/>		
Home Telephone	<input type="text"/>	Mobile	<input type="text"/>	Home Email	<input type="text"/>
Postal Address ('As Above' if the same)	<input type="text"/>				
Occupation	<input type="text"/>	Employer	<input type="text"/>	Work Phone	<input type="text"/>

Father / Guardian 2

Title	<input type="text"/>	Given Name (in full)	<input type="text"/>	Nationality	<input type="text"/>
Surname	<input type="text"/>	Relationship to Student	<input type="text"/>		
Home Address	<input type="text"/>				
	<input type="text"/>	Post Code	<input type="text"/>		
Home Telephone	<input type="text"/>	Mobile	<input type="text"/>	Home Email	<input type="text"/>
Postal Address ('As Above' if the same)	<input type="text"/>				
Occupation	<input type="text"/>	Employer	<input type="text"/>	Work Phone	<input type="text"/>

AGENT DETAILS

Name of Agency	<input type="text"/>	Name of Principal	<input type="text"/>
Name of Representative	<input type="text"/>	Principal's mobile no.	<input type="text"/>
Postal Address	<input type="text"/>		
Street Address	<input type="text"/>		
Phone	<input type="text"/>	Mobile	<input type="text"/>
		Fax:	<input type="text"/>
Email	<input type="text"/>		

RELIGION: **(It is compulsory to answer this question)**

Name of Church/Fellowship

Denomination: Please describe your attendance: Nominal Regular

Church Address

CHRISTIAN FAITH AND CHURCH ATTENDANCE

Are you of Christian Faith? (Father or Mother?) Yes No **If No please continue to page 3**

FATHER/MOTHER/GUARDIAN to answer the following questions.

Define what being saved means to you?

How do you view the Bible and what value does it have in your life at present?

What does attending church mean to you?

Why do you support Christian Education?

STATEMENT OF FAITH

- The Constitution of the Association upholds the following Statements of Faith:
- One God eternally existent in three Persons: Father, Son and Holy Spirit.
- The sovereignty of God in creation, providence, redemption, revelation and final judgment.
- The Divine inspiration of the original documents of the Bible (66 books); its entire trustworthiness, sufficiency and supreme authority in all matters of faith and conduct.
- The Deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His atoning death on the cross as our representative and substitute, His bodily resurrection, His ascension to the right hand of the Father, His mediatorial work and in His personal, visible return in power and glory.
- The sinfulness and guilt of all mankind, rendering them subject to God's wrath and condemnation.
- Justification of the sinner by the grace of God through personal faith in Christ alone, and regeneration by the Holy Spirit.
- The receiving and indwelling of the Holy Spirit at conversion, and His continuing work in the heart and life of the believer.
- The one holy universal church, the body of which Christ is the Head, to which all true believers belong.
- The resurrection and judgment of all mankind; the believer to life everlasting, and the unbeliever to eternal separation from God.

STUDENT DETAILS – 1st Child (Please note it is compulsory to complete all questions)

Surname	<input type="text"/>	Gender (M)	<input type="checkbox"/>	(F)	<input type="checkbox"/>
Given Name	<input type="text"/>	Date of Birth	<input type="text"/>		
Second Name	<input type="text"/>	Place of Birth	<input type="text"/>		
Preferred Name	<input type="text"/>	Country of Birth	<input type="text"/>		
Main Language spoken at home	<input type="text"/>	Nationality	<input type="text"/>		
Telephone	<input type="text"/>	Mobile	<input type="text"/>		
Home Address	<input type="text"/>				
Boarding Address	<input type="text"/>				
Present or Previous School (if applicable)	<input type="text"/>				
Present Year Level	<input type="text"/>	Expected Academic Year of Entry	<input type="text"/>	Calendar Year of Entry	<input type="text"/>
		(Example Year 10)		(Example 2019)	

Visa Details

Visa Class	<input type="text"/>	Visa Expiry Date	<input type="text"/>	
<input type="checkbox"/>	Exchange Student: Name of Exchange Organisation <input type="text"/>			
Passport Number	<input type="text"/>	Arrival Date	<input type="text"/>	

Originals of Visas and Birth Certificates must be sighted prior to enrolment.

Photo Permission

PLEASE CONFIRM ITEMS BELOW (✓):

LEVEL 1 WEBSITE (Student surnames not used without consultation)

LEVEL 2 SCHOOL PUBLICATIONS, INCLUDING OFFICIAL CLASS PHOTOS IN COLLEGE MAGAZINE

OVERSEAS HEALTH COVER

Visa length Overseas Student Health Cover is the responsibility of the student. Confirmation that this health cover has been purchased must be received at the College before a Confirmation of Enrolment letter will be processed with the Department of Immigration and Border Protection.

Overseas Student Health Cover can be purchased from the Medibank Private Health Insurance website located at the following website: <http://www.medibank.com.au/productandservices/overseas/students/> or at one of the websites below:

Australian Health Management www.ahm.com.au

BUPA Australia www.overseasstudenthealth.com

Allianz Global Assistance <https://www.oshcallianzassistance.com.au/>

It is the responsibility of the parent to ensure their insurance policies offer adequate medical, personal property and liability insurance cover, and are kept current. The College cannot accept responsibility for medical expenses arising from accident or illness, loss of or damage to personal effects.

In an emergency, if required, a student will be taken by ambulance to a public hospital. It is therefore advisable that Overseas Student Health Cover includes ancillary cover.

Parent/s of students under 18 years of age must complete and sign a Medical Deed of Release Form and return it with the International Student Written Agreement.

Note: if your student is residing in Homestay Accommodation, their personal possessions will not be covered under the insurance policy of the Homestay family. Insurance to cover loss or damage must be arranged prior to arriving in Australia and must cover the full duration of your intended stay.

MEDICAL INFORMATION (Please note it is compulsory to complete all questions)

Medicare Card Number	<input type="text"/>	Ambulance Cover	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Private Health Fund	<input type="text"/>	Blood Group (If known)	<input type="text"/>	
Doctor's Name	<input type="text"/>	Telephone	<input type="text"/>	
Paediatrician's Name	<input type="text"/>	Telephone	<input type="text"/>	
Reason for Referral	<input type="text"/>			
Child Development Centre	<input type="text"/>			
Reason for Referral	<input type="text"/>			

Emergency Contact Details (1) (Other than Parent/Guardian)

Name	<input type="text"/>	Relationship to student	<input type="text"/>
Telephone	<input type="text"/>	Mobile	<input type="text"/>
		Work Phone	<input type="text"/>

Emergency Contact Details (2) (Other than Parent/Guardian)

Name	<input type="text"/>	Relationship to student	<input type="text"/>
Telephone	<input type="text"/>	Mobile	<input type="text"/>
		Work Phone	<input type="text"/>

Allergies including beestings, plaster etc. (please give details of reaction)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="text"/>	

Does your child suffer from Asthma? Yes No

Severity of Asthma: (Please tick) Infrequent Episodes (6-8 weeks or more apart) Yes No

Frequent Episodes (less than 6 weeks apart) Yes No

Persistent (symptoms most days) Yes No

Preventer used: _____ Reliever used: _____

Trigger factors (e.g. allergy, exercise, chest infection): _____

Has your child been hospitalised with Asthma Yes No

Last hospitalisation date: ____/____/____

If you child has an Asthma Plan please submit to College Health Care Co-ordinator. First Aid for Asthma will be administered according to the National Asthma Council Guidelines

Note that if your child is using a reliever via a **Spacer** three or more times a week this means that you need to see your GP to re-evaluate the dosage of his/her **preventer**.

Does your child wear glasses/contact lens? Yes No

Does your child suffer from anaphylaxis?

(a severe allergic reaction resulting in difficult breathing, even collapse) Yes No

Is your child up to date with his/her immunisations? Yes No

GP Name: _____ Phone No: _____

(Please note it is compulsory to complete all questions)

OTHER MEDICAL CONDITIONS including diabetes, epilepsy, heart disorders, migraine etc. Number and list each under the following headings with an action plan with steps to take if applicable.

Name of Condition	Medication	Doctor & Phone number

Action Plan

Has your child had any operations or serious injuries in the past? Yes No

Details: _____

NON PRESCRIPTION MEDICATION (e.g. Panadol, antihistamines) which you are authorising us to administer when necessary.

Paracetamol Yes No

Nurofen Yes No

Antihistamines Yes No

Is your child on regular medication, and if so, for what reason?

We have St John's Ambulance cover/insurance

Yes No

(Note that in an emergency, an ambulance will be called at parent/guardian expense, but where possible we will try our best to contact you first)

Student's Individual Needs

The Education Act 1999 requires the provision of details of any condition that may call for special steps to be taken for the benefit or protection of the enrollee or other persons in the school – Section 16.1(g).

To assist the College to respond to individual requirements, please detail any special needs your child has in the following area(s) that may affect learning participation or welfare.

Special Needs: gifted/learning difficulties. Please attach all relevant reports

Will staff members be required to provide medical/health care services during College hours? YES NO

If yes, please provide written authority with details of health care required and a signed authorisation by relevant practitioner, along with Medical Plan.

External Service Provision (e.g. Speech Therapist/Occupational Therapist, Psychologist, Tutoring)

Does your child receive any services from an external agency which may affect educational arrangements: YES NO

If so, please give details and name and contact number of service provider.

Name Telephone

Address

Postcode

COURSE ENROLMENT

Course Type and Entry level

- Pre-Primary – Year 6 Specify entry year _____ (e.g. Year 5)
- Year's 7 – 10 Specify entry year _____ (e.g. Year 9)
- Year's 11 – 12 Specify entry year _____ (e.g. Year 11)

Course Start and End Date

Course start date: _____

Course end date: _____

Enrolment Conditions /Preliminary Requirements

a. International Students are required to meet certain minimum English language standards and to take the iPEPT test via Phoenix English Academy as proof.

Yes No *The above named student has completed the iPEPT test via Phoenix English Academy (info@phoenix.wa.edu.au) and gained a score of

Yes No Evidence of the student's English competency has been submitted to the Kingsway Christian College Enrolments Office.

Yes No The student's English competency has been approved for enrolment into the agreed starting academic school Year: **To fulfil the Conditions of the Letter of Offer, he/she will be attending an ELICOS at (name of provider):

..... for ... weeks from/...../20..... to/...../20.....

**If evidence is received subsequent to this application that demonstrates that this student's English language ability is insufficient, the College has the right to cancel any previous offers of admission that may have been made. **Depending on the student's English language ability, the student may be required to successfully complete an ELICOS course or additional weeks in a current ELICOS course.*

- b. As a condition of enrolment, the student agrees to abide by all school policies for the duration of their enrolment and to disclose any medical or health conditions that may affect studies or student welfare. These include:
- Homestay Accommodation Policy
 - Complaints and Appeals Policy
 - Course Progress and Attendance Policy
 - Behaviour Policy/Code of Conduct
 - Student Transfer Request Assessment Policy
 - Deferment, Suspension and Cancellation Policy
 - Refund Policy
- c. As a condition of enrolment, the student authorises Kingsway Christian College to check visa entitlements electronically via Visa Entitlement Verification Online (VEVO) on the Department of Immigration and Border Protection website:
<http://www.immi.gov.au/e Visa/vevo.htm>

Course fees and other charges (course monies)

- a. Tuition Fees: as per the Kingsway Christian College International student fees, charges and Refund information below:

2017 INTERNATIONAL STUDENT FEES, CHARGES AND REFUND INFORMATION

1. FEES AND CHARGES

All fees, charges and costs associated with the enrolment of an International Student are subject to change from time to time, as endorsed by the Kingsway Christian Education Association (Inc.) which is the Governing Body of Kingsway Christian College and advertised on PRISMS. Invoices will not be issued until after this Written Agreement has been signed and returned by the relevant parties. Payment will usually be due in 14 days from invoice date unless stated.

2. APPLICATION FEE

A non-refundable application fee of \$250 must accompany an application for enrolment of an International Student.

3. PAYMENT OF ACCOUNTS

International student accounts can be paid EITHER:

- (a) In full, upon receipt of the Invoice forwarded to parents with the Letter of Offer of a position,
OR:
- (b) In two instalments:
1st instalment by the due date but not later than 30 November in the preceding year; and
2nd instalment by the last day in Term 1, date to be determined according to the official College calendar.
- (c) For a new student commencing, payment of at least the first instalment as set out in the Letter of Offer, must be received before a Confirmation of Enrolment letter will be processed with the Department of Immigration and Border Protection (DIBP);
- (d) For a continuing student, payment of at least the 1st instalment must be made by 30 November for the following year's fees. Failure to make this payment is likely to result in the enrolment being cancelled for the following academic year.
- (e) Fees may be paid by:
MASTERCARD, OR VISA;
OR
Bank Draft in Australian Dollars to Bank Draft made payable to "KCEA Inc. Overseas Student Trust Account", and posted to
- Accounts
Kingsway Christian College,
157 Kingsway,
Darch 6065
Western Australia; OR
- Telegraphic transfer, attention "KCEA Inc Overseas Student Trust Account"
BSB Number: 036237 Account Number: 354506 Westpac Bank,
- a. Shop 2, Woodvale Boulevard Shopping Centre, Whitfords Avenue, Woodvale 6026, West Australia.

NOTE: Please ensure you quote your family & student name when making a payment.

4. CONCESSIONS ON TUITION FEES (ONLY)

A reduction of 7.5% will be made for the 2nd child in a family, and a 10% reduction for a 3rd child in a family. Concessions are forfeited if fees are overdue. Concessions are not available for students who are already in receipt of a Bursary.

5. CANCELLATION OF ENROLMENT

The school reserves the right to cancel a student enrolment when fees are unpaid which will have implications on your Australian visa, as we are required to report this to The Department of Immigration and Border Protection.

6. WITHDRAWAL OF A STUDENT

A semester's notice in writing addressed to the Enrolments Officer must be given prior to cancelling an enrolment. Failure to give this notice will result in a financial penalty in accordance with the Refund Policy described below. Verbal notice is not accepted. Written notice should be sent addressed to:

Attention: Enrolments Officer
Kingsway Christian College
157 Kingsway
DARCH WA 6065

7. REFUND POLICY

The Refund Policy for International Students enrolled at Kingsway Christian College is in accordance with the minimum specifications set by the Department of Education, as set out below.

This agreement does not remove the right to take further action under Australia's consumer protection laws.

- 1) This refund policy applies to all course monies paid to the school and includes any course monies paid to an education agent to be remitted to the school.
- 2) Fees for services paid to education agents by students (or parent(s)/legal guardian if the student is under 18) are not covered by this refund policy.
- 3) The application fee is non-refundable.
- 4) Payment of Course Fees and Refunds

Fees are payable one semester (6 months) in advance on or before the due date of the relevant invoice. All fees must be paid in Australian dollars.

- a. If the student changes visa status (e.g. becomes a temporary or permanent resident) he/she will continue to pay full overseas student's fees for the duration of that semester.
 - b. Refunds will be reimbursed in Australian dollars and the payment sent to the applicant's home country or agent unless otherwise requested in writing.
 - c. Refunds will be paid to the student or the person specified in the written agreement.
- 5) a. All notification of withdrawal from a course must be made in writing and submitted to the Marketing & Enrolments Manager.
- b. All applications for refunds must be made in writing and submitted to the Marketing & Enrolments Manager who will confer with the Executive Business Manager.

Refund of course monies

Kingsway Christian College's refund policy applies to all course monies paid to the school and includes any course monies remitted to the school via an education agent.

Notification of withdrawal from a course, or application for a refund, must be made in writing and submitted to Mr Ruston Long, Marketing and Enrolments Manager, one Semester (6 months) in advance. Please note that written notice needs to be received *before the start* of the student's last full semester of enrolment.

The school will refund within 28 days all course monies paid where the student's application for enrolment is refused by the school or the student produces evidence that the application made by the student for a student visa has been rejected by the Australian immigration authorities.

Note: For education services longer than 20 weeks, refunds must be calculated on the fees applicable to 20 weeks (a semester) as the maximum unit of time. Where the education service is less than 20 weeks, the refund should be calculated against the fees applying to that shorter education service.

EDUCATION SERVICE DURATION GREATER THAN 10 WEEKS		
Reason for Refund	Notification Period	Refund
Student's Application for a visa unsuccessful.	Before semester/education service commences.	Full refund (less maximum of \$250 for administrative expenses).
Student with a visa withdraws.	More than 10 weeks before semester/education service commences.	Full refund (less maximum of 10% or \$1000, whichever is the lesser, for administrative expenses).
	More than 4 weeks and up to 10 weeks before semester/education service commences.	70% of a semester's fee (less maximum of 10% or \$1000, whichever is the lesser, for administrative expenses).
	4 weeks or less before semester/education service commences.	40% of a semester's fees (less maximum of 10% or \$1000, whichever is the lesser, for administrative expenses).
	During the first 4 weeks of semester/education service commencement.	20% of a semester's fees (less maximum of 10% or \$1000, whichever is the lesser, for administrative expenses).
	After the fourth week of the semester/education service.	No refund available.
If Kingsway Christian College withdraws an enrolment offer to a student, or terminates an education course.	Before semester/education service commences.	Full refund (less maximum of \$250 for administrative expenses, unless offer had been based on incorrect information from the student, then Kingsway Christian College can retain up to \$600).
	After semester/education service commences.	Refund on a pro-rata basis (less maximum of \$250 for administrative expenses, unless offer had been based on incorrect information from the student, then Kingsway Christian College can retain up to \$600).
If Kingsway Christian College withdraws a student from an education course because the student has seriously breached international student visa conditions, or the College rules.	After semester/education service commences.	No refund of the semester's fee and not less than 40% of fees applicable to a subsequent semester*
*This applies to a maximum of two semesters only. For example, a student who has paid for more than two semesters in advance and withdraws during semester 1, more than four weeks before the commencement of semester 2, would expect no refund of semester 1 fees, at least 40% of semester 2 fees and full refund of fees paid for any subsequent semester.		

EDUCATION SERVICE DURATION 10 WEEKS OR LESS		
Reason for Refund	Notification Period	Refund
Student's Application for a visa unsuccessful	Before semester/education service commences.	Full refund (less maximum of \$250 for administrative expenses).
Student with a visa withdraws	More than 10 weeks before semester/education service commences.	Full refund (less maximum of 10% or \$1000, whichever is the lesser, for administrative expenses).
	More than 4 weeks and up to 10 weeks before semester/education service commences.	70% of a semester's fee (less maximum of 10% or \$1000, whichever is the lesser, for administrative expenses).
	4 weeks or less before semester/education service commences.	No refund available.
If Kingsway Christian College withdraws an enrolment offer to a student, or terminates an education course.	Before semester/education service commences.	Full refund (less maximum of \$250 for administrative expenses, unless offer had been based on incorrect information from the student, then Kingsway Christian College can retain up to \$600).
	After semester/education service commences.	Refund on a pro-rata basis (less maximum of \$250 for administrative expenses, unless offer had been based on incorrect information from the student, then Kingsway Christian College can retain up to \$600).
If Kingsway Christian College withdraws a student from an education course because the student has seriously breached international student visa conditions, or the College rules	After semester/education service commences.	No refund available.

8. CHANGE IN VISA STATUS & CHANGES TO FEES

A change to visa status, i.e. changing from an International Student Visa (571) to a temporary resident visa or a permanent resident visa, WILL NOT REDUCE FEES for International Students unless the new visa status meets the criteria for Australian Government funding.

The original documentation provided from the Department of Immigration and Border Protection (DIBP), which advises the new visa has been *approved and granted*, must be supplied to the Marketing and Enrolments Manager ONE FULL SEMESTER (6 months) prior to any change in school fees being granted.

NOTE: A bridging visa is not eligibility for a reduction in school fees.

9. GOODS & SERVICES TAX (GST)

The College reserves the right to pass on any GST that may be applicable to the fees and charges.

10. ACCIDENT INSURANCE

\$14.00 for all students. This Accident Insurance cover is in addition to Overseas Student Health Cover.

11. SCHOOL CURRICULUM & STANDARDS AUTHORITY CHARGES

School Curriculum & Standards Authority charges an administration fee to all students enrolled in Year 7 to Year 12 subjects. This charge is subject to change each year. The College will forward a separate invoice to cover the actual CRICOS charges.

12. SUBJECT LEVY (SECONDARY ONLY)

A Secondary Subject Levy will be charged in addition to Tuition Fees as detailed in the local fee schedule.

13. ITEMS NOT INCLUDED IN THE TUITION FEES

Travel costs; excursions, camps & cadet membership; stationery and texts; uniform items; insurance cover; accommodation and board.

14. BELIEFS & VALUES

All students at the College are expected to participate in all aspects of the school's programmes, including Christian Life Studies, devotions, etc. No student is exempt from such programmes.

15. CONTACT DETAILS

It is the responsibility of the parent/student to keep the College informed of any change in the student's contact details, i.e. Australian residential address and telephone number. This will enable the College to comply with S21 of the ESOS Act 2000 to maintain a record of an international student's current residential address.

16. USE OF INFORMATION PROVIDED BY THE PARENT/STUDENT

The information provided by the parent/student may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code. Refer to ESOS Framework. <https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>

17. BREACH OF VISA CONDITIONS

The College under s19 of the ESOS Act 2000 is required to disclose to the necessary Government department information relating to:

- (a) Certain changes to a student's enrolment; and
- (b) Any breach by the student of their visa conditions relating to attendance or satisfactory academic performance. Students must demonstrate that they are working hard to achieve academically. Attendance that drops below 80% is a breach of a student's visa conditions and will be reported to government authorities. Warnings will be triggered by the College when student attendance is falls to set thresholds: e.g. at 90% and 85% and students will be encouraged to increase their attendance and be reminded of their responsibilities.

18. GOVERNMENT REGISTRATION

The Kingsway Christian Education Association Inc. holds registration with the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) Provider No: 01855M, to enrol students in Pre-primary to Year 12.

MUSIC FEES AND CHARGES

Private Music Instrument Tuition charges are an optional extra and additional cost and are charged each quarter for students enrolled into the Music Programme.

- TUITION (private or small group) is billed based on the duration of the lesson. Rates published in Music Handbook
- INSTRUMENT HIRE: - Rates published in the Music Handbook

When a student is intending to withdraw from a music tuition agreement, 5 weeks' notice in writing must be given by the parent, or full terms tuition will be charged.

Credits/Refunds are in accordance with the Music Department Tuition Policy.
(Please see the Music Department Handbook for full details.)

2017 FEES AND CHARGES

Course Code	Title of Course	Years	Duration In weeks	Annual Charge Per Student in Australian Dollars	GST
	Primary Education				
029263E	Primary Education Years: Pre-Primary- Year 6 (Accompanied by a non-student parent)	7	364	\$14,525	GST exclusive
	Secondary Education				
029265C	Secondary Junior to Senior Years 7 – 12	6	312	\$20,524	GST exclusive
	Additional Fees				
	Application Fee, (Non-refundable)			\$ 250	GST inclusive
	Administration Fee per annum per student			\$ 800	GST exclusive
	Ningaloo Camp (Compulsory)		Year 11	\$1,400	GST not Applicable
	Ern Halliday Camp (Compulsory)		Year 7	\$ 275	GST not Applicable
	Eastern States Excursion (Compulsory)		Year 6	\$2,000	GST not Applicable
	Subject Levy (Secondary only) per annum per student		Year 7 – 9	\$ 603	GST exclusive
	Subject Levy (Secondary only) per annum per student		Year 10 – 12	\$ 711	GST exclusive
	School Curriculum & Standards Authority Charges		Years 11-12	To be advised	GST inclusive
	Golf studies (if taken as an elective)		Years 7-12	\$600	GST exclusive
	External Fees for Certificate courses (if taken): Information Technology (I.T.), Business, Creative Industries (Media), Sport (golf).		Years 11-12	\$200	GST exclusive

FEES

Fee Paying Mother/Agent/Guardian 1

Full Name (incl. Second name)	<input type="text"/>		
Address	<input type="text"/>		
Pension Card Number	<input type="text"/>	Expiry Date	<input type="text"/>
Drivers Licence No.	<input type="text"/>	Date of Birth	<input type="text"/>

Fee Paying Father/Agent/Guardian 2

Full Name (incl. Second name)	<input type="text"/>		
Address	<input type="text"/>		
Pension Card Number	<input type="text"/>	Expiry Date	<input type="text"/>
Drivers Licence No.	<input type="text"/>	Date of Birth	<input type="text"/>

1. I/We agree to pay Kingsway Christian College such fees and charges for the education of my/our first child and all subsequent children I/We enroll under the terms of this application as shall be determined by the Association and conveyed to me/us in writing. I/We further agree to pay those fees and charges within the time determined by Kingsway Christian Education Association Inc.
2. I/We acknowledge that the Board or the Board's delegate may refuse re-entry of my/our child/children into Kingsway Christian College if any fee remains unpaid for a period over 30 days from when it is due and there is no agreement in writing in place with the Executive Business Manager to repay the fees.
3. **I/We agree to give the College at least one term's notice in writing prior to the withdrawal of my/our child/children from the College.** I/We agree that failure to do so requires payment of one term's fees. This payment is a genuine pre-estimate by the College of the loss that it would suffer if parents have not provided a full term's notice of withdrawal. I/We agree that if my/our child is enrolled as an International Student I/We will give notice of withdrawal in accordance with the International Student Refund Policy as it stands from time to time.
- 4.. I/We acknowledge that I am liable/We are jointly and severally liable for all fees, interest and charges stated in each school account relating to the child/children covered under this application.

Name of fee payer 1 in full	<input type="text"/>		
Signature of fee payer 1	<input type="text"/>	Date	<input type="text"/>
Name of fee payer 2 in full	<input type="text"/>		
Signature of fee payer 2	<input type="text"/>	Date	<input type="text"/>

Please Note

- All fees are annual
- Fees are payable one semester (6 months) in advance.
- Acceptable methods of payment are:

B Pay

Credit Card

Cash or Cheque

Eftpos at Business Services or the Cashier

PERTH LIVING ARRANGEMENTS

1. If a student's living arrangements change from the Homestay details listed below, the Marketing & Enrolments Manager must be notified in writing prior to the change to the new Homestay. crm@kcc.wa.edu.au.
2. Each year the College will issue a Student Contact update during February to be approved/amended and returned within a week.
3. Where Kingsway Christian College has approved the student's welfare and accommodation arrangements, the student is required to have both the College's and his/her parent's approval for any changes made to those arrangements.

Please tick one box below and attach certified copies of the documents as listed opposite:

HOMESTAY HOST ARRANGEMENT	DOCUMENTS TO ACCOMPANY THIS AGREEMENT
<input type="checkbox"/> Parent or Blood Relative The parent or blood relative must complete this whole Written Agreement.	Certified copy of parent's/nominated guardian's identification with photo and signature (e.g. passport, driver's licence or official ID Card).
<input type="checkbox"/> DIBP Approved relative I nominate a Department of Immigration and Border Protection (DIBP) approved relative to provide accommodation, welfare, and arrival support (refer to the Kingsway Christian College Handbook for International Students http://www.kingsway.wa.edu.au/enrolments/international-students)	Certified copy of Working with Children card of family friend and all adults aged 18 years or over living in the same accommodation as the younger student <i>plus</i> identification with photo and signature (e.g. passport, driver's licence or official ID Card).
<input type="checkbox"/> National Accommodation Provider I will be contacting the following to arrange Homestay and arrival support for my child: <ul style="list-style-type: none"> <input type="checkbox"/> International Student Accommodation Australia (ISAA): www.isaa.net.au Jodie Monteiro 0400 565 057 Tel/Fax: +(61) 08 9456 0708 Homestay and/or Guardianship services Email: jodie@isaa.net.au or <input type="checkbox"/> Australian Homestay Network (AHN): www.homestaynetwork.org (+61) 08 6141 8690 Manager Jessie Mezjer jmezjer@homestaynetwork.org or <input type="checkbox"/> Tann Advisory & Management Services (TAMS): www.tannadvisory.com.au Paul and Doris Tan Mobile: 0419 911 932 Tel/Fax: (61-8) 9310 3218 Email: tann.pd@bigpond.com.au 	Certified copy of Working with Children card of family friend and all adults aged 18 years or over living in the same accommodation as the younger student. Obtain Homestay Profile form from TAMS, AHN or other provider as applicable.

Confirmation of Appropriate Accommodation and Welfare (CAAW) letter

Kingsway Christian College is not required to create a Confirmation of Appropriate Accommodation and Welfare (CAAW) form where students are over 18 years of age, or students under 18 years of age are staying with a parent or close relative.

- For students under 18 years of age who are not staying with a parent or close relative original documents (if submitting in person) or certified copies must be submitted along with this Written Agreement form before an electronic Confirmation of Enrolment (CoE) can be issued to the student. If Homestay arrangements are yet to be confirmed, please note that if the College does not approve of these arrangements your child's enrolment will be affected.

- For a student who is under 18 years of age and staying with a non-relative, the College is responsible to the DIBP (Department for Immigration and Border Protection) for overseeing the suitability of the accommodation and welfare arrangement and therefore requires you to use one of our approved Homestay agencies with whom we have a working relationship. The College creates a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter, made available when the student's CoE is approved.
- Whilst Kingsway is the provider named on the CAAW a Letter of Release will not be provided by Kingsway for the student's release to a new provider until the new provider agrees to take responsibility for the CAAW from the specified date of the student's release from Kingsway.

Change of Address

The student is obliged to notify the school of any change of address while enrolled at the school. This is to ensure that any notifications sent to the student advising of visa breaches are sent to the student's current address. Where Kingsway Christian College has approved the student's welfare and accommodation arrangements, the student requires both the school's and the parents' approval for any changes to welfare and accommodation arrangements.

Privacy

Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007; 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 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. (refer to ESOS Framework) <https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx> Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

For more information on privacy, please refer to Kingsway Christian College's Privacy Policy in our information pack.

Declaration

All students and parent(s)/legal guardian (if student is under 18 years of age) must read and sign this written agreement.

- I confirm I have received and understood information from the school regarding the following:
 - The course(s) in which I am to be enrolled
 - Conditions on enrolment in the course(s)
 - All course and course-related fees
 - Kingsway Christian College's Refund Policy
 - The sharing of personal information
 - Change of address obligations
 - Grounds on which my enrolment may be deferred, suspended or cancelled
 - I hereby declare that the information supplied by me is true and correct
 - I agree to pay all fees owing and by the due date
 - I have read, understood and agree to be bound by the above conditions of enrolment

Signed (student)	Date
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Signed (parent(s)/legal guardian)	Date
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Contact persons for International Student Liaison

Year 7 – 8 Head of Students

Mr David Ruck

Email: Dave.Ruck@kcc.wa.edu.au

Phone: 08 9302 8777

Year 9 – 10 Head of Students

Mr Matthew Elliott

Email: Matt.Elliott@kcc.wa.edu.au

Phone: 08 9302 8777

Year 11 – 12 Head of Students

Mrs Carin Havinga

Email: Carin.Havinga@kcc.wa.edu.au

Phone: 08 9302 8777

Emergency After Hours Contact Number: 0449 258 504

DEFERING, SUSPENDING OR CANCELLING ENROLMENT

1) Deferment of commencement of study requested by student

- a) Kingsway Christian College will only grant a deferment of commencement of studies for compassionate and compelling circumstances. These include but are not limited to:
 - i) Illness, where a medical certificate states that the student was unable to attend classes.
 - ii) Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided).
 - iii) Major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies.
 - iv) A traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports).
- b) The final decision for assessing and granting a deferment of commencement of studies lies with the Principal.
- c) Deferment will be recorded on PRISMS depending on the students CoE status.
- d) A deferment can only be granted up to a maximum of six months.

2) Suspension of study requested by student

- a) Once the student has commenced the course, Kingsway Christian College will only grant a suspension of study for compassionate and compelling circumstances. These include but are not limited to;
 - i) Illness, where a medical certificate states that the student was unable to attend classes.
 - ii) Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided).
 - iii) Major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies.
 - iv) A traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports).
- b) Suspensions will be recorded on PRISMS.
- c) The period of suspension will not be included in attendance calculations.
- d) The final decision for assessing and granting a suspension of studies lies with the Principal.

3) Assessing requests for deferment or suspension of studies

- a) Applications will be assessed on merit by the Principal.
- b) All applications for deferment or suspension will be considered within five working days.

4) Cancellation of enrolment

- a) Kingsway Christian College will cancel the enrolment of a student under the following conditions;
 - i) Failure to pay course fees
 - ii) Failure to maintain approved welfare and accommodation arrangements (visa condition 8532)
 - iii) Any behaviour identified as resulting in cancellation of enrolment in Kingsway Christian College's Behaviour Management Policy.

- iv) Enrolment has been granted based on false, incorrect or misleading information. Such incidents are regarded as a serious breach of College rules.
- b) Kingsway Christian College is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to DIBP which will result in automatic cancellation.

5) **Complaints and Appeals**

- a) Student requested deferment and suspension are not subject to Kingsway Christian College's Complaints and Appeals Policy.
- b) Exclusion from class is subject to Kingsway Christian College's Complaints and Appeals Policy.
- c) School initiated suspension, where the suspension is to be recorded in PRISMS, and cancellation are subject to Kingsway Christian College's Complaints and Appeals Policy.
- d) For the duration of the appeals process, the student is required to maintain enrolment and attendance at all classes as normal. The relevant Head of Students will determine if participation in studies will be in class or under a supervised arrangement outside of classes.
- e) If students access Kingsway Christian College's complaints and appeals process regarding a school initiated suspension, where the suspension is recorded in PRISMS, or cancellation, the suspension or cancellation will not be reported in PRISMS until the complaints and appeals process is finalised, unless extenuating circumstances relating to the welfare of the student apply.
- f) Extenuating circumstances include;
- i) The student refuses to maintain approved welfare and accommodation arrangements (for students under 18 years of age).
- ii) The student is missing.
- iii) The student has medical concerns or severe depression or psychological issues which lead the school to fear for the student's wellbeing.
- iv) The student has engaged or threatened to engage in behaviour that is reasonably believed to endanger the student or others;
- v) Is at risk of committing a criminal offence, or;
- vi) The student is the subject of investigation relating to criminal matters.
- g) The use of extenuating circumstances by Kingsway Christian College to suspend or cancel a student's enrolment prior to the completion of any complaints and appeals process will be supported by appropriate evidence.
- h) The final decision for evaluating extenuating circumstances lies with the Principal.

6) **Student Advice**

- a) Deferment, suspension and cancellation of enrolment can have an effect on a student's visa as a result of changes to enrolment status. Students will be informed to contact the Department of Immigration and Border Protection for advice.

7) **Definitions**

- a) Day – any day including weekends and public holidays in or out of term time.

Visit <https://docs.education.gov.au/node/39586> for an International Student government fact sheet.

Kingsway Christian College Complaints and Appeals Policy

Purpose

- a) The purpose of Kingsway Christian College's Complaints and Appeals Policy is to provide a student with the opportunity to access procedures to facilitate the resolution of a dispute or complaint.
- b) The internal complaints and appeals processes are conciliatory and non-legal.

Complaints against other students

- c) Grievances brought by a student against another student will be dealt with under the College's Behaviour Policy/Code of Conduct.

Informal Complaint Resolution

- d) In the first instance, Kingsway Christian College requests there is an attempt to informally resolve the issue through mediation/informal resolution of the complaint.
- e) Students should contact their form teacher in the first instance to attempt mediation/informal resolution of the complaint.
- f) If the matter cannot be resolved through mediation, the matter will be referred to the Head of Students and Kingsway Christian College's internal formal complaints and appeals handling procedure will be followed.

Formal Complaints Handling Procedure

- g) The process of this grievance procedure is confidential and any complaints or appeals are a matter between the parties concerned and those directly involved in the complaints handling process.
- h) The student must notify the College in writing of the nature and details of the complaint or appeal.
- i) Written complaints or appeals are to be lodged with the Head of Students and copied to the Principal. Where the internal complaints and appeals process is being accessed because the student has received notice by the school that the school intends to report him/her for unsatisfactory course attendance, unsatisfactory course progress or suspension or cancellation of enrolment, the student has 20 days from the date of notification in which to lodge a written appeal.
- j) Internal complaints and appeals processes are available to students at no cost.
- k) Each complainant has the opportunity to present his/her case to the Principal.
- l) Students may be accompanied and assisted by a support person at all relevant meetings.
- m) The formal grievance process will commence within 10 working days of the lodgement of the complaint or appeal with the Principal.
- n) Once the Principal has come to a decision regarding the complaint or appeal, the student will be informed in writing of the outcome and the reasons for the outcome.
- o) If the grievance procedure finds in favour of the student, Kingsway Christian College will immediately implement the decision and any corrective and preventative action required.
- p) Kingsway Christian College undertakes to finalise all grievance procedures within ten working days.
- q) For the duration of the appeals process, the student is required to maintain enrolment and attendance at all classes as normal. [or otherwise if that is the school's policy]

Independent Conciliator

- r) In the event a dispute is not resolved to the satisfaction of either the KCEA or the student, an independent conciliator will be engaged by either the Association representatives or by the student to assist in bringing amicable resolution to a complaint.
- s) *The student or KCEA may also engage the services of the Conciliator located at the Department of Education. This is a free service provided by the State Government.* The contact details of the Independent Conciliator:

Conciliator
Non-Government and International Directorate
Department of Education
22 Hasler Road
OSBORNE PARK 6017
Western Australia
Phone: 9441 1900

External Appeals Process

- t) If the complaints procedure does not find in favour of the student or the student is dissatisfied with the result of the complaints procedure, he/she will be informed of the external complaints and appeals process available to them at minimal or no cost.
- u) The external body used for Kingsway Christian College's external complaints and appeals processes is Ombudsman.

Contact Details: Website: www.oso.gov.au,
Email ombudsman@ombudsman.gov.au,
Phone: 1300 362 072,
Fax: 02 6276 0123,
Postal: GPO Box 442, Canberra ACT 2601.

Definitions

- v) Working Day – *any day other than a Saturday, Sunday or public holiday during term time*
- w) Student – *a student enrolled at Kingsway Christian College or the parent(s)/legal guardian of a student where that student is under 18 years of age*
- x) Support person – *a friend/teacher/relative not involved in the grievance*. Lawyers and/or education agents are not acceptable support persons at this stage of the complaints handling process.

Student Advice

- a) Deferment, suspension and cancellation of enrolment can put a student's Visa at risk as a result of changes to enrolment status.
Students will be informed to contact the Department of Immigration and Border Protection (DIBP) for advice.

Unsuccessful Enrolment/Visa Rejection

- a. The school will refund within 28 days all course monies paid where the student's application for enrolment is refused by the school. [Applicable only if payment of fees has accompanied the application/enrolment form and lodgement of the written agreement.]
- b. The school will refund within 28 days all course monies 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.

Student Default

- a. Refunds for student default apply to tuition fees only. Course monies (excluding tuition fees) will be refunded on a pro rata basis proportional to the amount of time the student was studying in the course, except where a non-refundable payment of behalf of the student has been made.
- b. If the student does not provide written notice of withdrawal and does not start the course on the agreed starting date, only one term's (ten weeks) tuition fees will be refunded from the semester's tuition fee.
- c. The school will refund 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) tuition fees paid by or on behalf of the student less the amounts to be retained as agreed and detailed below.
 - i. If written notice is received up to 4 weeks prior to commencement of the course, the school will be entitled to retain an administration fee of 10% of the annual tuition fee.
 - ii. If written notice is received less than 4 weeks prior to commencement of the course 70% of the tuition fee will be refunded.
 - iii. If written notice is received within six months of the commencement date of the student's course, only one term's (or ten weeks) tuition fees will be refunded from the annual tuition fee.
 - iv. If written notice is received more than six months after the commencement date of the student's course no refund of tuition fees will be made.
- d. No refund of tuition fees will be made where a student's enrolment is cancelled for any of the following reasons;
 - i. Failure to maintain satisfactory course progress (visa condition 8202)
 - ii. Failure to maintain satisfactory attendance (visa condition 8202)
 - iii. Failure to maintain approved welfare and accommodation arrangements (visa condition 8532)
 - iv. Failure to pay course fees
 - v. Any behaviour identified as resulting in enrolment cancellation in Kingsway Christian College's Discipline Policy/Code of Conduct. This includes:
 - Physical violence
 - Wilful damage
 - Drug possession, use, distribution or selling in the College, at any College function or on College buses or transport (including on the way to and from the College)
 - Inappropriate use of the Internet and Intranet facilities in the College in line with the Information Technology Policy.
 - Ongoing disruption to the learning of others that places other students at academic risk.

Provider Default

- 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 full refund of fees paid, including for the portion of the course already taught will be made within 14 days of notification of course cancellation.
- c. If the student chooses placement in an alternative course over a full refund, they (or their registered agent or guardian) have to sign a letter or form to that effect

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.

Definitions

Course money – includes tuition fees and any amount the student (or their guardian or registered agent) has to pay in order to undertake the course.

STUDENT TRANSFER REQUEST ASSESSMENT POLICY

- 1) Students can apply for a letter of release at no cost to enable them to transfer to another education provider.
- 2) Kingsway Christian College will only provide a letter of release to students in the first six months of their principal course in the following circumstances:
 - a) The student has changed welfare and accommodation arrangements and is no longer within a reasonable travelling time of the school.
 - b) It has been agreed by the school the student would be better placed in a course that is not available at Kingsway Christian College.
 - c) Any other reason stated in the policies of Kingsway Christian College.
- 3) Kingsway Christian College will NOT provide a letter of release to students in the first six months of their principal course in the following circumstances:
 - a) The student's progress is likely to be academically disadvantaged.
 - b) Kingsway Christian College is concerned that the student's application to transfer is a consequence of the adverse influence of another party.
- 4) In order to apply for a letter of release, students must have a letter from the receiving provider that a valid offer of enrolment has been made.
- 5) Students under 18 years of age MUST also have;
 - a) Written evidence that the student's parent(s)/legal guardian supports the transfer.
 - b) Written confirmation that the new provider will accept responsibility for approving the student's accommodation, support, and general welfare arrangements where the student is not living with a parent(s)/legal guardian or a suitable nominated relative.
 - c) Evidence that the student is always in Department of Immigration and Border Protection (DIBP) approved welfare and accommodation arrangements.
- 6) All applications for transfer will be considered within ten working days and the applicant notified of the decision.
- 7) Students whose request for transfer has been refused may appeal the decision in accordance with Kingsway Christian College's complaints and appeals policy. The complaints and appeals policy is available in the International Student handbook. Where an application for release has been refused, Kingsway Christian College will provide reasons in writing for the refusal.

YOUR PRIVACY IS IMPORTANT

The KCEA as the administrative body of Kingsway Christian College collects information of a personal and sensitive nature as part of the Application process for Association Membership and enrolment of your child/ren at the College. The collection and storage of this information is governed by the Privacy Policy of the KCEA, set down in accordance with the *Privacy Amendment (Private Sector) Act 2000* which regulates the way private sector organizations, including non-government schools and systems, handle 'personal information' of individuals. The information collected may be passed to a third party if required, but only in accordance with the requirements of the Act. The full KCEA Privacy Policy including Privacy Statement is available for the general public at the College main reception, or on the website located at www.kingsway.wa.edu.au. Alternatively, you may request a copy of this to be forwarded to you by post by contacting the Marketing & Enrolments Manager at the College on 9302 8777

TERMS AND CONDITIONS

Please read and initial each condition below as indicated.

1. I/We agree to be bound by the rules of the Kingsway Christian Education Association Inc. (KCEA) as stated in the Constitution, including the Statement of Faith, as set out in Clause 2 of the Constitution, and advise you:
 - (i) I/We have studied the Statement of Faith on page 3 and declare that I/We accept, the teaching of this statement to our children.
 - (ii) I/We have reviewed and understand the requirements for Enrolment and declare that I/We fulfil, and will abide by, all aspects;
 - (iii) I/We have read the Statement of Faith clause and understand that our children will be taught according to it.
 - (iv) I/We support and endorse the principle of Christian Education for our child/children as expounded in the College Mission Statement;
 - (v) I/We agree to pay all membership fees by the end of the first week of each term for each year in which I/we remain enrolled at the College, or at another time as required by the Board.

(Initial)

2. I/We agree to support the Discipline Policy and procedures of Kingsway Christian College and I/We irrevocably authorise the Board and/or its delegate to discipline, suspend or expel my/our child/children (according to the College Discipline Policy) whose behaviour is considered unacceptable.

(Initial)

3. I/We acknowledge that I/We are responsible for the punctual attendance of my/our child/children each day.

(Initial)

4. I/We agree to ensure that the appropriate College uniform is worn each day in a good and clean condition, and in such a way as to show pride in being identified with the College.

(Initial)

5. I/We agree that the College accepts no responsibility for the loss of any personal property brought to the College.

(Initial)

6. I authorise for my child / children to attend all school approved excursions, including transportation to and from the venue.

(Initial)

Signature of Mother/Parent/Guardian 1

Date

Signature of Father/Parent/Guardian 2

Date

CHECK LIST

Application Fee

A non-refundable application fee must accompany this application.

Variation of conditions

The Association reserves the right to vary fees and conditions periodically.

For further information regarding the terms and conditions of fees please refer to the fee schedule.

ENCLOSURES

Please enclose the following with your application for enrolment:

- Evidence of your English proficiency, AEAS or equivalent test results must be forwarded to the College via post or fax +61 08 9409 3643;
- Full Birth Certificate for each child being enrolled;
- Immunisation records for each child being enrolled;
- School reports for the past two years;
- Passport and Visa documentation;
- International Student Application fee
- Proof of Overseas Student Health Cover (OSHC)

Please list other children in the family, their ages, schools they now attend (if appropriate), and present grades (if appropriate).

Name	Date of Birth	Present School (if applicable)	Present Grade
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

CREDIT CARD PAYMENT FORM

Visa MasterCard

Card No:

Expiry Date: ____/____

Print Name on Card _____

Authorised Signature _____

Amount to be debited \$ 250.00

Application Fee for _____ (child/children's surname)

