

# GAINING A PLACE AT KOROWA

To gain a place at Korowa Anglican Girls' School, complete the Application Form and submit together with a copy of the child's Birth Certificate or passport, a copy of a recent AEAS test report and her last three (3) reports to Admissions Manager, Korowa Anglican Girls' School, Ranfurly Crescent, Glen Iris 3146 VIC

For further information please contact the Admissions Manager on +61 3 9811 0200 email [admissions@korowa.vic.edu.au](mailto:admissions@korowa.vic.edu.au)

## ENROLMENT PROCESS

### STEP 1.

Student sits an English Language Proficiency test through AEAS

### STEP 2.

Student applies for a place at Korowa by submitting

1. Completed Application Form
2. Copy of passport and/or birth certificate if available
3. Her last three (3) school reports, certified and translated into English
4. AEAS test results

### STEP 3.

Korowa reviews application for enrolment and, if successful, offers a place via a written agreement.

### STEP 4.

Parents accept the offer by

1. Submitting the completed Enrolment Acceptance Form and Signing the Agreement
2. Paying the fees as outlined in the letter of offer (usually the first semester's fees and the enrolment fee)

On receipt fee payment, Korowa will issue the eCOE

### PRIOR TO COMMENCEMENT

Students undertake the required duration of English tuition as determined by the AEAS result.  
Upon successful completion, as detailed in the letter of offer, the student will commence in the next available intake.

## NOTES

### English Language Proficiency Test

All students applying for a place who do not have English as their first language or have not attended a school in which English is the language of tuition are required to have an English language assessment which is carried out by **AEAS Australian Education Assessment Services**

#### Contact Details.

W: <http://www.aeas.com.au/>

A: Level 1, 383 Clarendon Street, South Melbourne, VIC 3025 AUST

T: +61 3 9645 0077

F: +61 3 9645 0088

E: [admin@aeas.com.au](mailto:admin@aeas.com.au)

### Length of English Course

The AEAS test report will advise students of the duration of their English course required. Therefore it is recommended that students do not enrol in a language course until they have received their AEAS report.

### English Language School

Although it is not essential, we prefer students undertake their English language at MLC, Melbourne Language Centre.

#### Contact Details.

W: <http://www.melblang.com.au/>

A: Level 3, 252 Lygon Street, Carlton, VIC 3053 AUST

T: +61 3 9663 3399

E: [registrar@melblang.com.au](mailto:registrar@melblang.com.au)

### Guardianship & Homestay

All international students (regardless of age) who are not living with their parents or approved relatives must have approved accommodation and a Melbourne based guardian during their entire enrolment period at Korowa. If necessary, the School will organise the accommodation through Student Accommodation Services. If students are unable to locate a guardianship we recommend the services of Guardianship Australia [www.guardianshipaustralia.com.au/](http://www.guardianshipaustralia.com.au/)

# BUSINESS REGULATIONS FOR INTERNATIONAL STUDENTS

AS OF 1 JULY 2012

## A. Application and Enrolment Procedures

The student applies for a place by completing the International Student Application Form and submitting together with last three (3) school reports, AEAS test report and either a certified copy of their passport or birth certificate.

## B. Enrolment Fee

A non-refundable Enrolment Fee of \$800 per student, together with the initial semester's tuition fees are payable on acceptance of a place. In the case of a student leaving the School and wishing to return, a non-refundable Re-enrolment Fee of \$400 applies.

## C. Fees and Charges

1. The school year is divided into two study periods defined as semesters (each made up of two terms). Tuition fees are billed in two equal instalments, one per semester in advance.
2. The initial semester's tuition fee and the enrolment fee are charged upon acceptance of a place.
3. Subsequent fees are charged each semester in advance and are payable two weeks prior to the commencement of the semester.
4. A discount is available on a full year's fees paid in advance by the due date for the first semester. Parents wishing to pay in this manner should contact the School Accountant for details.
5. The consolidated fee aims to cover all compulsory costs associated with the school curriculum to minimise charges to parents during the school year of as many miscellaneous items as possible. The fee includes accommodation placement, outdoor education camps, excursions and incursions, issue of school record book, specialist programs and materials, medical centre attendance, transport to and from school events as well as a levy for ICT provision. The fee does not cover optional camps and excursions or notebook computer rental.
6. A student on behalf of whom the current semester's fees have not been paid may not be permitted to commence a new semester unless arrears are cleared. A late payment fee of \$125 per billing will be charged to the account when fees remain unpaid at the due date.

## D. Commencement at Korowa

Korowa seeks to ensure all international students are well supported during their time at the School. Korowa has support programs in place for all students and provides additional special support programs for international students. Students are expected to attend the orientation program (usually late January each year) prior to commencement of normal classes.

### English Language Requirement:

All enrolments are subject to the student attaining a satisfactory level of English as outlined in their Enrolment Offer. The students must therefore have attained the required English language proficiency and be available to attend School on that day.

### Guardianship:

All international students (regardless of age) must live with a parent or have a Melbourne-based guardian (approved by Korowa) during their entire enrolment period at Korowa. Families must organise a guardian to be in place before a student commences at Korowa.

### Accommodation:

Unless the student is living with a parent, a relative or a guardian deemed as suitable by Korowa, it is expected that all international students (regardless of age) will reside in homestay arrangements which have been approved by Korowa.

Breaches of these requirements may result in cancellation of enrolment. The School Council reserves the right to enrol or dismiss a student.

## E. Obligation to Update Contact Details

Korowa must be advised of a student's **current** contact details at all times, both prior to commencement and during the period of study at the School.

## F. Refund of Fees

The Enrolment Fee is non-refundable. Parents enter into an agreement with the School as outlined in the Enrolment Offer. In the event of a default on this Agreement by either the student or the School, refund of fees already paid is governed by the ESOS Act 2000 and ESOS Regulations 2001.

### Refunds prior to commencing at Korowa

Requests for refunds received more than 90 days prior to the commencement of the course will receive a refund of ninety per cent (90%) of the tuition fee. Please note: A course is defined as the total length of your enrolment at Korowa.

### Full refund

A full refund of tuition fees paid in advance may be given in special circumstances. The following reasons are grounds to apply for a full refund:

- the student is refused a student visa by the Commonwealth Government authorities,
- the offer is withdrawn or an enrolment terminated because the School is unable to provide the course of study,
- the government has limited Korowa's right to conduct courses for international students,
- the student is unable to fulfil the conditions of an offer,
- the student fails to meet progression rules and is not permitted to re-enrol.

### Methods of refund

An application for a refund in special circumstances must be made in writing to the Principal.

If approved, a refund will be made within four weeks of the school receiving the application. Refunds can be made in Australian dollars either by cheque or by EFT to an overseas bank account only. Refunds may be made to a nominated person/sponsor who initially paid the student's fees.

In the unlikely event that Korowa is unable to deliver a student's course in full, the student will be offered a refund of all the course money paid to date. The refund will be paid within 2 weeks of the day on which the course ceased being provided.

## G. Withdrawal of A Student

A term's notice in writing to the Principal is required prior to any student leaving the school. Such notice must be delivered on or before the first day of the student's last term, otherwise the student will be in default of their enrolment and no refund of fees will apply. Request for refund of fees should be made in writing to the Principal.

The School Council regrets that no reduction can be made on account of absence of less than one full term as the expenses incurred in maintaining the efficiency of the school are not lessened by the temporary absence of individual students.

## H. Voluntary Donations

Voluntary contributions to the Korowa Building Fund and other funds are encouraged. Voluntary fees are included on fee notices. For international students, these voluntary contributions are generally not tax deductible.

To enable parents to support the Korowa Parents' Association, a voluntary contribution is included in the Term 2 billing. Students enrolled for the Preparatory Class or higher are also enrolled as life members of the Korovian Club at no additional charge.

## I. Grievances

Students have access to appropriate dispute and grievance procedures. If a dispute arises, this agreement does not remove the right to take further action under Australia's consumer protection laws.

## J. Privacy Policy

Personal information related to students, parents/guardians is collected by the School through the admissions process at the time of enrolment, on acceptance of an offer and during a student's time at Korowa in the course of its normal events. The School will update this information on a regular basis but parents/guardians must notify the School immediately of any changes to maintain the student's current contact details at all times. This is a requirement of the student visa.

Personal information will be used in a responsible manner in accordance with the Information Privacy Act 2000(Vic). This information will be disclosed to government agencies pursuant to reporting and other obligations, including disclosures to the Department of Immigration and Citizenship and the Department of Education, Science and Training. Personal information will also be disclosed to the student's overseas student health cover provider and to their guardian appointed pursuant to the National Code made under the Education Services for Overseas Student Act 2000.

You may gain access to the personal information held about you by the School. Requests for access are managed in accordance with the Freedom of Information Act 1982(Vic) and may be directed to the Principal.

The collection and use of personal information is governed by Korowa's Privacy Policy which can be found on the School's website:

[www.korowa.vic.edu.au](http://www.korowa.vic.edu.au)



# INTERNATIONAL STUDENT APPLICATION FORM

PLEASE COMPLETE THIS FORM IN BLOCK LETTERS

## STUDENT DETAILS

Student Family Name: .....

Student Given Name(s): .....

Student Preferred (English) Name: .....

Starting Date at Korowa: ..... Level of Entry: .....

Date of Birth: ..... Country of Birth: .....

Current School: ..... Current Year Level: .....

Passport Number: ..... Expiry Date: .....

Visa Number (if known) ..... Expiry Date: .....

## ENGLISH LANGUAGE PROFICIENCY

Language(s) Spoken at Home: .....

Language(s) of Teaching at Current School: ..... for ..... years.

Date of AEAS test: .....

*AEAS test results must be enclosed with this application.*

Proposed ELICOS School: .....

## SUBJECT PREFERENCE

Please indicate the subject areas the student would like to study at Korowa. Students will be asked to select specific subjects prior to commencing at the school, where appropriate. Note that places may not be available in all subjects. Many subjects will require students to have previously studied the subject up to the commencing year level. Further information about subjects offered at Korowa is available in the relevant curriculum guide, available from Korowa's Admissions Officer.

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> English                    | <input type="checkbox"/> History                | <input type="checkbox"/> Biology            | <input type="checkbox"/> Physics             |
| <input type="checkbox"/> ESL                        | <input type="checkbox"/> Geography              | <input type="checkbox"/> Chemistry          | <input type="checkbox"/> Drama/Theatre       |
| <input type="checkbox"/> Business Subjects          | <input type="checkbox"/> Mathematics (basic)    | <input type="checkbox"/> Psychology         | <input type="checkbox"/> IT subjects         |
| <input type="checkbox"/> Languages (please specify) | <input type="checkbox"/> Mathematics (advanced) | <input type="checkbox"/> Physical Education | <input type="checkbox"/> Art/Design subjects |

Other (please specify) .....

Please indicate your proposed area of study at University if you have one: .....

<b>OFFICE USE ONLY:</b>	
AEAS non-verbal reasoning ability score = stanine	Academic performance (general):
AEAS mathematics reasoning ability score = stanine	Age at commencement:

Student Family Name:

.....

Student Given Name(s):

.....

Student Preferred (English) Name:

.....

Starting Date:

.....

Level of Entry:

.....

## FAMILY INFORMATION

### FATHER

Title: (eg Mr, Dr)

.....

Family Name:

.....

Given Name(s):

.....

Home contact details

.....

Address:

.....

.....

Home Phone:

.....

Mobile:

.....

Email:

.....

*Work contact details:*

.....

Occupation:

.....

Field of Work (eg. finance, engineering, sales):

.....

.....

Employer's Name:

.....

Employment Address:

.....

.....

Work Phone:

.....

Mobile (if different to above):

.....

Email:

.....

### MOTHER

Title: (eg Mrs, Ms, Dr)

.....

Family Name:

.....

Given Name(s):

.....

Home contact details

.....

Address:

.....

.....

Home Phone:

.....

Mobile:

.....

Email:

.....

*Work contact details:*

.....

Occupation:

.....

Field of Work (eg. finance, engineering, sales):

.....

.....

Employer's Name:

.....

Employment Address:

.....

.....

Work Phone:

.....

Mobile (if different to above):

.....

Email:

.....

## KOROWA CONNECTIONS

Are any members of the student's family  
a current or past student at Korowa?    Yes     No

If yes, please provide their name and year of graduation:

.....

.....

.....

.....

Student Family Name:

.....

Student Given Name(s):

.....

Student Preferred (English) Name:

.....

Starting Date:

.....

Level of Entry:

.....

## ACCOMMODATION AND GUARDIANSHIP ARRANGEMENTS

All international students (regardless of age) must live with a parent or have a Melbourne-based guardian (approved by Korowa) during their entire enrolment period at Korowa. Families must organize a guardian to be in place before a student commences at Korowa.

Unless the student is living with a parent or a relative or guardian deemed as suitable by Korowa, it is expected that all international students (regardless of age) will reside in homestay arrangements which have been approved by Korowa. Korowa can assist with organizing homestay placements.

### GUARDIAN DETAILS

Title: (eg Mr, Mrs, Ms, Dr)

.....

Family Name:

.....

Given Name(s):

.....

Home contact details:

.....

Address:

.....

Home Phone:

.....

Mobile:

.....

Email:

.....

*Work contact details:*

Occupation:

.....

Field of Work (eg. finance, engineering, sales):

.....

Employer's Name:

.....

Employment Address:

.....

Work Phone:

.....

Mobile (if different to above):

.....

Email:

.....

Language(s) spoken:

.....

Language(s) read:

.....

### ACCOMODATION ARRANGEMENTS

Would you like Korowa to organize a homestay placement?

If yes, please complete the Homestay Requirements section below.

If no, please complete the Melbourne Address section below.

### MELBOURNE ADDRESS

In Melbourne, the student will be living with

Title: (eg Mr, Mrs, Ms, Dr)

.....

Family Name:

.....

Given Name(s):

.....

Relationship to student:

.....

Home Address:

.....

Home Phone:

.....

Business Phone:

.....

Mobile:

.....

Email:

.....

### HOMESTAY REQUIREMENTS

Please indicate your preferences:

	Yes	No	Don't mind
Non-smoking household	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other secondary school students in household	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children in household	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pets in household	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide details of any medical requirements you will need in a homestay placement.

.....

Please provide details of any dietary requirements.

.....

### OFFICE USE ONLY:

Homestay provider

.....

Homestay details provided to student? Y/N   
on (date)

.....

Student Family Name:

Student Given Name(s):

Student Preferred (English) Name:

Starting Date:

Level of Entry:

**AGENT DETAILS** (if applicable)

Name:

Company:

Address:

Phone:

Fax:

Email:

**BILLING INSTRUCTIONS:**

School accounts to be sent to:

- Father
- Mother
- Guardian
- Student
- Other (please specify)

Name:

Address:

Relationship to Child:

**OFFICE USE ONLY:**

Family no.

Student no.

Status

Payment requested:

Enrolment fee:

School fees:

Health Insurance: