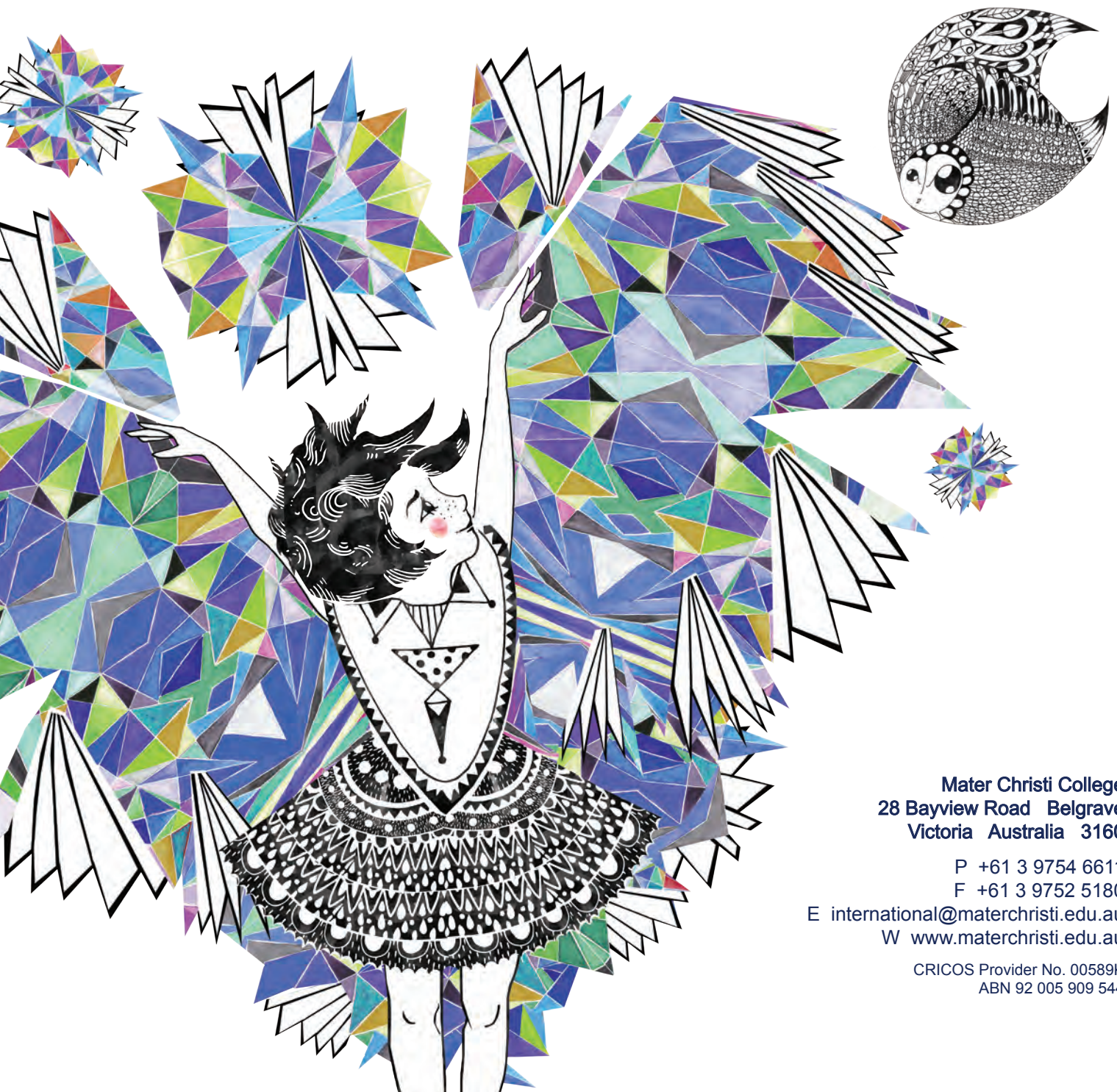


MaterChristi

Application for Enrolment

Terms & Conditions for International Students



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CRICOS Provider No. 00589K
ABN 92 005 909 544

Schedule of Fees for International Students 2017

Effective from January 1 2017. All fees are in Australian Dollars (AUD).

Application Fee	\$ 0
Guardianship Fees	\$ 0
Airport Transfers	Free transport from Airport to Homestay for new students
Tuition	\$21,420 per year payable in 2 installments at least 6 months in advance Semester 1 due 30 September Semester 2 due 30 April
Homestay	\$310 per week single room, all meals, some snacks and internet.
Overseas Student Health Cover (OSHC)	\$520 per year (approx.) OSHC is charged for the duration of student visa

Other Compulsory Fees

Victorian Curriculum and Assessment Authority (VCAA)	Government Exam Fees (approximate) Year 11 \$200 Year 12 \$400
College Uniforms	Approximately \$1000 - \$1200
Computer, Text Books, eLearning Subscription	Approximately \$600 per year depending on Year Level. Includes MacBook/iPad lease, software, insurance, LearningField subscription.

Other Costs and Potential Fees

Optional Activities	The College provides numerous camps and curriculum based excursions at no extra cost. Further optional activities are available to students on a user-pay basis e.g. ski trip, tour to Central Australia,
Late Payment Fee	A Late Payment Fee of \$150 per installment may apply if a payment is not received the College by the relevant due date.
Homestay Change Fee	A fee of \$200 is charged for the organisation and support of changes in Homestay arrangements.
Homestay Holding Fees	To hold a place with a Homestay during an absence greater than one week - \$155 per week. To hold a place with a Homestay during the summer vacation - \$310
Transport Costs	Some students may require a Mater Christi Charter Bus for transport to and from school - \$1000 per year. Students who use Public Transport should allow for approximately \$2000 per year.
Spending Money	Parent choice. Generally \$50 per week is adequate.

ADMISSION

Commencement Dates

Students may commence studies at any of the four Term start dates in:

- January
- April
- July
- October

New students must start school on the first day of term. Students who are unable to start at the beginning of term due to delayed visa granting may start at the beginning of the third week. Full details of the upcoming term dates can be found on the College website at:

<http://www.materchristi.edu.au/our-college/our-calendar/>

Entry Requirements

The College recommends a Grade Average of 80% or equivalent. Applicants with lower scores who display a positive attitude to learning and good social skills will also be favourably considered.

The College reviews all available evidence of student achievement and attitude. Demonstrated literacy in the student's first language, a Mater Christi English Test or other test approved by the College may be used to indicate acceptable English level for entry to the Mater Christi English and Preparation Program. Where possible, applicants will also be interviewed by a member of the College staff or a representative of the College to assess the likelihood of the student experiencing success in the Australian education system.

Entry level for all applicants will be assessed and determined by the College. The College also reserves the right to reject an application at any stage if it believes the student cannot satisfy the requirements of the student visa.

Application Process

Step 1: Collect information about Mater Christi College

It is important that all applicants have read and understood the Terms and Conditions of Enrolment at Mater Christi College and the ESOS Framework which governs the protection of international students. Full details of these documents and other information of Mater Christi programs can be found on the College website www.materchristi.edu.au

Step 2: Complete the Application Form

Complete the Mater Christi College "Application for Enrolment" and attach the following:

- A copy of birth certificate, passport or other evidence of date of birth
- Copies of recent school reports - 2 years (translated and certified if not in English)

Further testing may be requested such as a Mater Christi English Test or other approved English Test

Step 3: Submit Application

Forward all documents to the College or College representative as far in advance of the proposed start date as possible. Pending assessment of the application and the availability of places in the College, students will be made an offer of a place. In the "Letter of Offer" students will be asked to make a payment to cover:

- Tuition fees for 6 Months
- Homestay Fee for 10 weeks
- Basic School Uniform
- Computer, e-Learning subscription
- Health Insurance for the duration of secondary studies

Step 4: Accept the Offer

To accept this offer, forward payment to Mater Christi College within 14 days. Payment of fees is regarded as acceptance of the Terms and Conditions of enrolment at Mater Christi College.

The College will then issue an “Electronic Confirmation of Enrolment” (eCOE) and “Confirmation of Appropriate Accommodation/Welfare” (CAAW) letter (if appropriate).

Bank Details

Payments may be made by bank draft, or directly to the College Account

Account Name:	Mater Christi College General Account
Student Name:	Please quote student name & number
Bank Name:	Commonwealth Bank of Australia
Account Number:	063000 – 00315962
Bank Address:	367 Collins Street Melbourne Australia
Swift Code:	CTB AAU2S

Step 5: Apply for a Visa

The COE and CAAW are to be presented to the Department of Immigration at an Australian Embassy or Consulate to apply for a Student Visa.

Step 6: Arrange Travel

On receipt of the student visa, students can liaise with the College to confirm flight details and arrival arrangements.

POLICIES

1. Protection of International Students

The Australian Government wants overseas students in Australia to have a safe, enjoyable and rewarding place to study. Australia’s laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework and they include the Education Services for Overseas (ESOS) Act 2000 and the National Code 2007.

It is important that students are aware of their rights and responsibilities under the ESOS framework before accepting an education provider’s offer of a place and forwarding their fees. The ESOS framework document is found at:

https://aei.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/Documents/National_Code_2007_pdf.pdf

2. Fee Payment Policy

- 2.1 Tuition and other fees are charged in two equal installments. The College requires that fees be paid at least six months in advance.
- 2.2 For new enrolments the first installment of six months tuition must be paid.
- 2.3 Accounts are payable within 21 days from the date of issue.
- 2.4 A Late Payment Fee of \$150 per student per installment may apply if a payment is not received by the College by the relevant due date.
- 2.5 Students are allocated a place in the College for the commencement of each term. No deduction can be made on account of absence, including late arrivals, as the expenses incurred in maintaining the efficiency of the school are not lessened by the temporary absence of the individual students.

- 2.6 If parents or guardians have financial difficulty meeting the account please contact the College.
- 2.7 The College reserves the right to withdraw services or not allow a student to participate in classes in a new term when fees remain outstanding. In this instance, the College is obliged to notify the Department of Immigration which may take action relating to the student's visa.
- 2.8 Default in the payment of fees and charges renders the persons responsible for the fees to legal action for the recovery of the unpaid fees or other charges with legal costs added to the debt.
- 2.9 A sibling discount applies to families with more than one child attending the College. A discount of \$500 per annum is applied for each additional child.

3 Refund Policy

If a student is not granted a visa, the College will refund all fees paid less an administration charge of \$200. Refunds of fees paid in advance may also be granted in other circumstances. Full details of the Refund Policy can be found on the College website at:

<http://www.materchristi.edu.au/enquiries/international-enrolments/>

4 Accommodation and Welfare

- 4.1 Mater Christi College accepts responsibility for the accommodation, support and general welfare arrangements for international students enrolled with the College and twice a year confirms all contact details of students.
- 4.2 All international students must live in a College approved Homestay.
- 4.3 Where a relative (Department of Immigration Approved) or formally appointed guardian of the student is providing accommodation, the College must also approve this. The College will not agree to students, irrespective of age, living alone or sharing accommodation with other students.
- 4.4 If a student under 18 years moves from a College-approved accommodation, the College will report this change in arrangements to Immigration authorities and advise that we can no longer be responsible for the student's welfare.
- 4.5 If a student over 18 years moves from College-approved accommodation, the College will regard this as a serious breach of College rules which may lead to cancellation of enrolment.

5 Attendance Policy

- 5.1 Students must attend the College full time and in accordance with term dates. This includes attending all lessons, activities, tests and examinations during her studies. Any absence must be supported with written notification from a parent, Homestay parent or guardian.
- 5.2 Government regulations require a minimum of 80% attendance of international students. The College is required by law to notify the Department of Immigration when attendance requirements are not met. These students risk having their enrolment cancelled.
- 5.3 Students must adhere to the published term dates. Applications to vary these arrangements must be directed to the Principal in writing well in advance.

Full details of the Attendance Policy can be found on the College website at:

<http://www.materchristi.edu.au/enquiries/international-enrolments/>

6 Student Progress

The progress of all students will be assessed on a regular basis. Formal Assessments are completed at the end of each semester and Progress Reports are completed at the half way point of each semester.

Students who do not achieve satisfactory progress will be provided with additional support and may require an intervention strategy at cost to the student to address learning issues.

Full details of the Course Progress Policy can be found on the College website at:

<http://www.materchristi.edu.au/enquiries/international-enrolments/>

7 Discipline

Students are expected to abide by the rules and regulations of the College. The College reserves the right to exclude from classes, suspend or cancel the enrolment of a student at any stage on the grounds of unsatisfactory conduct or failure to obey the rules of the College.

Full details of the Deferring, Suspending or Cancelling Enrolment Policy can be found on the College website at:

<http://www.materchristi.edu.au/enquiries/international-enrolments/>

8 Student Transfer Policy

8.1 International students are restricted from transferring from their principal course of study for a period of six months. A letter of release will only be provided for a student who has been enrolled for less than six months in exceptional, compassionate and compelling circumstances and on a case by case basis.

8.2 If a student transfers from Mater Christi College before completion of Year 12, written notice must be given to the Director of the International Program at least 12 weeks in advance or by the last day of term preceding departure, whichever is greater. If this written notice is not given, a full term's tuition fee will be payable.

Full details of the Student Transfer Policy can be found on the College website at:

<http://www.materchristi.edu.au/enquiries/international-enrolments/>

9 Complaints and Appeals - Resolving Student Grievances

On occasions students may be concerned by or disagree with a decision made by the College. In such a situation, students are encouraged to discuss the matter with College staff to resolve the matter at an informal level. Where a student believes the matter has not been fairly resolved, she will be advised of the formal procedures for hearing complaints and appeals.

Full details of the Complaints and Appeals - Resolving Student Grievances can be found on the College website at:

<http://www.materchristi.edu.au/enquiries/international-enrolments/>

10 Airport Transfers

The College provides free transport for students from the airport to their Homestay when they first arrive in Australia.

11 Local Transport

Students are able to use public transport to access most activities and locations. The College provides transport for curriculum related excursions. On occasions, individual staff may provide transport in private vehicles for students to attend appointments or nominated events.

12 Medical treatment

In the event of an accident or illness, when it is impractical to communicate with a parent or guardian, the Principal or her representative may authorise medical, surgical or other treatment considered necessary by a qualified practitioner.

13 Computer Usage

The College provides all students with an iPad or MacBook and supports student access to information and communication technologies.

Students are expected to use the network resources in a responsible manner and adhere to the relevant policies.

14 Personal Information and Privacy Policy

Information is collected on application and during 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.

Information collected about students on application and during enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Director of the Tuition Protection Service.

In other instances information collected on application or during enrolment can be disclosed without student consent where authorised or required by law.

The College reserves the right to access student visa status and entitlements via VEVO for the duration of student enrolment.

Further details of the Privacy Policy can be viewed on the College website at:

<http://www.materchristi.edu.au/our-college/selected-policies/>

15 Variations to this Agreement

The College may make variations to the terms and conditions of this agreement on occasions. Changes in terms and conditions apply to all students enrolled at the College. Updated versions can be viewed on the College website at:

<http://www.materchristi.edu.au/enquiries/international-enrolments/>

16 Key Contacts

International Student Coordinator	Jenny Lee
Homestay Coordinator	Saskia VanSchie
Director - International Program	Tim Crowe
Principal	Mary Fitz-Gerald

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F + 61 3 9752 5180

E international@materchristi.edu.au

W www.materchristi.edu.au

OVERVIEW OF INTERNATIONAL PROGRAM

Mater Christi College is a Catholic Secondary School for Girls located in Melbourne Australia. Established by the Sisters of the Good Samaritan in 1963, the College has successfully operated an International Program since 1989 and welcomes students of all religions and cultural backgrounds. The ethos of the Good Samaritan Sisters creates an environment where students develop confidence and responsibility and are challenged to realise their full potential.

Location and Environment

Mater Christi is situated only one hour from the city in the green hill landscapes of Belgrave. The College provides a safe and studious learning environment where students can concentrate on their studies as well as be inspired by the beautiful natural surrounds.

Modern Facilities

The facilities in the College are modern and are constantly updated. Students have access to outstanding facilities and technology to support success in their learning.

- comprehensive Wi-Fi campus for access to internet and intranet
- contemporary design classrooms
- state-of-the-art multimedia and photography laboratories
- Electronic Whiteboards in most classrooms
- modern science laboratories
- specialist rooms for Art, Drama, Dance, Food Technology, Textiles
- two indoor sports halls and three all-weather outdoor courts

English & Preparation Program

Classes are conducted for students to assist with classroom English and to develop the study and research skills needed to succeed in their studies in Australia.

These courses begin each term and a student may study for several terms when necessary.

The English & Preparation Program provides the essential support for a smooth transition to study in Australia. In addition to an orientation to Mater Christi and Australian culture, the program is constantly modified to meet individual needs and develop

- English skills – speaking, listening, reading, writing
- research and information processing skills
- an understanding of active learning

Homestay

The College organises and supports private accommodation with carefully selected families in homes within the Homestay Program.

Personal Best – Academic Success

Mater Christi is a place where students are encouraged to strive for their personal best and many achieve outstanding academic success.

Most international students continue their studies at the many fine Universities in Melbourne. Mater Christi girls have graduated from an extensive range of university courses in Business, Computing, Design, Science, Medical, Engineering, Education, Health Services and other fields.

Mater Christi is also a member of the Melbourne Schools' Partnership International with the University of Melbourne (MSPI). This partnership is a unique alliance between The University of Melbourne and a group of leading Victorian Secondary schools.

Mater Christi students can achieve their personal best because:

- class sizes are small and teachers provide individual support
- teachers are skilled, supportive and committed
- independent and creative thinking is developed
- self-confidence is nurtured by the caring staff

The College offers courses in all faculties. The curriculum is extensive, relevant and challenging and students are supported to become successful learners with multiple pathways to further study.

Student Support Programs

Orientation Program

On commencement, a member of the International Program Team welcomes new students to the College. The orientation process includes:

- an introduction to the student's Pastoral Teacher and student "Buddy"
- collecting materials eg computer, student handbook, timetable, calendar, locker, stationery,
- support in the purchase of uniform and with banking and health insurance
- introduction to relevant College staff eg Principal, Deputy Principals, Curriculum Coordinator, Careers Counsellor, Psychologists, College Nurses
- information about the ESOS Framework including visa conditions relating to attendance and progress and the complaints and appeals process
- tours of the College and the local area
- advice on safety procedures including contact details for emergencies

Support Services – Academic

Further support is provided to students when they enter mainstream classes. In addition to the ongoing attention of the subject teacher, good learning is supported by:

- in-class assistance from specialist ESL teachers
- progress monitoring by the International Student Coordinator
- written academic reports for parents each term
- tutoring during and after school hours from teaching staff
- personal interviews and support for subject selection
- on-line course and assessment guides
- guidance with university selection and application procedures

Support Services – Welfare

Mater Christi has well-established student support services to respond to the many issues that arise for young people away from home. The College provides:

- personal attention within the Pastoral structure
- excellent welfare structures including on-campus Health Centre with Psychologists and Nurses
- arrangements for all student accommodation
- airport reception
- assistance with administrative tasks such as banking, transport, communications, health insurance

Critical Incident Procedures

The College maintains comprehensive Emergency Management and Critical Incident and Recovery Plans which are regularly reviewed with the support of authorities. These plans acknowledge particular responsibilities relating to the needs of International Students and their families.

Academic Reporting

Communicating with parents regarding student progress is a high priority. To assist in this, the College reports formally on student progress regularly each year and encourages parents to utilise technology for ongoing communication. In addition, visits to the student's home country are made by College staff, for the purpose of personal discussion about the progress of the student.

University Guidance

Entrance to University and appropriate careers guidance, are vitally important to the student and her family. To support this, the Careers Counsellor provides

- individual interviews with each student
- seminars on university entrance procedures
- extensive online and hard copy resource materials to access accurate tertiary advice
- regular newsletters with updates on course requirements and open days

Mater Christi College is a member of the
Melbourne Schools' Partnership International
with the
University of Melbourne



International Student Application for Enrolment



Complete the details below and forward a copy of this Application to the College or College Representative with

- a copy of birth certificate, passport or other evidence of date of birth
- copies of recent school reports - 2 years (translated and certified if not in English)
- a completed Mater Christi English Test (if requested)

Retain this booklet for your records.

Student Details

Family Name	_____	Given Names	_____
Nationality	_____		
Country of Birth on Passport	_____	Date of Birth	_____
Passport Number	_____		
Current School	_____	Current Year Level	_____
Proposed Month & Year of Entry (e.g. July 2017)	_____	Proposed Year Level (e.g. Year 11)	_____

Parent/Guardian Details

Father's Name	_____	Occupation	_____
Residential Address	_____		
Mother's Name	_____	Occupation	_____
Residential Address	_____		

Parent/Guardian Contact Details for Correspondence and Fee Payments

Name and Postal Address	_____			
Email Address	_____			
Residence	Phone	_____	Fax	_____
Father's	Mobile	_____	Fax	_____
Mother's	Mobile	_____	Fax	_____

I/We have read the "Terms & Conditions for International Students", and understand that updates are available on the College website. I/We agree to co-operate with the College authorities in any other regulations which may be made from time to time for the conduct of the College or the discipline of the students. I/We further agree that we are personally liable for the payment of all fees including other charges as may be informed to me/us during the year by Mater Christi College. We understand that payment of fees as indicated on the "Letter of Offer" is regarded as acceptance of the terms and conditions of enrolment at Mater Christi College.

Signature of Parent/Guardian
(not to be signed by agent) _____ Date _____