International Students Enrolment Procedures

Enrolment Procedure
The following notes are prepared to assist students to enrol at Thomas Carr College. The practices of the Australian Immigration Department are set out below in a simple form and are accurate to the best of our knowledge at the time of preparation.

It is **essential** that you confirm all matters relating to your visa to study to Australia with the appropriate authorities in your country.

1. Complete, sign and return the International Student Application Document.
2. This Document should be forwarded together with payment of AUD$300. This amount is the application fee of AUD$300. Please also enclose certified copies of your most recent school reports (2 years).
3. When the College is satisfied that you have the necessary qualifications for enrolment and that the documents relating to the course curriculum have been read and understood you will be issued with a “Letter of Offer”. In order to accept this offer, you must sign the letter and return it with your payment of the amount requested.
4. When the agreement payment has been received, Thomas Carr College will arrange for the issue of a “Confirmation of Enrolment” for your study at the College.

The confirmation of enrolment is a very important document and must be handed to the Australian Consular officials in your country to obtain your visa.

Australian Immigration Department Procedures
Under Australian Government policy, all applications for entry of overseas students to Australian schools must be processed by the Australian Consular Officials in your country.

You will also require the “Confirmation of Enrolment” form which will be issued by the College. You cannot make application for an entry visa without this form.

Medical cover for students in Australia must be paid for in order for you to obtain your visa. This medical cover is called the “Overseas Student Health Cover” (OSHC), AUD $480.00 in 2012.

The Australian Authorities require a guarantee of suitable accommodation for students who will be under 18 years of age on arrival in Australia. This accommodation should be with either a close friend or relative who is a permanent resident in Australia, or suitable homestay arrangements which have been provided by the College.

It is essential for students and their parents/guardians to read the attachment Education Services for Overseas Students (ESOS) Framework 2000 found at the end of this document. It is the student’s responsibility to read the policies and understand these prior to signing the agreement to attend Thomas Carr College. Policies can be read on the web site [www.thomascarr.vic.edu.au](http://www.thomascarr.vic.edu.au)

Refund Policy Summary *(Please refer to the full policy in Policy Information before enrolment)*
Thomas Carr College will refund all payments, other than the Application Fee, if a student is refused a full visa to study in Australia.

In the event that a student arrives in Australia and cancels his/her enrolment prior to commencement of study at Thomas Carr College, no fees will be refunded.

At least one term’s notice must be given in writing to the Principal by the parent/guardian if a student is to be withdrawn. In this instance, one full term’s fees will be retained and the balance of fees refunded to the parent/guardian.
Change of Address
Parents/Guardians must advise the Registrar at Thomas Carr College in writing of any change of address, telephone number or email address. In case of an emergency, it is essential the College has accurate information.

International Students Student Support Facilities
Orientation Program
A three-day orientation program is held in order to familiarise students to Thomas Carr College.

Day One
* Arrival at airport; student will be met by the Homestay family or College representative
* Travel provided to residence to meet with families

Day Two and Day Three
* Briefing regarding College procedures
* Tour of College
* Meeting staff and buddies (special friend at Thomas Carr College).
* Uniform fittings

Academic
Advice regarding subject selection is available at all times from our Director of Learning and Teaching and subject teachers are always available to advise and assist students. Our Career advisers will offer assistance with regard to subject selection at all levels. In particular our Careers adviser offers personal assistance in the selection of VCE/Tertiary preferences, enrolment procedures and application.

Academic information is available from the College website  www.thomascarr.vic.edu.au  Please read this carefully before completing your application.

Welfare
Our Director of International Students is available at all times to assist with any problems International Students may face. She works closely with all members of staff to ensure that students settle down to a comfortable and enjoyable routine at Thomas Carr College. College Student Counsellors are also available for students to discuss matters that are of concern and to assist them.

Accommodation
Thomas Carr College rules specify that no International student, irrespective of age, is permitted to live in accommodation other than that arranged through the official Homestay Program organised by the College. Families are carefully chosen by our College staff after an interview, house inspection, obtaining a National Criminal History Record Check and a Working With Children Check to act as hosts. These families assume the responsibility of parents in the day to day care of their host student.

Student Grievances
Thomas Carr College has a high commitment to the Pastoral Care of International Students. In the event of a student having a grievance, the class teacher would help address the issue to the students’ satisfaction. Should higher intervention be necessary, Year Level Co-ordinators and the Director of International Students would be involved in arriving at a mutually satisfactory resolution.

In case of student grievances with homestay families, the Director of International Students would intervene to facilitate resolution of the grievance as early as possible. Meetings would be set up to seek involvement of the Principal or Deputy Principal and homestay parents if necessary. Overseas parents would be informed in writing about all such proceedings.

In the event that the grievance cannot be resolved within the College, there is provision for the student to approach an external source who will arbitrate in the matter. This would be a representative from the Catholic Education Office and a person nominated by the student. The process will be communicated to the student and both his overseas and Homestay parents by the Director of International Students.
International Student Schedule of Fees

Tuition Fees
The academic year at Thomas Carr College is from January to December. It is divided into two semesters. Each Semester consists of two school terms. The fees for the academic year are as follows:

| Year 7-12 (2012) | AUD | $18,000 |

Tuition fees will be inclusive of English Assessment, textbooks, stationery items, subject levies and extracurricular costs for camps, sporting activities and most excursions.

- International student fees are payable twelve months in advance.
- The initial fees must be paid within 7 days of receipt of our letter of offer of a placement.
- In subsequent years, fees will be billed 2 months prior to the anniversary date of commencement at Thomas Carr College and must be paid within 14 days of receipt of account. Tuition may be withdrawn until fees are paid.
- Students completing Year 12 will be billed on a pro rata basis at their anniversary date.

Method of Payment
Currency is in Australian Dollars. All payments are to be made by Bank Draft in favour of Thomas Carr College or International Bank Transfer. If paying by Bank Transfer the bank fees are an additional cost to be incurred by the applicant.

Application Fee
AUD$300 is payable on application for enrolment and is non refundable.

English Bridging Fee
The cost of the 10 week course is AUD$3000. Some students may require additional tuition in which case a further fee of $300 per week will apply or a student will be referred to a special language school. The cost of the latter will be additional and met by the student or parent/guardian. (This course is for ongoing students).

Accommodation Costs
Thomas Carr College is not a boarding College. The College will assist you to make private arrangements for your accommodation in an approved Homestay. Charges are:
- AUD$235.00 per week single room
- AUD$40.00 per week to hold a room over long holiday or if absent over school holidays

These costs include three meals a day, snacks and basic laundry. Internet access is not included in accommodation costs. Payments are made four weeks in advance directly to the Homestay family, then on a weekly/fortnightly basis.

Overseas Student Health Cover (OSHC)
It is an Australian Immigration Regulation that all students must have medical insurance whilst studying in Australia. Thomas Carr College is required to collect the annual fee of AUD$480 from you and to pay it on your behalf to the insurer. We cannot issue a “Confirmation of Enrolment” form until we have received this payment.

Uniform
All students at the College must wear the College uniform. The cost of a full uniform is approximately AUD$1000. Second hand uniforms are available for purchases at the College from time to time.

Overview of Compulsory Fees

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee (non refundable)</td>
<td>AUD$300.00</td>
</tr>
<tr>
<td>Tuition Fees per annum - Year 7 to 12</td>
<td>AUD$18000.00</td>
</tr>
<tr>
<td>International Student Health Cover</td>
<td>AUD$480.00</td>
</tr>
<tr>
<td>English Bridging Course – for ongoing students ($300 per week will be charged for additional weeks after the 10 week course)</td>
<td>AUD$3,000.00</td>
</tr>
<tr>
<td>Language Bridging Course (contact the College for further information)</td>
<td>AUD$7,000.00</td>
</tr>
</tbody>
</table>
**Additional costs are incurred for the following:**

At the time of arrival the student will require cash or credit card for:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uniform (approximate set up cost)</td>
<td>AUD$1000.00</td>
</tr>
<tr>
<td>Homestay accommodation (4 weeks in advance)</td>
<td>AUD$940.00</td>
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Other costs incurred:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homestay accommodation (paid weekly for ongoing students)</td>
<td>AUD$235.00</td>
</tr>
<tr>
<td>Bus travel if required (per year)</td>
<td>AUD$700.00</td>
</tr>
<tr>
<td>Victorian Curriculum Assessment Fee for Year 11 students (approximate)</td>
<td>AUD$180.00</td>
</tr>
<tr>
<td>Victorian Curriculum Assessment Fee for Year 11 students (approximate)</td>
<td>AUD$350.00</td>
</tr>
<tr>
<td>Students studying a VCE subject will be responsible to pay applicable charges</td>
<td></td>
</tr>
<tr>
<td>Incidental costs ie. entertainment, personal items, telephone (per week approximate)</td>
<td>AUD$80.00</td>
</tr>
<tr>
<td>Internet access (this will vary according to the monthly Internet plan)</td>
<td>AUD$60.00</td>
</tr>
</tbody>
</table>

All costs are reviewed each November and apply for the next academic year. Students should expect a fee increase in all fees over their time of enrolment.

**Overview of Enrolment Procedures**

- Student and the parent/guardian read and ensure they understand all the policies relating to applying for a place at Thomas Carr College
- Application is lodged with the College together with academic reports, signed acknowledgement of reading documents outlined in this document
- On approval by the Principal and Director of International Students an offer is made for a position at Thomas Carr College. This letter must be signed as it is the formal agreement of acceptance to your offer
- The signed agreement is returned to the College
- The full amount of the fees due is paid to the College
- On receipt of these funds and the signed agreement the College will apply for the Confirmation of Enrolment and Student Welfare Declaration documents
- Student must apply for visa
- College must be notified of approval of Visa and arrival details of student

**International Agents Authorised to Act on Behalf of Thomas Carr College**

<table>
<thead>
<tr>
<th>Agent Name</th>
<th>Contact Details</th>
<th>Contact Person</th>
<th>Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alliance Education and Migration Consultancy</td>
<td><a href="mailto:alliance.edu@gmail.com">alliance.edu@gmail.com</a> or 9742 5276</td>
<td>Lillian Ao</td>
<td>PR China</td>
</tr>
<tr>
<td>AMCO Migration Services</td>
<td>9642 2688</td>
<td>Carol Mastroianni</td>
<td>PR China</td>
</tr>
<tr>
<td>Tianjin Cater to the Whole World (CTWW) Service Centre</td>
<td><a href="mailto:ctww.mu@yahoo.com.cn">ctww.mu@yahoo.com.cn</a></td>
<td>Lu Xiuyun</td>
<td>China (Tianjin)</td>
</tr>
<tr>
<td>Wisdom Educational Consulting Limited</td>
<td><a href="mailto:wisdomco@macau.ctm.net">wisdomco@macau.ctm.net</a></td>
<td>Rebecca Vilas</td>
<td>China (Macau)</td>
</tr>
<tr>
<td>Guangdong Education Service of International Exchanges</td>
<td><a href="mailto:training_gesie@126.com">training_gesie@126.com</a></td>
<td>Cynthia Xu</td>
<td>PR China</td>
</tr>
<tr>
<td>Watthatri Language and Computer School</td>
<td><a href="mailto:director@wtit.ac.th">director@wtit.ac.th</a> or 0402 067 363</td>
<td>Vatcharin Klungmontri</td>
<td>Thailand</td>
</tr>
<tr>
<td>Kiwicon</td>
<td><a href="mailto:kiwicon@seed.net.tw">kiwicon@seed.net.tw</a></td>
<td>Vivien Pao</td>
<td>Taiwan</td>
</tr>
<tr>
<td>Eastern Westlink Education Services</td>
<td><a href="mailto:rbarr@easternwestlink.com">rbarr@easternwestlink.com</a></td>
<td>Robert Barr</td>
<td>Shanghai, Beijing, Jiaxing – Zhejiang Province</td>
</tr>
</tbody>
</table>
**Education Services for Overseas Students (ESOS) Act 2000**

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 include the Education Services for Overseas (ESOS) Act 2000 and the National Code.

**Protection for overseas students**

As an overseas student on a student visa, you must study with an education provider and in a course that can be found on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) at [http://cricos.dest.gov.au](http://cricos.dest.gov.au). CRICOS registration guarantees that the course and the education provider at which you study meet the high standards necessary for overseas students. Please check carefully that the details of your course, including its location, match the information on CRICOS.

**Your rights**

The ESOS Framework protects your rights, including:

- your right to receive, before enrolling, current and accurate information about the courses, fees, modes of study and other information from your provider and your provider’s agent. If you are under 18, to ensure your safety, you will be granted a visa only if there are arrangements in place for your accommodation, support and welfare.

- your right to sign a written agreement with your provider before or as you pay fees, setting out the services to be provided, fees payable and information about refunds of course money. You should keep a copy of your written agreement.

- your right to get the education you paid for. The ESOS framework includes consumer protection that will allow you to receive a refund or to be placed in another course if your provider is unable to teach your course.

- your right to know:
  - how to use your provider’s student support services;
  - who the contact officer or officers are for overseas students;
  - if you can apply for course credit; when your enrolment can be deferred, suspended or cancelled;
  - what your provider’s requirements are for satisfactory progress in the courses you study;
  - if attendance will be monitored for those courses;
  - what will happen if you want to change providers; and
  - how to use your provider’s complaints and appeals process

**Your responsibilities**

As an overseas student on a student visa, you have responsibilities to:

- satisfy your student visa conditions;
- maintain your Overseas Student Health Cover (OSHC) for the period of your stay;
- meet the terms of the written agreement with your provider;
- inform your provider if you change your address;
- maintain satisfactory course progress;
- if attendance is recorded for your course, follow your provider’s attendance policy; and
- if you are under 18, maintain your approved accommodation, support and general welfare arrangements

* This document is part of the International Student Policies, Standard 2. More information is available from this Standard.*