



**MERCEDES
COLLEGE**

Unlocking Life Potential.



Application for Enrolment for International Students



Please print in English
Tick boxes where appropriate

STUDENT DETAILS

Family Name
Given Names
Date of Birth
Sex
Country of Birth
Nationality

CONTACT DETAILS

Names of Parent/Guardian and Address for Correspondence (mailing address):
Family Name
Given Names
Address
Home Telephone
Business Telephone
Mobile Telephone
Facsimile
Email

SCHOOL RECORD

School Attended
Country
Highest Level of Study Completed
Language of Instruction

Please attach copies of the student's most recent academic record. (translated to English if necessary).

Please attach 2 Passport size photographs.

Comments

Comments text area

Student No. (office use only)

Student No. grid

PROGRAMME SELECTION

Please indicate entry year level for which enrolment is sought:

Yr 8, Yr 9, Yr 10, Yr 11 IB or SACE, IB, SACE, Yr 12

NOTE: Whilst each year of study stands alone, the expectation is that both SACE and IB Diploma courses are of 2 years duration.

PASSPORT, HEALTH COVER, VISA

Please nominate the Australian Embassy or High Commission at which your visa application will be processed:

Embassy/Commission text area

Please supply the following details:

Passport Number

Passport Expiry Date

If you are currently studying in Australia, please complete the following:

Health Cover Membership Number

Health Cover Expiry Date

ENGLISH PROFICIENCY

Please provide details of your English language qualifications.

IELTS (Score), TOEFL (Score)

ELICOS Course sought Yes No





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MERCEDES COLLEGE ACCOMMODATION

Do you want Mercedes to arrange accommodation for you?

Yes No

AIRPORT RECEPTION

Do you require Airport reception? (This is a free service)

Yes No

OTHER INFORMATION

How did you first learn about Mercedes College?
You may tick more than one box.

- Australian Education Centre in your home country
- Exhibition/Seminar
- Newspaper/Magazine
- Recommended by a friend or relative
- Recommended by an education agent
- Internet/Website

Please specify the name of the above source.

Agents stamp

CONDITIONS OF ENROLMENT

REFUND POLICY

All cancellations of enrolment and requests for refund must be made in writing to the Accounts Department. Cancellations will take effect from the date the letter is received.

The administration fee and accommodation service fees are non-refundable. For all refunds, the "agent"/student must provide a formal letter confirming the withdrawal of the student application of enrolment.

Mercedes College will provide a refund of paid tuition fees only under the following conditions:



Conditions of Refund	Amount
Visa not approved	100%
3 months prior to commencement	85%
2 months prior to commencement	75%
1 month prior to commencement	50%
Less than 1 month	NIL
Withdrawal - within 1 month of commencement	NIL
Withdrawal to transfer to another institution	NIL
Failure to re-enrol for subsequent semesters	NIL

Should Mercedes College choose to terminate the education of the student at the school, due to breach of DIAK requirements, there will be no refund of fees.

EXCURSION AND MEDICAL CONSENT

If you fail or neglect to provide sufficient and current information in writing to enable the proper treatment of your child, no liability will be accepted by the school for any injury or illness which your child may suffer as a result.

MEDICAL CONSENT FORM

Should it be necessary for our child to receive medical attention while on a school excursion, I hereby give the school permission to use its judgement in obtaining the best of such services as required. We understand that any cost incurred will be our responsibility.

Excursion & Medical consent signature:

_____/_____/_____
Applicant's Signature Date DAY MONTH YEAR

_____/_____/_____
Parent's Signature Date DAY MONTH YEAR
(if applicant under 18 years of age)

HOW TO ENROL

Send your application and documents to Mercedes College.

If your application is successful, you will be sent a Letter of Acceptance explaining the programme you have been offered, the fees payable and the programme commencement date.

In order to accept the offer of a place, payment must be made in Australian dollars in the form of an international bank draft drawn on a bank in Australia, or by telegraphic transfer to:

Acc. Name: CCES Inc - Mercedes College
Bank: National Australia Bank
Branch: Adelaide Office
BSB No.: 085 005
Acc. No.: 585194444
Please Quote: Student Surname & Given Name



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COURSE INFORMATION

Mercedes College offers courses to complete the SACE & IB Diploma. Courses available at the school include the Year 8-10 IB-MYP, Year 9 & 10 Junior Secondary, Year 11 & 12 SACE and Year 11 & 12 IB Diploma. Further information about subject selection and pathways to further study are contained in the prospectus and regularly updated on our website. www.mercedes.adl.catholic.edu.au

The College recognises RPL (Recognition of Prior Learning) and students can be assessed on an individual basis. Status will be provided, based on academic performance in their home country, in accordance with SABSA guidelines

ADDRESS FOR APPLICATIONS

Director, International Students Program
Attention: Mrs Kala Nathan-Thompson
Mercedes College
540 Fullarton Road
Springfield South Australia 5062
Telephone (61 8) 8372 3200
Facsimile (61 8) 8379 9540
Email mercedes@mercedes.adl.catholic.edu.au
Web www.mercedes.adl.catholic.edu.au

A place at Mercedes College is not assured until it is confirmed in writing by the College.

In confirming their acceptance of a place for their child at the College, parents/guardians:

- Agree to be bound by the rules and regulations of the College during their child's tenure AND agree that their child will be bound by those rules and regulations
- Authorise the College, in the event of their child's sickness or injury, to take such action as is necessary to obtain medical and/or hospital care and attention for their child and to pay all costs and expenses incurred on behalf of their child
- Agree to notify the Principal if they intend to cancel their child's enrolment, prior to commencement and acknowledge the enrolment fee will be forfeited.

In addition to the above, parents/guardians are required to specify any special needs of their child which the College may need to consider in the delivery of their child's education. Please refer to the section on matters related to the enrolment of students with special needs.

If false or misleading statements are made in the enrolment form, or if relevant information was not disclosed at the time of enrolment, the Principal may suspend or terminate the enrolment at any time where there is reasonable justification in doing so.

Whilst all applications for admission are welcome, enrolment cannot be confirmed until full consideration has been given to the individual needs of the applicant, and whether the College can adequately meet those needs. As the process of identifying need and seeking resources can be lengthy, parents are encouraged to make an early application for enrolment.

Parents of students with special needs are requested to provide information about their child and their condition including:

- Reports and assessments pertaining to a school setting
- Any special requirements (e.g. health and personal care)
- Agency support (past and present)
- Any other relevant information

Consistent with all enrolments, if false or misleading statements are made in the enrolment form, or if relevant information was not disclosed at the time of enrolment, the Principal may suspend or terminate the enrolment at any time where there is reasonable

justification for doing so. The College may, at any time, at its absolute discretion and without requirement to give prior notice, add to or vary all or any of the above conditions.

PRIVACY POLICY - Information for Families

The following information is provided to families to assist in understanding the implications of the School's Privacy Policy.

1. Mercedes College respects the privacy of personal and sensitive information relating to your family. The College is committed to ensuring that it complies at all times with its requirements under the Commonwealth Privacy Act.
2. The College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling to your child.
3. Some of the information collected is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care. Certain laws governing or relating to the operation of schools require from time to time, the disclosure of personal and sensitive information to relevant persons or authorities.
4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We may ask you to provide medical reports about your child from time to time.
5. The College, from time to time, discloses personal and sensitive information to others for administrative and educational purposes. This may be to other schools, government departments, the South Australian Commission for Catholic Schools, the Catholic Education Office, medical practitioners and people providing services to the School, including specialist visiting teachers, sports coaches and volunteers.
6. In the event of default of payment of fees, the College may refer the default to a relevant organisation. If this occurs, personal information will be disclosed to the organisation and you will be responsible for the collection costs.
7. If we do not obtain the information referred to above, we may not be able to continue the enrolment of your child.
8. Personal information collected from students is regularly disclosed to their parents or guardians. On occasion, information such as academic and sporting achievements, pupil activities and other news is published in the College Newsletter (The Mercy Vine), Fleur de Lis, the College Magazine and website.
9. Parents, guardians or students may seek access to personal information collected about them by contacting the College. However, there will be occasions when such access may be denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the student, or where information has been provided in confidence.
10. The College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the school's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing or fundraising purposes without your consent.
11. If you provide the College with personal information about others, (e.g. doctors or emergency contacts) we encourage you to inform them that you are disclosing such information to the College and the reasons, so that they can access that information if they wish. The College does not usually disclose the information to third parties.

A copy of the College's Privacy Policy is available upon request or can be accessed on our website. If you would like further information about the way the College manages the personal information it holds, or wish to seek access to personal information held by the College about yourself or your child, please contact the Principal in writing.

540 Fullarton Road Springfield South Australia 5062

T 08 8372 3200 F 08 8379 9540

E mercedes@mercedes.adl.catholic.edu.au W www.mercedes.adl.catholic.edu.au

ABN 93 414 320 696 CRICOS Provider 00365D Catholic Church Endowment Society Inc. operating as Mercedes College

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