

Loreto College Marryatville

International Student Application for Admission



STUDENT DETAILS

Given name(s)	Surname	Preferred name
Year level of entry	Year of entry: 20	Term required
Current school	Current year level	
Status	<input type="checkbox"/> Day <input type="checkbox"/> Full Boarding <input type="checkbox"/> Weekly Boarding	
Address		
Date of birth	Religion	
Nationality	Country of birth	Main language spoken at home
<input type="checkbox"/> Australian Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Resident of Australia <input type="checkbox"/> Yes <input type="checkbox"/> No	Nationality on Passport
(If the child is not an Australian Citizen, please enclose proof of permanent or temporary residency status)		
Do you currently have Overseas Student Health Cover (OSHC) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, who with?		
Does your daughter require any support in any of the following? <input type="checkbox"/> Medical <input type="checkbox"/> Educational <input type="checkbox"/> Other		
If yes, please give further details and/or attach relevant documentation.		

PARENT/CARER DETAILS

MOTHER/CARER Miss Ms Mrs Dr Prof

Full name	
Email	
Residential address	
Postcode	
Postal address	
Postcode	
Phone (home)	(work)
(mobile)	
Relationship to student	
Maiden name (if applicable)	
Country of birth	
Nationality	
<input type="checkbox"/> Australian <input type="checkbox"/> Temporary Resident	
<input type="checkbox"/> Permanent Resident <input type="checkbox"/> Other	
Primary language	
Can the parent read & respond to emails in English? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Can the parent have a phone conversation in English? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Occupation	
Employer name	
Employer address	
Parents' marital status	

FATHER/CARER Mr Dr Prof

Full name	
Email	
Residential address	
Postcode	
Postal address	
Postcode	
Phone (home)	(work)
(mobile)	
Relationship to student	
Country of birth	
Nationality	
<input type="checkbox"/> Australian <input type="checkbox"/> Temporary Resident	
<input type="checkbox"/> Permanent Resident <input type="checkbox"/> Other	
Primary language	
Can the parent read & respond to emails in English? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Can the parent have a phone conversation in English? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Occupation	
Employer name	
Employer address	

MIGRATION OR EDUCATION AGENT INFORMATION

Name of Agency

Contact person

Email address

Telephone number

Does the Agency have an agreement with Loreto College? Yes No

SIGNATURES

Mother/Carer Signature

Date

Father/Carer Signature

Date

PLEASE RETURN

APPLICATION CHECKLIST

- Certified copy of the student's birth certificate (certified English translation required)
- Colour photocopy of the student's passport
- Copy of the student's visa (only if granted)
- Copy of the student's academic school reports for the last two years (only certified English translations accepted)
- Results of recent English Language proficiency testing (TOEFL, IELTS, AEAS all accepted)
- Details of a student's current co-curricular activities

To: Loreto College Enrolment Office
316 Portrush Road
Marryatville SA 5068

Or email: admissions@loreto.sa.edu.au

ADMISSION PROCESS

STEP 1:

Lodgement of International Student Application Form

STEP 2:

An interview with the Principal (in person if in Adelaide or Skype meeting)

STEP 3:

A Letter of Offer is issued, outlining conditions and fees.
Fees include: Enrolment Fee of \$770 AUD (\$470 AUD sibling discount)
One semester's school fees in advance
Health cover quote (if applicable)

An Acceptance for Admission Form accompanies the Letter of Offer.

STEP 4:

Enrolment is finalised on Loreto College receiving a signed Acceptance for Admission Form and payment of fees.

STEP 5:

An Information Pack will be issued prior to commencement. A transition visit will be organised for the student where possible.

TERMS AND CONDITIONS

In enrolling my/our child at Loreto I/we accept that:

1. She will be educated in the Catholic faith within a Christian educational environment in accordance with the Loreto Mission Statement for IBVM schools.
2. Support of College staff and cooperation concerning College activities is essential.
3. We will abide by College policies as amended from time to time.
4. We have a responsibility to ensure our child complies at all times with policies, programs and codes of behaviour as stipulated by the College for its students.
5. I/we will support the Principal and Leadership staff in relation to required conduct and disciplinary matters.
6. I/we will support the College in its expectation that all students wear the correct College uniform and maintain it in a neat and tidy manner at all times to reflect the high standards regarding grooming, uniform, and personal presentation.
7. Participation in camps and retreats is compulsory and that membership in College sporting teams take priority over competing sporting interests.
8. The College reserves the right to suspend or expel a student for serious or continued breaches of College rules, regulations and/or policies. This includes repeated or continued non-compliance with College expectations or conduct which brings into disrepute the good name and reputation of the College. In the case of exclusion from the College, fees paid in advance will not be refunded.
9. For students commencing part way through a school year, pro-rata College fees will be applied and commencement date will be confirmed following payment.
10. Any default in College fees may result in termination of the enrolment.
 - a) Termination may be revoked only if payment of two terms is received in advance, every six months. Payment must be received one week before term commences. These arrangements are to be reviewed by the College annually.
 - b) The following documentation would be required to support re enrolment, namely -
 - i. Current or future employment contracts (inclusive of salary)
 - ii. Any other sources of income
 - iii. Tax returns for the past three years
 - iv. Loan/mortgage accounts and/or details of any loan refusals over the past three years.
 - v. Any pending legal situation.
 - vi. Cash flow statement for two years.
11. Responsibility for the payment of tuition fees and other costs associated with the education of my/our child as determined annually by the College (except where exemptions/remissions have been sought and granted). I/we agree to pay the full amount of all fees and other charges by due dates as set by the College unless prior arrangements have been made with the Business Manager or Principal.
12. All parties who are signatories to this document will be jointly and severally liable for the payment of College fees, unless otherwise specified by court order.
13. The College reserves the right to refer any account to a debt collection agency.
14. In the event of College fees being in arrears, a student will be ineligible to attend optional extra-curricular activities, for example, the annual ski trip and trips overseas, until the fees are brought up to date.
15. The College may, at its sole discretion, contact a credit rating agency or the student's previous school regarding payment of fees. The College reserves the right to refuse an enrolment if a parent's credit rating or record of payment of fees is not satisfactory.
16. I/we must give one term's notice in writing of any intention to withdraw

my/our child from the College. Notice will be given no later than the first day of the term at the end of which it is intended that my/our child would leave. Fees equivalent to one College term will be charged in lieu of the appropriate notice.

17. The College does not accept liability for damage or loss of any personal possessions of students and that insurance for students' personal possessions is my/our responsibility.

18. In the event of a medical or other emergency arising, in which the Principal or delegated staff member considers it impossible or impracticable to communicate with parents or guardians of the student, the Principal (or delegated staff member) is authorised to act as is though necessary or expedient and the Principal and the College and their agents shall not be liable for any reasonable action taken in that event.

Privacy Information as required under the Commonwealth Privacy Act 1988 (Australian Privacy Principles Effective 12/3/14)

20. The College respects the privacy of personal and sensitive information regarding your family. The College collects personal information, including sensitive information about the student or parent(s) or guardian(s) 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 and other related educational services for your child. The College's privacy policy is available online at www.loreto.sa.edu.au

21. Unless a court order prescribes, the College will make all student information available to both parents and/or guardians.

22. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical information or medical reports about your child from time to time.

23. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes other Catholic schools, government departments, South Australian Commission for Catholic Schools, Catholic Education Offices, local parish, medical practitioners and people providing services to the College including specialist visiting Consultants and Advisors from the Catholic Education Offices, researchers, sports coaches and volunteers. The College's privacy policy is available at www.loreto.sa.edu.au.

24. The College from time to time is required to disclose personal and sensitive information in order to comply with the law or to report matters to the relevant persons or authorities.

25. If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your child.

26. Information such as academic and sporting achievements, student activities and other news is published in the College's marketing materials, in accordance with the College's Privacy Policy, which is available online at www.loreto.sa.edu.au.

27. Parents or guardians may seek access to and seek correction of, personal information collected about them and their child by contacting the College. However, there will be occasions where access is 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 students have provided information in confidence.

28. The College's Privacy Policy contains information about how you may complain about a breach of the Australian Privacy Principles and how the College will deal with a complaint.

29. The College and its relevant associations, for example, Loreto Old Scholars, Loreto Parents' & Friends' and its sub committees from time to time engage in fundraising activities. Personal contact details and information supplied by you may be used as part of an appeal by these associations. We will not disclose your personal information to third parties.

30. It is your responsibility to inform others, for example doctors or emergency contacts, if you have provided personal information to the College.



316 Portrush Road
Marryatville 5068
South Australia

Tel: +61 8 8334 4200
info@loreto.sa.edu.au

www.loreto.sa.edu.au

**A Catholic day and boarding
school for girls from Early
Learning to Year 12**

Established 1905

CRICOS No. 00629G

WE WELCOME EXPRESSIONS
OF GRATITUDE:
gratitude@loreto.sa.edu.au