



# APPLICATION PROCESS

## *Full Fee Paying Overseas Student (FFPOS)*

Version 3: June 2019



*Vibrant . Innovative . Inclusive*

**An Independent Coeducational Anglican R-12 School**

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# INTERNATIONAL STUDENT APPLICATION PROCESS

1. Education Agent or Student submits an Application for Enrolment which includes:
  - Woodcroft College Registration of Interest;
  - Academic Transcripts for a minimum of 2 years;
  - Copy of Passport (current); and
  - English Test results (where required).
2. The application is reviewed by Woodcroft College (the School) to evaluate school results and English Language level.
3. If accepted, a Letter of Offer, Enrolment Package and Fee Invoice will be forwarded to the Education Agent/Applicant's Family. If a student is not accepted, the School will contact the Student or Education Agent to inform them of the decision.
4. If the Student accepts the Offer from the School, they must:
  - Sign and return the Letter of Offer; and
  - complete and sign the Enrolment Agreement.

These documents must be returned to the School prior to payment of fees.

The required fees must be paid by the date indicated on the Invoice.

5. It is a requirement of the Student Visa (School Visa, Subclass 500), that students have Overseas Health Cover (OSHC) for the duration of their Student Visa. On the receipt of the fee payment, OSHC will be purchased by the School to cover the student for the term of their visa and send the Certificate of Insurance (CoI) to the agent or family of the student.
6. When OSHC has been purchased, a Confirmation of Enrolment and a Confirmation of Appropriate Accommodation and Welfare (CAAW) documents will be sent to the Agent or Family of the Student. These documents will be required by the Student when applying for the Student Visa (School Visa, Subclass 500).
7. The Student or Education Agent will inform the School when the Student Visa has been granted and send the arrival details of the Student. The School will forward Pre-Departure information to the Student to help with preparations for leaving home and arriving in Australia.
8. The School will select a Homestay Family and forward details of the family to the Agent and family of the Student for approval.
9. The School will keep in close contact with the Education Agent and Student on arrival details, airport pick up requirements and the Homestay allocation. The School and Homestay Family will meet the Student at the airport and a photograph of the student and their Homestay family will be taken and sent to the Education Agent to let the family know that the Student has arrived safely.
10. The Student will be welcomed to the School with an orientation session, including introductions to staff and students. The Student will be fitted for a School Uniform.