



# Enrolment Application

*Overseas Students*

Full Time Study and Study Abroad

*Find Your Remarkable*

CRICOS #01645K



# INTERNATIONAL STUDENT ENROLMENT PROCESS

## 1. Enrolment Application

An Education Agent will work with parents to complete an Enrolment Application for Overseas Students or parents can choose to complete this and send to the College directly. The Enrolment Application must be submitted with the following:

- School reports for the past two years
- Copy of Passport (current)
- English test results (if available)

\*Woodcroft College recommends working with an Education Agent for support and advice throughout the enrolment process.

## 2. Review and Online Interview

The Woodcroft College International Program team will review student's reports and English test (if provided).

Based on satisfactory results, the student will be invited to an online interview (parents and/or agents are welcome to join students).

The interview is an informal discussion about the student's interests and reasons for wanting to come to Woodcroft College. It is about making sure that we are the right choice for the student and their family.

It is also an opportunity assess a student's English skills. If there are any concerns about the level of English, a student will be requested to sit a recognised English proficiency test.

## 3. Decision of Acceptance

### *Student Accepted*

If accepted, a Letter of Offer, Enrolment Agreement and fee invoice will be sent to the Education Agent or the student's parents. Overseas Health Cover (OSHC) is a requirement of the student visa and will be included on the invoice. If families wish to purchase their own, they must supply a copy of the cover at the time of making payment.

### *Student Not Accepted*

If a student is not accepted, the College will contact the Education Agent or the student's parents to inform them of the decision.

## 4. Acceptance of Offer

To accept the offer, the student's parents (or guardian) must sign and return the Letter of Offer and the Enrolment Agreement.

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

## 5. Documentation Issued

Confirmation of Enrolment (CoE) and Confirmation of Appropriate Accommodation and Welfare (CAAW) documents (if relevant) will be issued for the student to submit their visa application.

## 6. Arrival in Australia

The College will keep in close contact with the Education Agent and student on arrival details, airport pick up requirements and the Homestay allocation.

The Homestay family or Happy Homestay will meet the student at the airport. A photo will be sent to the Education Agent or parents to let the everyone know that the student has arrived safely.

The student will be welcomed to Woodcroft College with an orientation session, including introductions to staff and students. Along with arranging a uniform fitting, and all the necessary stationery, the International Program team will be on hand to help a student have a positive start to their studies at Woodcroft College.

# REQUIREMENTS FOR ENROLMENT APPLICATION

Before lodging this Enrolment Application please use the following checklist to ensure everything has been supplied.

- ☐ Completed Enrolment Application
- ☐ School reports for the last two years
- ☐ Copy of current passport

This Enrolment Application should be completed and returned to the:

**International Student Coordinator**

Email: [international@woodcroft.sa.edu.au](mailto:international@woodcroft.sa.edu.au)

Completion of the Enrolment Application will not necessarily guarantee enrolment at the College.

## Entry Requirements

1. Students who want to study at Woodcroft College must have attained at least the equivalent level of study in their own country.
2. Students must submit their past two years of school reports for assessment by senior staff at the College. These must be translated into English if written in another language.
3. Students must have acceptable results in the subjects that they wish to study at Woodcroft College.
4. Full time students are generally required to undertake up to 20 weeks of English for Academic Purpose Course in order to prepare them for their mainstream course. The time required is dependent on their level of English on entry to the College.
5. Study Abroad students must have an appropriate English level to join mainstream classes without English support.
6. Students will be required to participate in an online interview prior to acceptance and may need to complete a written English test.
7. The College's Student Services Policy requires parents to provide information relevant to any special needs that an applicant may have at the time of the Enrolment Application and/or before enrolment. Failure to disclose this information could result in the student's placement being delayed or withdrawn.

## Special Note to Parents

- Enrolment at Woodcroft College is dependent on families accepting homestay accommodation as provided by Woodcroft College until the student leaves the College.
- The Head of Woodcroft College will be the legal guardian until the student turns 18 years of age.
- Student Responsibilities:
  - to meet Visa regulations.
  - to make satisfactory progress in his/her studies and to complete the course.
- Parent Responsibilities
  - to ensure adequate finances are available for the students living expenses and airfares.
- This Enrolment Application is the first step in the enrolment process and does not guarantee an offer of place. All offers are subject to an interview.



# ENROLMENT APPLICATION

## STUDENT DETAILS

Family Name: \_\_\_\_\_

Given Names: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Date of Birth (dd/mm/yy): \_\_\_\_\_

Gender: ☐ Male ☐ Female

### Residential Details

Residential Address: \_\_\_\_\_

Mailing Address (if different from residential): \_\_\_\_\_

### Citizenship/Passport Details

Nationality: \_\_\_\_\_

Country of Birth: \_\_\_\_\_

Passport Number: \_\_\_\_\_

Passport Expiry Date (dd/mm/yy): \_\_\_\_\_

### Language Details

What is the main language spoken at home?

What other languages do you speak?

## EDUCATION DETAILS

Present school: \_\_\_\_\_

Highest level of study attempted: \_\_\_\_\_ Year of attempt: \_\_\_\_\_

What is your language of Instruction: \_\_\_\_\_

How long have you studied English: \_\_\_\_\_

Have you undertaken an English competency test:

☐ Yes ☐ No

Test Name: \_\_\_\_\_

Test Score: \_\_\_\_\_

# ENROLMENT APPLICATION

## COURSE DETAILS

Complete details below for either Full Time Study or Study Abroad option

### Full Time

Proposed commencement to English Academic Preparation Course:

Term: ☐ 1 ☐ 2 ☐ 3 ☐ 4

Year level on entry: ☐ Year 8 ☐ Year 9 ☐ Year 10

Year of 20\_\_\_\_\_ Commencement Date: \_\_\_\_\_

Proposed commencement to mainstream classes:

Term: ☐ 1 ☐ 2 ☐ 3 ☐ 4

Year level on entry: ☐ Year 8 ☐ Year 9

☐ Year 10 ☐ SACE (Yr 11 & 12)

Year of 20\_\_\_\_\_ Commencement Date: \_\_\_\_\_

Reasons for seeking admission to Woodcroft College:

### Study Abroad

Duration: ☐ Term ☐ Semester ☐ Year

Proposed commencement to mainstream classes:

Term: ☐ 1 ☐ 2 ☐ 3 ☐ 4

Year level on entry: ☐ Year 8 ☐ Year 9

☐ Year 10 ☐ SACE (Yr 11 & 12)

Year of 20\_\_\_\_\_ Commencement Date: \_\_\_\_\_

Reasons for seeking admission to Woodcroft College:

Interests (e.g. artistic, cultural, social):

Interests (e.g. artistic, cultural, social):

Where did you hear about Woodcroft College?

Where did you hear about Woodcroft College?

# ENROLMENT APPLICATION

## MEDICAL DETAILS

Has your child received any assistance from or been in contact with:

Counsellor	<input type="checkbox"/> Yes <input type="checkbox"/> No	Psychologist/Psychiatrist	<input type="checkbox"/> Yes <input type="checkbox"/> No
Hearing Services	<input type="checkbox"/> Yes <input type="checkbox"/> No	Speech Therapists	<input type="checkbox"/> Yes <input type="checkbox"/> No
Visual Services	<input type="checkbox"/> Yes <input type="checkbox"/> No	Disability Services	<input type="checkbox"/> Yes <input type="checkbox"/> No

Is your child currently taking any medications? ☐ Yes ☐ No If yes, give name(s) of medication and reason for use:

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Has your child ever consulted a neurologist, psychologist, or any other specialist in nervous or emotional disorders?

☐ Yes ☐ No If yes, please attach a full report by the specialist.

Does your child have any medical conditions or health problems that might affect him/her?

In the classroom	<input type="checkbox"/> Yes <input type="checkbox"/> No	During physical education and sport	<input type="checkbox"/> Yes <input type="checkbox"/> No
During camps, aquatics, other activities	<input type="checkbox"/> Yes <input type="checkbox"/> No	A communicable disease	<input type="checkbox"/> Yes <input type="checkbox"/> No
In the Homestay	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, name of disease:	

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Does your child have any of the following medical conditions?

Anaphylaxis (ie: allergic to bee stings, nuts, etc)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Asthma or other chest problems	<input type="checkbox"/> Yes <input type="checkbox"/> No
Convulsions/seizures	<input type="checkbox"/> Yes <input type="checkbox"/> No	Diabetes	<input type="checkbox"/> Yes <input type="checkbox"/> No
Vision or hearing problems	<input type="checkbox"/> Yes <input type="checkbox"/> No	Medication	<input type="checkbox"/> Yes <input type="checkbox"/> No

Other conditions not listed above:

*If you answered Yes to any question above, please provide all supporting medical documents, including medication.*

## AGENT DETAILS

Name: _____	Contact Person: _____
English Name: _____	Email: _____
Address: _____	

# ENROLMENT APPLICATION

## PARENT 1 DETAILS

Relationship to Student: \_\_\_\_\_

Title: ☐ Dr ☐ Mr ☐ Mrs ☐ Ms ☐ Other \_\_\_\_\_

Parent 1 Family Name: \_\_\_\_\_

Parent 1 Given Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Country Code: \_\_\_\_\_

Telephone Area Code: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Personal Mobile: \_\_\_\_\_

Home Email: \_\_\_\_\_

What language do you speak at home? \_\_\_\_\_

Do you speak English? ☐ Yes ☐ No

Other languages spoken: \_\_\_\_\_

## PARENT 1 DETAILS

Relationship to Student: \_\_\_\_\_

Title: ☐ Dr ☐ Mr ☐ Mrs ☐ Ms ☐ Other \_\_\_\_\_

Parent 2 Family Name: \_\_\_\_\_

Parent 2 Given Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Country Code: \_\_\_\_\_

Telephone Area Code: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Personal Mobile: \_\_\_\_\_

Home Email: \_\_\_\_\_

What language do you speak at home? \_\_\_\_\_

Do you speak English? ☐ Yes ☐ No

Other languages spoken: \_\_\_\_\_

## DECLARATION

I declare that the information in this Enrolment Application is complete and correct.

I understand that providing false or misleading information may result in cancellation of the student's registration (and any subsequent enrolment that may result from this registration).

I declare that I have read and understand the Enrolment Application Entry Requirements and that they may be subject to variation without prior notice.

I declare that I have read and understand the current Fee Schedule available on the College website and that this may be subject to variation without prior notice.

Full Name of Student: \_\_\_\_\_

Name of Parent 1: \_\_\_\_\_

Signature: \_\_\_\_\_

Name of Parent 2: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_