Enrolment Process

St Martins Lutheran College welcomes applications from international students.

Application Process

Step 1 > Enquiry
Choosing an overseas school is an important decision. To see what we can offer:

- Explore our website or download our International Student Handbook
- Visit our campus if you are able to do so. Please contact Caroll Cailler to arrange a tour of the campus or to ask for further information. Ph 08 8725 1430 or email ccailler@stmartins.sa.edu.au

Step 2 > Application
In order to be considered for enrolment at St Martins Lutheran College, International students are required to provide:

- A completed enrolment application form signed by both parents / legal guardians
- A copy of the photo page from the student’s passport
- A copy of the student’s latest school report, translated into English if necessary
- Any supporting documentation e.g. IELTS or AEAS test results, school testimonial

Step 3 > Receive an offer of enrolment
If successful, the Principal will issue an offer of a place at St Martins Lutheran College. This letter will request payment of the Acceptance Fee to confirm your place.

Step 4 > Accept your place
Return the Acceptance of Enrolment form with the required deposit to confirm your place. An electronic Confirmation of Enrolment (CoE) will be issued to enable you to apply for your student visa to enter Australia.
Tuition fees and other charges are subject to change and may vary from year to year.

Further Information

For further information or assistance with your application, contact Mrs Caroll Cailler
ccailler@stmartins.sa.edu.au

ESOS framework

The laws that protect international students form the Education Services for Overseas Students (ESOS) framework. They include the Education Services for Overseas Students Act 2000 and the ESOS National Code. The ESOS Act ensures that education providers are registered by the Australian Government. Under ESOS, education providers must meet certain obligations as part of their registration on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). They must act in accordance with principles designed to support the best possible services for our international students. International students on student visas are required to study at CRICOS registered schools. The ESOS framework can be found at:

International fees
An overview of the fee schedule for International Students is listed below.

International Fees and Charges 2016

<table>
<thead>
<tr>
<th>CRICOS PROVIDER 03216D</th>
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<tbody>
<tr>
<td><strong>International Fees 2016</strong></td>
</tr>
<tr>
<td>Application Fee</td>
</tr>
<tr>
<td>Tuition Fee</td>
</tr>
<tr>
<td>Uniform</td>
</tr>
<tr>
<td><strong>Not Included</strong></td>
</tr>
<tr>
<td>Health insurance</td>
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<tr>
<td>Text books and stationery</td>
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<tr>
<td>SACE Assessment fees</td>
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<td></td>
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<td></td>
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<tr>
<td>Students who do not pay their fees by the due date will have their results withheld and no certification will be issued.</td>
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<tr>
<td>Applies only to Year 10, 11 and 12 students seeking SACE assessment.</td>
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<tr>
<td>Note: Fees are lower for students undertaking less than 40 credits.</td>
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<tr>
<td>Airport pickup</td>
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Homestay costs

<table>
<thead>
<tr>
<th>Homestay costs</th>
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</thead>
<tbody>
<tr>
<td>Per week</td>
</tr>
<tr>
<td>Bond</td>
</tr>
<tr>
<td>Homestay management</td>
</tr>
<tr>
<td>Paid 4 weeks in advance direct to homestay</td>
</tr>
<tr>
<td>Refundable on graduation</td>
</tr>
<tr>
<td>Invoiced each term by the College</td>
</tr>
<tr>
<td>Change of homestay</td>
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</tbody>
</table>

**Additional Costs**
Educational fees do not include the cost of school uniform (approximately $500) or music lessons (approximately $1,000).

**Payment**
Accounts are forwarded in November of the preceding year (Semester 1) and May (Semester 2) for payment by the end of the month. Fees may be paid by bank transfer, details will be supplied when student enrolment is confirmed.

**Homestay**
Can be arranged by St Martins Lutheran College. Please refer to our Homestay booklet on the website.

**Refund Policy**

**International Refund Policy**
1. This policy outlines refunds applicable to course fees paid to the school.

2. Any service fees that a student (or parent(s)/legal guardian if the student is under 18) pays directly to a third party are not within the scope of this refund policy.

3. Payment of Course Fees and Refunds
   a) Fees are payable according to the School’s Fee Schedule.
   b) An itemised list of school fees is provided in the school’s written agreement.
   c) All fees must be paid in Australian dollars. All refunds will be reimbursed in Australian dollars.
   d) Refunds will be paid to the person who enters into the written agreement.

4. All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to the Principal.

5. Student default because of visa refusal If a student provides written evidence that their visa application has been refused by the Department of Immigration and Border Protection and the student cannot undertake the course, the school will refund any unspent course fees, minus the lesser of 5% of the amount of course fees received by the provider in respect of the student before the default day; or AUD$500.

6. Student default other than visa refusal
   a) Any amount owing will be paid within four (4) weeks of receiving written notification from the student (or parent(s)/legal guardian if the student is under 18).
   b) If the student provides written notice of withdrawal more than four (4) weeks prior to commencement of the course, the College will refund any unspent tuition fees, less the application fee.
   c) If the student provides written notice of withdrawal within four (4) weeks prior to the agreed commencement date, a maximum of ten (10) weeks tuition fees will be refunded from prepaid tuition fees.
   d) Non-tuition fees will be refunded on a pro-rata basis proportional to the amount of time the student was studying in the course, except where a non-refundable payment on behalf of the student has been made.
   e) No refund of tuition fees will be made where a student’s enrolment is cancelled for any of the following reasons:
      a) Failure to maintain satisfactory course progress (visa condition 8202).
      b) Failure to maintain satisfactory attendance (visa condition 8202).
      c) Failure to maintain approved welfare and accommodation arrangements (visa condition 8532).
d) Failure to pay course fees.

7. Provider default
   a) If for any reason the school is unable to offer a course on an agreed starting day for the course, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by the school, a full refund of any unspent tuition fees paid to the school will be made within 14 days of the agreed course starting day.
   b) If for any reason the school is unable to continue offering a course after the student commences a course, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by the school a full refund of any unspent tuition fees paid to the school will be made within 14 days of the school’s default day.
   c) In the event that the school is unable to fulfil its obligations of providing an agreeable alternative course for the student, or a refund, the student will receive advice to seek assistance from the Australian government’s Tuition Protection Service. For information on the TPS, please see: https://tps.gov.au/Information/Students/How.

8. This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia’s consumer protection laws.

**English Language Support**
It is recommended that international students enrol in Years 8 to 11 to ensure they are well prepared for Year 12 studies. We offer ESL classes in Years 11 and 12 as part of our normal curriculum and international students receive academic support from our ESL teacher.

**English as a Second Language Support Program:** ESL teachers understand that international students put enormous effort into developing their communication skills in English. We offer ESL classes as a part of our normal curriculum and international students receive individual academic support from the ESL teacher across the curriculum.