

## Enrolment Procedure and Policy

### International Students

For further information please email:

Admissions Office  
admissions@carey.com.au

The *Application for Enrolment* is also available online at [carey.com.au](http://carey.com.au)

The following School Rules, Policies and Forms can be found on our Website:

- Child Safe Policy
- Reporting Child Abuse Procedure
- Complaints and Appeals Policy
- Overseas Student Transfer Policy
- Student Behaviour
- Uniform and Appearance
- Privacy
- Enrolment Procedure and Policy – International Students
- Fee Schedule and Further Information – International covering:

*Annual Fees and Additional Charges, Withdrawal of a Student, Uniform and Books, Digital Learning Program*

- Term dates/holidays
- Curriculum (pathways) information ([pathways.carey.com.au](http://pathways.carey.com.au))

After orientation further School Policies and Information become accessible on CareyLink.

Carey Baptist Grammar School Limited  
ABN 83 051 576 062 CRICOS #00135G

\* Fees and Condition of Enrolment are subject to change without notice

November 2020



Carey accepts international students into the Senior School only (Years 10–12).

Prospective international students will only be issued with a Confirmation of Appropriate Accommodation and Welfare (CAAW) enrolment in Years 10-12. Most students enter at Year 10 and 11. Students who will turn 20 years of age before completion of their Year 12 studies are not accepted at the School.

Carey does not accept students that would be under 13 years of age at the time of their commencement at Carey.

International Students can only apply for enrolment to Carey Kew Campus. Carey Donvale campus is not CRICOS Registered.

Overseas students applying for enrolment must hold a valid and current Australian visa covering commencement date at Carey and for the duration of their enrolment at the School. Please refer to [www.australia.gov.au](http://www.australia.gov.au) for more information. If valid visa is not held, Carey reserves the right to withdraw the offer.

As a minimum requirement for entry to Carey, international students need to have completed a Middle School certificate (Year 9 or equivalent). The student may also need to complete an English language assessment as part of the application process. Carey prefers the AEAS test which assesses proficiency in English and recommends the length of intensive English program required on arrival, prior to commencement at Carey. We are happy to recommend suitable Language Schools for intensive English classes. Above average scores of stanine 7–9 on the AEAS test are preferred for enrolment at Carey.

#### Step 1 Complete and submit the enclosed application form

Please complete and return the application form along with the following documents:

- Copy of the student's birth certificate or current passport
- Copy of the student's most recent academic results/school reports
- Information regarding any English language courses that the student has completed or is undertaking and any associated reports
- English language assessment (AEAS test preferred)

Documents may be submitted in hard copy or by email to [admissions@carey.com.au](mailto:admissions@carey.com.au)

#### Step 2 Processing of Application

Applications are accepted for entry in Years 10, 11 and 12 at Carey, though entry at Year 12 is limited. Applications may be made directly to the School or via an Education Agent. All applications are processed and sent to the Head of Senior School who will assess applications in the context of available positions. Recent school reports and English language proficiency will be considered. This process is normally completed within two weeks but can take longer depending on the number of applications received and places available.

#### Step 3 Provisional Offer

- Where an application is successful, the applicant (usually the parent or agent) will be notified and a provisional letter of offer will be made. This will include information regarding enrolment and course details, fees and payment dates, and student welfare requirements. You will also receive the Enrolment Agreement documentation. It is important that all conditions of enrolment are considered prior to acceptance of the School's offer, including requirements for appropriate living arrangements and Guardianship. Provisional offers may be subject to an interview with the Head of School.
- Provisional offers are subject to completion of a recommended intensive language course as well as satisfactory progress. Unsatisfactory progress will result in withdrawal of the offer of enrolment.
- Where an application is unsuccessful, you will receive notification of this.
- An application is a prerequisite to admission but not a guarantee of admission.

- A non-refundable and non-transferable Administration Fee of \$AUD100\* per student is payable.

#### **Step 4 Confirmation of Provisional Enrolment**

- Once an offer is received families should return the signed Enrolment Agreement and pay a non-refundable and non-transferable Enrolment Fee of \$AUD1,600\* for Year 10 and \$AUD800\* for Year 11 and 12.
- Payment of half of the year's fees (two study periods) and payment for Overseas Student Health Cover for the duration of their study at Carey is also required.
- Acceptance of an offer must occur by the due date specified in the offer.
- Once signed documentation has been returned and fee payments have been made, the Applicant and/or referring Education Agent will be issued with a DHA\*\* Confirmation of Enrolment (CoE) and a Confirmation of Appropriate Accommodation/Welfare Arrangements (CAAW) form as required. This documentation will allow the applicant to apply for a student visa.
- All offers are provisional upon the student's completion of the recommended English language preparation course and achievement of the required level of English appropriate to the year level of entry, as determined by Carey.
- Testing takes place in September each year and attendance is compulsory. It is highly recommended that any English language school tuition be completed by the time of testing.
- In the event that a Student has not made satisfactory progress at Language School and an offer is withdrawn, Tuition Fees will be refunded in full. The Administration Fee and Enrolment Agreement Fee will not be refunded, nor transferred to another student.
- Carey reserves the right to withdraw a provisional offer if test results and progress reports from the language school are not to the required standard as determined by Carey.

#### **Step 5 Internal School Procedures**

Carey Baptist Grammar School will retain records of all written agreements as well as receipts of payments made by students under the written agreement for at least 2 years after the student ceases to be an accepted student.

Please see the *Fee Schedule and Further Information (International Students)* for a complete list of compulsory fees and additional expenses.

NOTE: The School acknowledges that it is required to be compliant with the ESOS Act and National Code 2018.

It is important that you advise the Admissions Office of any change in your contact details so that we have up-to-date information.

If you have any questions about the application process, please contact the Admissions Office on +61 3 9816 1242 or email [admissions@carey.com.au](mailto:admissions@carey.com.au)