

Carey accepts international students into the Senior School only (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.

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 [registrar@carey.com.au](mailto:registrar@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 Formal Offers

- Where an application is successful, the applicant (usually the parent or agent) will be notified and a formal 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.
- Offers may be subject to an interview with the Head of School.
- 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 application fee of \$AUD100\* per student is payable.

## Enrolment Procedure and Policy International Students

For further information please email:

Admissions Office  
[registrar@carey.com.au](mailto:registrar@carey.com.au)

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

Student Behaviour  
Uniform and Appearance  
Privacy  
Complaints and Appeals Process  
**Enrolment Agreement – International Students**  
covering:

*Terms and Conditions of Enrolment, Payment of Fees, Refunds, Withdrawal of Student*

**Enrolment Procedure and Policy – International Students**  
covering:

*Enrolment Process*

**Fee Schedule and Further Information – International Students**  
covering:

*Annual Fees and Additional Charges, International Student Requirements (Visa/Home Stay/Guardianship)*

**Guardian Arrangements – International Students**

Once a student is enrolled, further School Policies and Information can be found on CareyLink.

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

\* Fees subject to change without notice

September 2013

#### Step 4 Confirmation of Enrolment

- Once an offer is received, families should confirm their acceptance in writing, using the form provided, and pay a non-refundable and non-transferable *Enrolment Agreement Fee* of \$AUD1,000\* for Year 10 and \$AUD500\* 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 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 DIAC\*\* 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.
- 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 *Application Fee* and *Enrolment Agreement Fee* will not be refunded, nor transferred to another student.

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

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 [registrar@carey.com.au](mailto:registrar@carey.com.au)**

\* Fees subject to change without notice

\*\* Department of Immigration and Citizenship

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