



*St Columba College*

Established jointly by the  
Anglican & Catholic Churches

# INTERNATIONAL STUDENT APPLICATION FORM

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Accredited by the Australian Government  
CRICOS Provider No: 03270J

# STUDENT INFORMATION

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Family Name/Surname: \_\_\_\_\_

Religion: \_\_\_\_\_

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

Gender (Please Circle):    MALE | FEMALE

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

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Date of Birth & Age: \_\_\_\_ / \_\_\_\_ / \_\_\_\_    \_\_\_\_ years of age

Country: \_\_\_\_\_

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

ZIP or Postcode: \_\_\_\_\_

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

Language Spoken at Home: \_\_\_\_\_

Other Languages Spoken: \_\_\_\_\_

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

Location of the nearest Australian Department of Immigration and Citizenship:

**Level 3 - 55 Currie Street** Adelaide SA 5000

For more information please visit: <http://www.immi.gov.au/contacts/australia/sa-adelaide.htm>

# ACADEMIC DETAILS

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Requested Level of study at St Columba College  
(Place a tick in the appropriate box)

Year 10     Year 11     Year 12

Reasons for seeking admission to St Columba College:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Present or Previous School Attended:  
\_\_\_\_\_

Highest level of Secondary School study achieved: \_\_\_\_\_

Year Attempted: 20 \_\_ \_\_

Has the student undertaken any formal study of English?  
(please circle):    Yes / No

If YES, what level of English was achieved: \_\_\_\_\_  
\_\_\_\_\_

Name of English Testing Body: \_\_\_\_\_  
\_\_\_\_\_

*Please note: St Columba College may require the student to complete an ELICOS (English Language Proficiency) course prior to commencement of Senior Studies.*

*Please attach last school report in English. A full copy of the latest academic transcript must be included with this application.*

## PARENT 1 OR LEGAL GUARDIAN INFORMATION

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Family Name/Surname: \_\_\_\_\_ Address: \_\_\_\_\_

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

Relationship to student: \_\_\_\_\_ Postcode: \_\_\_\_\_  
*(e.g. father, mother)*

Do you speak English?: Yes  No  Business Email: \_\_\_\_\_

Home Phone/Mobile: \_\_\_\_\_ Business Phone \_\_\_\_\_

Phone for emergency contact: \_\_\_\_\_ Business Fax: \_\_\_\_\_  
*(English speaking person)*

## PARENT 2 OR LEGAL GUARDIAN INFORMATION

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Family Name/Surname: \_\_\_\_\_ Address: \_\_\_\_\_

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

Relationship to student: \_\_\_\_\_ Postcode: \_\_\_\_\_  
*(e.g. father, mother)*

Do you speak English?: Yes  No  Business Email: \_\_\_\_\_

Home Phone/Mobile: \_\_\_\_\_ Business Phone \_\_\_\_\_

Phone for emergency contact: \_\_\_\_\_ Business Fax: \_\_\_\_\_  
*(English speaking person)*

## NAME & ADDRESS FOR ACCOUNTS, CORRESPONDENCE & REPORTS

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*Address Details for Accounts:*

*Address Details for Correspondence / Reports:*

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

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

# CARE ARRANGEMENTS FOR STUDENTS UNDER 18 YEARS OF AGE

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Public Interest Criterion 4012A and visa condition 8532 of the Migration Regulations govern care arrangements for student visa applicants/holders who have not turned 18 years of age and who are not AusAID or Defence students.

Students under the age of 18 must either:

- Declare in their visa application that they will be residing in Australia with a parent, or a person who has custody of them or a relative aged at least 21 nominated by either the parent or the person having custody of them, *OR*
- Provide a signed statement from their education provider confirming that appropriate arrangements have been made for their accommodation, support and general welfare.

## **Parent, custodian and nominated carer (i.e. relative)**

Only a parent of the student or a person who has custody of the student is allowed to nominate the carer for the applicant. A person who has custody of the student minor is defined in the migration regulations as a person who has the right to have the daily care and control of the student and the right and responsibility to make decisions concerning their daily care and control. The only person who may be nominated as a carer by a parent or by a person who has custody of the student, is a relative of the student who is at least 21 years old and of good character.

Relatives eligible to be nominated as a carer are: a brother, sister, step-parents, step-brother, step-sister, grandparent, aunt, uncle, niece or nephew, step-grandparents, step aunt or uncle, step niece, step-nephew.

To establish that a nominated carer is of good character, evidence of a satisfactory clearance of Police Certificate by the carer in the country in which they have resided for more than 12 months in the past 10 years since the age of 16, is to be sighted.

## **Education provider-approved care arrangements**

If the student is not cared for by a parent, custodian or carer (as defined), the student must provide to DIMIA a statement signed by the education provider (St Columba College) for the course in which the applicant is enrolled that confirms that appropriate arrangements have been made (St Columba College will forward this to the applicant).

Aside from boarding school arrangements, education providers are strongly encouraged to approve arrangements that are consistent with those that apply to care by nominated relatives. The carer should also be aged at least 21 years, be of good character, and have permission to reside in Australia until the student turns 18 years of age or their visa expires. Older siblings aged less than 21 years are generally not considered to be appropriate carers.

To confirm appropriate care arrangements, education providers will use the standard form 'Education Provider's Confirmation of Appropriate Accommodation/Welfare Arrangements' from the Provider Registration and International Student Management Systems (PRISMS). Providers may place this form on their letterhead.

While DIMIA officers may continue to accept statutory declarations or other forms, it is preferable that providers use the standard form.

## **Changing provider-approved care arrangement after arrival in Australia**

If a student under 18 years of age subsequently seeks or is required to change the care arrangements made at the time of issue of the Visa, they must obtain their Educational Provider's approval of the proposed new arrangements.

The provider should use the standard 'Education Provider's Approval to Change Accommodation/Welfare Arrangements' from PRISMS – A change of accommodation fee will be applied.

Providers should keep a copy of the statement and forward the original to the nearest DIMIA office.

# ACCOMMODATION OPTIONS

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**STUDENTS UNDER 18 YEARS OF AGE:** For students under 18 years of age, the College takes the responsibility of guardianship. Students under 18 years of age must either reside with a parent, custodian or relative aged over 21, or must live in Homestay arranged by St Columba College.

Please indicate your preferred accommodation arrangements by ticking the box below:

Homestay accommodation  
(Please complete attached  
'Request for Homestay' Form)

Residing with a relative  
(Please complete attached  
'Students Residing with a Relative' Form)

**STUDENTS OVER 18 YEARS OF AGE:** In addition to the options above, international students over 18 years of age may seek authorisation to board with an approved Australian guardian in consultation with St Columba College.

Please indicate your preferred accommodation arrangements by ticking the box below:

Homestay Accommodation  
(Please complete 'Request for Homestay')

Residing with a relative  
(Please complete 'Students Residing with Relative')

Boarding with approved Australian Guardian  
(Please complete details below)

Name of Guardian: \_\_\_\_\_

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

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

Relationship to student: \_\_\_\_\_

# REQUEST FOR HOMESTAY

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Homestay is a term used to describe full board accommodation offered by a family, couple or single person for which a set weekly fee is charged. Living in Homestay Accommodation within the community can help the intended international student become independent and learn valuable life skills, as well as offering a safe environment whilst studying, and enabling the student to achieve good academic results.

To request Homestay Accommodation, please fill in this form and return promptly with application or by fax to the International Student Coordinator at St Columba College on +61 8 8254 0640

From: \_\_\_\_\_ Proposed date of leaving home country: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Fax: \_\_\_\_\_ Accommodation Required | Special Requests:  
*e.g. no pets, single room / shared room, other children etc*

Name of Student:

\_\_\_\_\_  
*(Given Name)*

\_\_\_\_\_  
*(Family Name)*

Present Address: \_\_\_\_\_  
\_\_\_\_\_  
Any Other Special Conditions: *e.g. known medical conditions, allergies, eating habits etc*

Religion: \_\_\_\_\_

Phone: \_\_\_\_\_

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

**Signed (Parent / Guardian 1 or 2):** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*We will make every endeavour to place students in a home environment which meets all their specific needs and requests as stipulated above.*

## OFFICE USE ONLY:

Cheque Requested and Forwarded?  Yes  No

Confirmation From Parents?  Yes  No

Business Manager Notified?  Yes  No

# STUDENTS RESIDING WITH A RELATIVE

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Name of Relative: \_\_\_\_\_ Post Code: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

## RELATIVE DECLARATION:

I declare that I am at least 21 years of age, am of good character, an Australian citizen or and have permission to reside in Australia until \_\_\_\_\_ (*Student*) turns 18 or their visa expires. I declare that I will keep the school informed of where I reside at all times. If I change my address, I will notify the school within 48 hours.

**Signed (Relative):** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## PARENT DECLARATION:

I consent for the above signed relative to act as carer for \_\_\_\_\_ (*Student*)

**Signed (Parent / Guardian 1 or 2):** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*Please return this signed form to The International Student Coordinator at St Columba College when both the Student and Homestay Family have read and discussed the accommodation information.*

# TERMS AND CONDITIONS OF ENROLMENT

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1. Any variation of the terms and conditions must be made in writing and signed by the Principal of St Columba College.

2. St Columba College will provide tuition to the student for the subjects in which they are enrolled, subject to the student working regularly and systematically through the course in accordance with instructions, provided payment of all fees are made in advance. DEEWR through PRISMS (Provider

Registration and International Students Management System) will be notified of unsatisfactory attendance and this may result in the cancellation of the student visa. In the case of illness, a doctor's certificate must be obtained.

3. The student undertakes to abide by the policies as listed on the College website [www.stcolumba.com.au](http://www.stcolumba.com.au)

All students and parent(s)/legal guardians must read and sign this written declaration:

I confirm I have received and understand the information from the school regarding the following:

- The year level in which I am to be enrolled
- Conditions of enrolment in the course(s)
- All tuition, accommodation and additional fees
- Payment and refund policy

- The sharing of personal information
- Change of address obligations
- Grounds on which my enrolment may be deferred, suspended or cancelled
- I hereby declare that the information supplied is true and correct
- I agree to pay all tuition, accommodation and additional fees by the due date
- I have read, understood and agree to be bound by the Terms and Conditions of Enrolment

**Signed (Student):** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Signed (Parent / Guardian 1):** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Signed (Parent / Guardian 2):** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**DOCUMENTS TO ACCOMPANY THIS APPLICATION:** For this Application to be processed by St Columba College the following documents must be attached:

- Last School Report transcribed into English
- Academic Transcript (*if applicable*) transcribed into English
- Results of any Public Examinations (*if applicable*) transcribed into English
- Verification of highest level of English Language study (*if applicable*)
- Copy of Student Passport
- Documentation describing any special learning or physical needs of the student.
- References transcribed into English