

## Application for Enrolment - International Students

### Items to include with the forms:

- ☐ Certified copy of Birth Certificate or Family Register or Family Register or Passport Photo Page with student's personal details.
- ☐ Copy of Passport Visa Page.
- ☐ Certified copies of the applicant's school reports for past two years if applicable, with certified English translations including academic and English level achieved.
- ☐ Copies of certificates, Statements of Attainment (e.g. Junior Graduation Certificate etc) and statement supporting Applicant's Interests.
- ☐ Two written references from person qualified to support the student's application. One should be from current/previous school (Head of School, Director of Studies or Year Level Coordinator).
- ☐ Registration Fee of \$275 (incl GST) - non-refundable.

Please contact International Enrolment Office for a detailed summary of the fees and charges for non-resident students (if not attached), the "Policy and Entry Requirements for Non-Australian Resident Students" and "Enrolment Information for Non-Australian Resident Students". These documents are also available on the school website: [www.negs.nsw.edu.au](http://www.negs.nsw.edu.au)

### STUDENT DETAILS

Surname..... Given Name/s.....

Preferred Name..... Date of Birth..... Religion.....

Contact Address in Home Country.....

..... Postcode.....

Phone Number (home)..... Fax.....

Email Address.....

Nationality..... Passport Number..... Country of Issue.....

Are you holding a current Australian visa? ☐ Yes - visa sub-class..... expiry date (please supply a copy)..... ☐ No

Australian Diplomatic Mission where you will lodge the student visa application? City..... Country.....

Calendar Year of entry..... Grade or School Year at entry.....

Student currently lives with: ☐ Both Parents ☐ Father only ☐ Mother only ☐ Guardian ☐ Other

Please tick preferred mailing address/es for correspondence relating to the student: ☐ Father ☐ Mother ☐ Guardian ☐ Agent

**STUDENT'S EDUCATIONAL DETAILS** (if the student has been attending another Australian School, please provide a letter of release from that school which includes a statement on the period of enrolment, attendance record, academic performance and evidence that all fees and charges have been paid).

State highest educational qualification gained (Primary or Secondary Year level):..... School Certificate No. (if applicable).....

Has English been the language of instruction in all subjects at the student's current school? ☐ Yes (If yes, provide evidence) ☐ No

If 'NO', Languages spoken.....

Present school..... Dates of attendance (eg 29/1/2018 - 3/12/2018).....

Previous school..... Dates of attendance (eg 29/1/2018 - 3/12/2018).....

Year 11 & 12 Students: Students entering from another NSW school during Year 11 must continue with subjects already studied. To assist with student placement, please list subjects currently studied: NEGS students are required to study 12 units for the Preliminary HSC & 10 units for the HSC.

1. English (compulsory) 2..... 3..... 4.....  
5..... 6..... 7.....

**SPECIAL CIRCUMSTANCES AND RELEVANT PREVIOUS HISTORY OF THE STUDENT** (please respond to all questions)

Does the student have any disabilities or medical conditions? ☐ No ☐ Yes - If yes, provide details: .....

Is there anything in the student's history or circumstances, (including medical history), which might pose a risk of any type to the student, other students or staff at the School? ☐ No ☐ Yes - If yes, provide details: .....

**FAMILY DETAILS**

Father's Family Name (indicate Mr/Dr/Rev etc) ..... Father's Given Name/s.....

Home Address.....

Suburb ..... State ..... Postcode/Zip .....

Email.....

Phone (home)..... (work) ..... (mobile) .....

Fax (home)..... (work) .....

Occupation..... Job Title.....

Industry..... Employer .....

Country of Birth..... Nationality .....

Mother's Family Name (indicate Mr/Dr/Rev etc) ..... Mother's Given Name/s.....

Home Address.....

Suburb ..... State ..... Postcode/Zip .....

Email.....

Phone (home)..... (work) ..... (mobile) .....

Fax (home)..... (work) .....

Occupation..... Job Title.....

Industry..... Employer .....

Country of Birth..... Nationality .....

If you are an Old Girl of NEGS please give your last calendar year of attendance:

Year Level (home)..... House .....

Have any family members attended NEGS previously? If yes, please list names and relationship to the student::

**OTHER FAMILY DETAILS**

If sister/s attending NEGS: Name..... House ..... Current Year Level.....

Sister/s currently studying in Australia:..... Date of Birth ..... School.....

Brother/s currently studying in Australia:..... Date of Birth ..... School.....

**GUARDIAN / CARER DETAILS** (International students whether under 18 years of age or older must have appropriate accommodation and welfare arrangements for the period of study in Australia approved by their Course Provider or if over 18 years, while they are attending the School). It is expected that the principal carer is suitably fluent in the English language.

Guardian contact name ..... Relationship to student .....

Home Address .....

Suburb ..... State ..... Postcode/Zip .....

Email .....

Phone (home) ..... (work) ..... (mobile) .....

School Accounts to: ☐ Both Parents ☐ Father only ☐ Mother only ☐ Guardian ☐ Other

Billing Address .....

Suburb ..... State ..... Postcode/Zip .....

### APPLICANT'S INTERESTS

Parents are invited to comment on the student's interests or achievements in any field where applicable to his/her age group, indicating any extra-curricular classes, awards etc. Please return with the Application for Enrolment form, enclosing additional notes and copies of certificates, Statements of Achievement etc., as applicable.

Academic .....

Creative .....

Musical .....

Sporting / Outdoor .....

Community Involvement / Group Activities .....

Other interests, talents or hobbies that could be further developed by the School .....

## REFUND POLICY

All applications for a full or partial refund of course money should be made in writing to the Principal of the School by the person/s who has the signed agreement with NEGS. The Principal should receive the refund application within seven days of either the student's failure to start the course or withdrawal from the course. Payment of any refund due will be made within four weeks of receiving the written application for refund.

If a refund is due, but no written application is received within two months of the agreed starting date or withdrawal date of the student, a cheque for the amount owing in Australian currency will be sent to the person who has a signed agreement with NEGS at their last known address.

If there are exceptional circumstances for a student's failure to start a course or withdrawal from a course, a written explanation of the circumstances, with supporting documentary evidence (if applicable), should be made to the Principal. In some cases, the Principal may approve a greater amount of refund than defined below. Each individual case will be decided on merit.

The Registration Fee paid with each Application for Registration is non-refundable and does not guarantee a place at NEGS.

Tuition or Tuition and Boarding Fees paid in advance are not refundable if:

- A student fails to comply with conditions of general enrolment at the School as outlined in the Enrolment Agreement after commencement at the School.
- A student breaches the conditions of his/her visa as imposed by the Department of Immigrations and Citizenship (DIAC).
- A student provides false or misleading information.
- A student is withdrawn by the parent / guardian after the start of the term prior to the term in which the student is to commence.

Whole or part refund of tuition or tuition and boarding fees paid will be refunded if:

- A student is refused a visa (100% refund applies).
- In the case of withdrawal, one Term's tuition or one term's tuition and one term's boarding fee will be charged if a student is withdrawn by the parent / guardian after the start of the term prior to the student leaving the School.

**UNDERTAKING** - Families should read the conditions of the Enrolment Agreement and Residential Agreement (if applicable), the Visa Compliance information Form and the General Regulations Outlined in the Family Handbook carefully before signing. The Student Diary provided to all students provides valuable information on an additional range of issues. I/we and our daughter have read, understood and agree to conform to the School regulations and conditions of enrolment.

Signature of Parent / Guardian (please circle)..... Date.....

Please print you full name.....

Please complete and return this form to:

**International Enrolments Office, NEGS Uralla Road,  
ARMIDALE NSW 2350 AUSTRALIA**

### OFFICE USE ONLY

Waiting List..... Accepted for.....

Student No..... Family No.....

Registration Fee..... Paid..... Enrolment Fee..... Paid.....

O/S Student Deposit Fee..... Paid..... Boarding Deposit..... Paid.....



**NEGS**  
MORE THAN  
A SCHOOL

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