CRICOS (i.e. full-time overseas student) Enrolment Procedure

1. Read the online Handbook for full-time overseas students (CRICOS).
   Do not arrive at Lorien Novalis School without first having an interview confirmed by the Coordinator.

2. Email the Overseas Student Coordinator giving information about:
   Yourself: your name & age, your current school & your country.
   English Proficiency: how well you speak & write in English. If relevant (check sections in handbook on English Proficiency), where & when will you sit the English Proficiency Test. If relevant, when do you plan to start the 20 week English Course in Sydney. Students who believe their English is already sufficient must provide English Proficiency Test, and do a spoken English test with the Coordinator.
   Education: What year of school are you in now (e.g. year 6?) & what years of education do you wish to complete at Lorien Novalis School (e.g. years 7 to 10?)
   Accommodation: which direct family member (parent, grand-parent etc) will live with you in Australia? Or if you are in Class 9 & aged 15 or above, if relevant, how do hope to organise a Host Family?

3. The Overseas Student Coordinator will reply and state if what you would like to do is possible.
   Only continue to step 4 if the Overseas Student Coordinator agrees.

4. Complete the Application for Enrolment Form (LNS731a) and send in with the application fee.
   Be careful that you attach all the papers asked for (i.e. birth certificate, school reports & Principal’s referral, Accommodation Form LNS750, Medical Form LNS703c, hand-written letter & drawing)

5. If everything is in order, the Overseas Student Coordinator will send you the Confirmation of Enrolment (COE).

6. Once you have organised your Student Visa, provide proof to the Overseas Student Coordinator, who will then send you LNS731b Enrolment Contract. Complete & return Form LNS731b with the tuition fees for the first 6 months & the enrolment fee.

7. If relevant, tell the Overseas Student Coordinator the date & place of your English Proficiency Test, and when you receive them, send the results to the Overseas Student Coordinator.
   OR notify the Overseas Student Coordinator of your enrolment at an English School, and the dates you will start and finish the English Course.

8. Send proof to the Overseas Student Coordinator of your Overseas Student Health Cover (OSHC).

9. Tell the Overseas Student Coordinator (& if relevant, your host family) your flight arrival information.
   Tell the Overseas Student Coordinator, either who in your family will be arriving with you, or who in your Host Family will meet you at the airport.
   Tell the Overseas Student Coordinator the date and time you expect to arrive at Lorien Novalis School for your first day.