



CRICOS 02335E

School for Rudolf Steiner Education Ltd

ABN 93 000 946 289



CRICOS Application Forms

Studying with a Student Visa Subclass 500

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Application for Overseas Student Enrolment Form (731a)

1. About the student

1.1 Student's Surname: _____

1.2 Student's First name: _____

1.3 Middle names: _____

1.4 Date of Birth: _____ Current age: _____

Tick to indicate that you have attached the Student's Birth Certificate

1.5 Student's overseas address:

Student's Australian address: _____

1.6 Gender: *Male / Female* Religion: _____

1.7 Place of Birth: _____ Nationality: _____

1.8 Passport Nationality: _____ Passport Number: _____

1.9 Australian Student Visa Number (if known): _____

2.0 Dietary requirement: None/ Vegan / Vegetarian / Gluten Free / other _____

2. Student's written and spoken English skills

Please note that this section does NOT form part of an assessment of English Proficiency, this section is to help the School know more about the Student, and to give the School an indication of the Student's current skills in English and what in-school assistance might be needed for Primary students or Intensive Language Courses are needed for High School students.

2.1 Please indicate the Student's current ability in written and verbal English:

No English skills Less than 10 words Simple sentences Very Good

2.2 *Students aged 12 or older:* is it intended that the Student will complete an Intensive English Course in Australia before commencing study at Lorien Novalis School:

Yes, when _____ where _____ No

2.3 **Please attach one of the following**, which is to be hand-written and self-created by the student, an accompanying drawing should be included:

For students applying for Classes K, 1 or 2, the Student is asked to write their own name in English letters and a sentence in English if possible.

OR

For students applying for Classes 3 to 6, the Student is to write 10 to 50 words in English starting with "When I am in Australia, I want to ..."

OR



- For students applying for Classes 7 to 12, the Student is to write 50 to 300 words in English starting with "I look forward to living and studying in Australia, because..."

3. About school

3.1 Is Lorien Novalis School your first choice? *Yes / No*

3.3 Proposed / preferred start date at Lorien Novalis School: _____

3.4 Current School: _____ Current Grade/Class at school: _____

Tick to indicate you have attached: *The Student's last two years school reports*

A referral from the Students current School Principal

3.5 Applying to start in Class (*circle one*): K 1 2 3 4 5 6 7 8 9 10 11 12

3.6 Course applying for (*tick one*):

Primary (Years K to 6)

Junior Secondary (Years 7 to 10)

Senior Secondary (Years 11 to 12)

3.7 List anyone that the Student knows who is presently at Lorien Novalis School or has been a student of Lorien Novalis School previously:

Name	Relative/Friend	Year
_____	_____	_____
_____	_____	_____

4. About accommodation and relatives in Australia

4.1 *Please tick to indicate that you have completed and attached the Form LNS750 Proposed Accommodation Arrangement Form.*

4.2 Does the student have any relatives in Australia? *Yes / No* . If yes, details are:

Name	Address
_____	_____
_____	_____

4.3 For students applying for Class 9 or above, do you intend to organise a Homestay arrangement?

I/we acknowledge that it is my/our responsibility to:

- (1) organise for the Homestay Parent to sign & return to the School the Form LNS752, and
- (2) to notify the school if the Homestay arrangement changes uses form LNS753.

5. About Parents

5.1 **Mother:** Surname: _____ Given name: _____

5.2 Email address: _____

5.3 Residential address (*or write 'same as child'*):

5.4 Occupation: _____

5.5 Business address: _____

5.6 Overseas phone contact numbers: _____

5.7 Australian phone contact numbers: _____

5.9 Any additional information about the Mother that the School should know when communicating with the Mother

5.10 **Father:** Surname: _____ Given name: _____

5.11 Email address: _____

5.12 Residential address (*or write 'same as child'*):

5.13 Occupation: _____

5.14 Business address: _____

5.15 Overseas phone contact numbers: _____

5.16 Australian phone contact numbers: _____

5.18 Any additional information about the Father that the School should know when communicating with the Father

Medical Questionnaire (LNS703c)

Student's Name.....Class:

Were there any complications during pregnancy or childbirth?

.....

Has your child had any of the following illness? (please circle)

Chickenpox Mumps Measles Glandular Fever
 German measles Hepatitis Other

Against what has your child been immunised? Please provide evidence of immunisation if your child has received orthodox immunisations.

DISEASE	IMMUNISED YES/NO	IMMUNISATION TYPE: ORTHODOX	IMMUNISATION TYPE: HOMEOPATHIC
Measles			
Mumps			
Rubella			
Diphtheria			
Tetanus			
Pertussis			
Hepatitis B			
HIB			
Polio			
Pneumoccal			
MeningococcalC			
Varicella (Cpox)			

Date of last Tetanus vaccination

Has your child at any time suffered from an eating disorder? If so please include details.

.....

Does your child suffer from any of the following? (please circle)

Diabetes Epilepsy Asthma Eczema OTHER

.....

Anaphylaxis / Allergies.....

Does your child require a medical alert information card? (please circle) Yes No

Proposed Accommodation Arrangement Form (750a)

I/we are notifying Lorien Novalis School of the following accommodation arrangements for my/our child _____ [child's name], who is currently _____ years old, for while she/he is living in Australia in order to study at Lorien Novalis School.

1. These arrangements are: Proposed Confirmed
2. Date when accommodation arrangements will commence: _____
3. Name of adult/s will be living with in Australia: _____
4. Address of Australian accommodation: _____

5. Australian home phone: _____ Mobile: _____
6. Email address: _____
8. The guardian's ability to communicate in written and spoken is best described as:
 No English Less than 10 words Simple sentences
 Very good Fluent English
9. The adult the student will live with in Australia is the child's:
 Mother Father Aunt or Uncle Grandparent
 Older sibling Family friend Another family
 other: _____
10. Tick: I/we confirm that the adult the student will be living with in Australia is aged 21 or over.
11. Tick: I/we acknowledge that only children aged 15 and over AND who are in Class 9 or above can live in a Homestay arrangement, children under 15 (or in Class 8 or below) must live with a parent or close relative (e.g. a grandparent or aunt/uncle).
12. Transport to and from school for my/our child will be via:
 Bus Train Car Walking
 other _____
13. The estimated travel time (one-way) from the accommodation to Lorien Novalis School is:
 Less than 30 mins More than 30 mins

Guidelines for Homestay Host families (LNS752)

Guardians / Carers / Homestay parents are an important link between the student's parents, the school and the student.

Prospective Guardians / Carers / Homestay parents will be interviewed by the Lorien Novalis School Educational Administrator or the Overseas Student Coordinator or delegate to ensure they are fully aware of their duties/responsibilities and so that the School is able to make an assessment of their suitability to act in the role.

The guardian / carer / homestay parent undertakes to perform the following duties/responsibilities

- The homestay parent will personally transport the student to and from the airport for each arrival and departure, or to organise a responsible adult to personally transport the student.
- Maintain regular contact with the student and liaise with the school and parents
- Ensure the student has regular and punctual school attendance. Student visa regulations require a minimum of 80% attendance and failure to meet attendance requirements can lead to the cancellation of the student visa
- Notify the Overseas Student Coordinator in writing of any changes in address or living arrangements within 7 days. The guardian must sign the notification and provide full details of the new arrangements. If the student is under 18 years and the accommodation and welfare arrangements are approved by Lorien Novalis School, then written approval must be obtained prior to the change of arrangement
- Contact the parents of the student and the Overseas Student Coordinator in case of an accident, serious illness or medical emergency
- Assist the student to seek necessary medical attention and obtain proper medical certificates in case of absence (particularly for students in Years 10 to 12 at school where additional assessment requirements are relevant)
- Inform the parents of the student promptly in the event of any problems, discuss solutions with parents and act promptly on their advice
- Telephone or write to the Overseas Student Coordinator requesting leave for the student for medical, dental or any other appointments, specifying the dates and times of their absence (taking note of absence guidelines and assessment requirements for Class 10 to 12).
- Liaise with the Overseas Student Coordinator concerning behaviour, conduct or any issues that may affect the student's progress
- Attend school meetings such as parent/teacher interviews, subject selection meetings and other school meetings deemed necessary by the Overseas Student Coordinator on behalf of the parents
- Assist the student to understand school and visa requirements and abide by them
- Take responsibility for the student's welfare and supervision outside school hours.

The Required Standards for student accommodation are as follows

The home must be clean and comfortable and the Homestay Hosts / guardians must reside at the Homestay Premises.

Prospective Guardians / Carers / Homestay parents will be interviewed by the School Coordinator or delegate at their premises to ensure they are fully aware of following requirements such that the School is able to make an assessment of their suitability to offer accommodation. When arrangements are assessed as meeting the requirements then the School will issue the Confirmation of Appropriate Accommodation and Welfare (CAAW) to DIAC to enable issuing of the student's visa.

- Each student is to have its own room, bed, desk or if a shared room no more than 2 persons per room (same sex) each of whom must have separate bed and desk;

- Students are not to share rooms with host family members and sharing arrangements will only be provided if the parents of the Student(s) so request;
- There are to be no more than 3 overseas students residing in the home;
- Students are to be given a key to the home or arrangements made so that the Student can gain access to the home at any time;
- There must be adequate lighting for study purposes;
- There must be heating in winter and some means of cooling in summer;
- There must be access to shared bathroom, with reasonable time allowed for showers (10 minutes);
- There must be access to kitchen and laundry facilities and use of shared living areas of home;
- The Homestay Host is to provide 3 meals a day on weekdays and (usually) 3 meals on weekends, as appropriate and, in providing meals, the Homestay Host must be aware of and take account of cultural differences. Food should be available for Students to make themselves an after school snack;
- House rules are to be discussed and explained to the Student, (including friends visiting, use of phone and incoming calls, cleaning of room or other household tasks, meal times and rules for behaviour such as going out and times for arriving home, manners and courtesy);
- Use of telephone and/or computer facilities is to be at students own expense. However charges to the Student should only cover the actual cost of phone or internet usage. Use of Homestay internet will be restricted including restrictions on downloads. Internet access is usually not permitted after 11pm.
- Personal items and their insurance to be at the Student's own risk;
- Students may change Homestay Premises if there is a medical reason to do so, or a request from parents of the Student if a particular Homestay Premises is not compatible, in the reasonable opinion of the Student.

Signed by the Homestay Parent

.....
 Name of Homestay Parent 1 Signature of Homestay Parent 1 Dated

.....
 Name of Homestay Parent 2 Signature of Homestay Parent 2 Dated

Privacy Policy as it Affects Parents (LNS704)

Personal Information and Privacy

The School is required to share some personal information about students with the Australian Government and its designated authorities.

This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition.

Further information about Privacy matters is contained in the following information.

It is a condition of enrolment that this document be read and signed.

Why have a privacy policy?

Lorien Novalis School is bound by the national privacy principles in the Commonwealth Privacy Act which seeks to protect people's right to safeguard the privacy of personal and sensitive information as far as is practicable.

What kind of personal and sensitive information does Lorien Novalis School need to collect?

Any information that enables the school to provide schooling for your sons or daughters and to discharge its duty of care. The school uses this information to keep you informed about matters related to your sons'/daughters' schooling through correspondence, newsletters and magazines; for day to day administration; for looking after your sons'/daughters' educational, social and medical wellbeing; for seeking donations and marketing for the school; and for satisfying the school's legal obligations to discharge its duty of care. Because the school only collects information considered necessary for your sons'/daughters' schooling and care, your withholding permission to collect such information could jeopardise their enrolment.

Who else, apart from Lorien Novalis School, might have access to this personal and sensitive information?

If it is considered necessary in discharging its primary task of providing schooling for your sons/daughters and discharging its duty of care, the school might pass on such information to another school, government departments (including The Australian Taxation Office's school tax file number program), medical practitioners, those providing specialist services to the school, recipients of school publications, school fundraisers and anyone you authorise the school to disclose information to.

Should I inform others if I disclose information about them to the school:

Yes, If you provide the school with personal information about others, such as contact details of doctors and emergency agencies, we encourage you to inform those others that you have disclosed that information to the school, that they can access that information if they wish and that the school will not disclose that information to others.

How does Lorien Novalis School respect the confidentiality of such information?

The school staff is required to keep such information secure. The school has in place steps to protect personal information the school holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and passworded access to computerised records.

Do parents or children have right of access to such records about them?

Yes, though where such access has an unreasonable impact on the privacy of others, where it may result in a breach of the school's duty of care to students, or where sons/daughters have provided information in confidence, the school has the legal right to deny access. Students will generally have

Overseas Students School Refund Policy (LNS720)

This Policy applies to

- a. This refund policy applies to all course monies paid to the school.

Non-refundable fees

- a. The application fee is non-refundable
- b. The enrolment fee is non-refundable.

Payment of Course Fees and Refunds:

- a. Fees are payable 2 terms in advance;
- b. All fees must be paid in Australian Dollars;
- c. Refunds will be reimbursed in Australian Dollars and the payment sent to the applicant's home country unless otherwise requested in writing;
- d. Refunds will be paid to the parents as specified in the written agreement.

Notification of Withdrawal and Applications for Refunds

- a. All Notification of Withdrawal from a course, or applications for refunds must be made in writing and submitted to the Head of School.

Unsuccessful Enrolment / Visa Rejection

- a. The school will refund within 28 days all course monies paid where the student produces evidence that the application made by the student for a student visa has been rejected by the Australian immigration authorities, except where a non-refundable payment on behalf of the student has been made.

Student Default

- a. Course monies will be refunded on a pro-rata basis proportional to the amount of time the student has been studying in the course, except where a non-refundable payment on behalf of the student has been made.
- b. If the student does not provide written notice of withdrawal and does not start the course on the agreed starting data, only one term's tuition fees will be refunded from the pre-paid 6-month tuition fee.
- c. The school will refund within 28 days of the receipt of written notification of withdrawal by the parent(s)/legal guardian if the tuition fees paid by or on behalf of the student less the amounts to be retained as agreed and detailed below.
 - i. If written notice is received up to 4 weeks prior to commencement of the course, the school will refund all tuition fees, with the exception of the non-refundable fees (see Clause 2: Non-refundable fees).
 - ii. If written notice is received less than 4 weeks prior to commencement of the course 70% of the tuition fees will be refunded.
- d. No refund of tuition fees will be made where a student's enrolment is cancelled for any of the following reasons:
 - i. Failure to maintain satisfactory course progress (visa condition 8202).
 - ii. Failure to maintain satisfactory attendance (visa condition 8202).
 - iii. Failure to maintain approved welfare and accommodation arrangements (visa condition 8532).
 - iv. Failure to pay course fees.
 - v. Any behaviour identified as resulting in enrolment cancellation as specified by the Policy on Deferment, Suspension or Cancellation of Enrolment.

School Default

- a. If for any reason the school is unable to offer a course, a full refund of fees paid will be made within 14 days of notification of course cancellation.
- b. If for any reason the school is unable to continue offering a course after commencement, a full refund of fees paid, including for the portion of the course already taught will be made within 14 days of notification of course cancellation.

