

CRICOS 02335E

School for Rudolf Steiner Education Ltd

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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:		Please affix a recent	
1.2 Student's First name:		PASSPORT size photo of the Student	
1.3 Middle names:		here	
1.4 Date of Birth: Curren \[\sum_{\text{Tick to indicate that you have atta}} \] 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 know	vn):		
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 the School know more about the Student, and to English and what in-school assistance might be are needed for High School students.	rt of an assessment of English Profi o give the School an indication of the	e Student's current skills in	
2.1 Please indicate the Student's current ab ☐ No English skills ☐ Less than 10 words			
2.2 Students aged 12 or older: is it intended Course in Australia before commencing stud ☐ Yes, when where	dy at Lorien Novalis School:	v	
 2.3 Please attach one of the following, what an accompanying drawing should be included. For students applying for Classes K, English letters and a sentence in En OR. For students applying for Classes 3 starting with "When I am in Australia OR. 	ed: , 1 or 2, the Student is asked to viglish if possible. to 6, the Student is to write 10 to	write their own name in	

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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.

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 $\hfill\Box$ For students applying for Classes 7 to 12, the Student is to write 50 to 300 words in English

5. About Parer	nts
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

6. Statements		
Please tick to indicate that you under		
Novalis School ("the School").	[Student's	-
☐ I/we understand that the School will	is made without any assurance that it will under normal circumstances, require even terview (Skype is preferred) arranged by	ry proposed Student to
☐ I/we are aware that enrolment in the	School would be conditional upon the School at the School by letter of offer;	
b. me/us accepting the offer	er by signing the Enrolment Contract and og the first 6-months fees in total (refer to l	
of the Parent(s) or guardian(s) that the enrolled. After admission to the Sch	For enrolment is interpreted by the School ne Student will conform to the rules and crool, enrolment in subsequent years is always as acceptance of the class and Grading decrees.	ustoms of the School, if sys subject to satisfactory
☐ I/we understand that I/we are require number and email address, and that	olicies on the Overseas Student page of the dot to notify Lorien Novalis School of any this includes contact details within Austral contact details. I/we agree to notify Lorien	change of address, phone lia, in our home country and
☐ I/we understand that a parent or clos	e relative must live with the student at all nestay arrangement if the Student is aged	
	rolment is subject to proof of English Pro	ficiency.
C	3 1 6	,
7. Enclosed documents		
Please tick to indicate that each of the fo	llowing documents are attached:	
☐ Medical Form (LNS703c)	-	
	Arrangement Form (LNS750a)	
☐ Privacy Policy (LNS704)	C 1D 1' (LNG720)	
	rom previous 2 years of schooling, includi	ng a copy of the latest student
	birth (i.e. Birth Certificate or similar)	
1.	from your school Principal of passport page with name, photo identify	ication, passport number and
	est (or if not already available, evidence o	f English language
proficiency) ☐ Recent passport sized photo	granh	
☐ Non-refundable Application	Fee \$AU200 (electronic transfer confirmation to the English, certified translations in English).	• .
8. Signed by the Parents		
,		
Name of Mother	Cignoture of Mother	Dotod
Name of Mother	Signature of Mother	Dated
Name of Father	Signature of Father	 Dated

Medical Questions	naire (LNS703c)		
Student's Name		Class:	
Were there any co	omplications during pre	gnancy or childbirth?	
Has your child ha Chickenpox German measles	1	easles Glandular Feve	r
	your child been immun l orthodox immunisation	ised? Please provide eviden ns.	ce of immunisation if your
DISEASE	IMMUNISED YES/NO	IMMUNISTAION TYPE: ORTHODOX	IMMUNISATION TYPE: HOMEOPATHIC
Measles			
Mumps			
Rubella			
Diptheria			
Tetanus			
Pertussis			
Hepatitis B			
HIB			
Polio			
Pneumoccal			
MeningococcalC			
Varicella (Cpox)			
Date of last Tetanus vacc Has your child at any tim	ne suffered from an eatir	ng disorder? If so please inc	
Does your child suffer fro Diabetes Epilepsy	-	g? (please circle) gema OTHER	
Anaphylaxis / Allergies			

Has your doctor provided a medical alert information card? (please circle) Yes No Does your child have any other medical condition not listed above?				
Is your child currently taking any ong Eg Ventolin, Ritalin YES N Condition being treated: Medication & Dosage: Does this need to be administed Is there anything else the Scho	going medication?	alth, including disabilities?		
Please give name and any possible coin the case of an emergency, if we can Name(s) & contact number(s):	ontact number(s) where a family member	per or friend can be reached		
Phone				
Signed by the Parents				
Name of Mother	Signature of Mother	Dated		
Name of Father	Signature of Father	Dated		

Proposed Accommodation Arrangement Form (750a)

I/we are notifying Lorien Novalis Scho	of of the following accom-	modation arrangements for my/our
child	[child's r	name], who is currently
years old, for while she/he is living in A	Australia in order to study	at Lorien Novalis School.
1. These arrangements are: ☐ Propo	sed	i
2. Date when accommodation arrange	ments will commence:	
3. Name of adult/s will be living with	in Australia:	
4. Address of Australian accommodation	on:	
5. Australian home phone:	Mobile:	
6. Email address:		
8. The guardian's ability to communica ☐ No English ☐ Less t ☐ Very good ☐ Fluent	han 10 words ☐ Si	
9. The adult the student will live with i ☐ Mother ☐ Father ☐ ☐ Older sibling ☐ ☐ other:	I Aunt or Uncle ☐ Gi I Family friend ☐ Ai	*
10. Tick: ☐ I/we confirm that the adul	t the student will be living	with in Australia is aged 21 or over.
11. Tick: ☐ I/we acknowledge that onl can live in a Homestay arrangement, cl or close relative (e.g. a grandparent or	nildren under 15 (or in Cla	
12. Transport to and from school for n ☐ Bus ☐ Train ☐ ☐ other	☐ Car ☐ Walking	
13. The estimated travel time (one-way ☐ Less than 30 mins ☐	y) from the accommodatio More than 30 mins	n to Lorien Novalis School is:

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14. Overseas students may not tra-	vel unescorted to or from the air	rport.
Transport arrangement from a	irport to accommodation:	
a) Name of adult who will	travel with the student from air	port to accommodation when student
first arrives in Australia: _		
b) Method of transport (e.g	g. car, train, taxi etc) for this jou	rney:
c) Tick □ to confirm the C arrangements.	Overseas Student Coordinator ha	as been notified of transport
d) Tick □ to confirm that transport arrangements to a	the Overseas Student Coordinat & from the airport.	or will be notified of all future
15. Any other information about	the accommodation arrangemen	ıt:
16. I/we confirm that I/we have re	ad and understood these document Accommodation Policy	ents regarding accommodation:
	ormation for overseas students	
□ LNS752 Homestay Gui		
☐ LNS734 If accommoda	tion or contact details change	
Signed by the Parents		
Name of Mother	Signature of Mother	Dated
Name of Father	Signature of Father	Dated

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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:

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	ooms with host family members and sl of the Student(s) so request;	naring arrangements will only
	an 3 overseas students residing in the l	home:
	key to the home or arrangements made	
access to the home at any t		o so that the student can gain
There must be adequate lig		
	vinter and some means of cooling in su	ımmer;
	ared bathroom, with reasonable time a	
	tchen and laundry facilities and use of	shared living areas
	rovide 3 meals a day on weekdays and	d (usually) 3 meals on
	and, in providing meals, the Homestay	
take account of cultural dif an after school snack;	ferences. Food should be available for	r Students to make themselves
House rules are to be discu	assed and explained to the Student, (in-	cluding friends visiting, use of
phone and incoming calls,	cleaning of room or other household t	asks, meal times and rules for
behaviour such as going ou	it and times for arriving home, manne	rs and courtesy);
Use of telephone and/or co	emputer facilities is to be at students or	wn expense. However charges
to the Student should only	cover the actual cost of phone or inter	net usage. Use of Homestay
internet will be restricted in	ncluding restrictions on downloads. In	ternet access is usually not
permitted after 11pm.		
Personal items and their in	surance to be at the Student's own risl	k;
	estay Premises if there is a medical re	=
from parents of the Studen	t if a particular Homestay Premises is	not compatible, in the
reasonable opinion of the S	Student.	
Signed by the Homestay Parent		
Name of Homostov Dovent 1	Cionatura of Hamastay Darant 1	Dated
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

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access through their parents, but older students may seek and receive right of access themselves, subject to relevant legislation.

Will Lorien Novalis School seek parental permission when outside sources ask for information about their sons/daughters?

Yes, if in the circumstances it is appropriate. Lorien Novalis School respects the right of parents to make decisions about their son's/daughter's education. Apart from cases that would indisputably be in the student's schooling and care interests, the school will refer requests for consent and notices in relation to the personal information of students to their parents. Lorien Novalis School will treat consent given by parents as consent given on behalf of their sons/daughters, and notice given to parents will act as notice given to such children.

What do I do if I have further questions?

Signed by the Parents

Please refer to the Lorien Novalis School School Privacy Policy on the website of Lorien Novalis School School. If you still have further questions, please contact the Registrar.

0				
Please ensure that both parents/guardians sign below, to indicate you have read and understand this Policy.				
Name of Mother	Signature of Mother	Dated		
Name of Father	Signature of Father	Dated		

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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.

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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.

c. Alternatively, you may be offered enrolment in an alternative course at no extra cost to you. You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you choose placement in another course, the School will ask you to sign a document to indicate that you accept the placement.

Australian consumer protection laws

a. This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australian consumer protection laws.

Definitions

a. Course money: Includes tuition fees, any amount received by the school for Overseas Health Cover (OSHC) and any other amount the student has to pay in order to undertake the course.

Process for applying for a refund

- a. Parents are to send a written letter to the Educational Administrator outlining what fees they are applying for a refund for, and stating briefly the reasons why they are applying for the refund.
- b. The School will reply in writing within 3 to 5 school term days, either requesting additional information and/or giving a time frame for the refund to be processed.

Signed	lb۱	v t∣	he	Pai	rer	its
2101122	. ~	, -			· · ·	

Signed by the Parents		
Please ensure that both parents/gu Policy.	ardians sign below, to indicate	e you have read and understand this
Name of Mother	Signature of Mother	Dated
Name of Father	Signature of Father	Dated

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