



PASSPORT
PHOTO FORMAT
(Minimum 35x45mm)

APPLICATION FOR ENROLMENT – OVERSEAS STUDENTS

This application form is intended for students who wish to make an application and will attend on a student visa.

CHECKLIST

- ✘ \$380.00 (AUD) Application fee (non-refundable).
Cheque to Knox Grammar School or Credit Card details
- ✘ A copy of applicant's birth certificate and passport.
- ✘ If applicant is already at school, a copy of his two most recent school reports and NAPLAN results (if available).
- ✘ If applicant was born or educated overseas, a copy of his current passport, visa details or extract of Australian citizenship and AEAS English assessment.
- ✘ Attach two **written** family references.
- ✘ Signatures for both parents/guardians along with acceptance of the Privacy Policy.

So that we can process your application, please ensure you submit all pages of the application form and supporting documentation

Thank you for your interest in enrolling your son as a student at Knox Grammar School. This application form along with the Enrolment Application Fee is to allow the School to consider offering a place to you for your son to attend the School. Completion of this form does not guarantee a place at the School.

Please carefully read this form and, in particular, the Conditions of Enrolment and the Fee information. If an offer of a place at the School is made to you, you will be required to agree to and sign the then current Conditions of Enrolment in order to accept that offer.

HOW TO SUBMIT YOUR FORM

EMAIL

enrol@knox.nsw.edu.au

POST

Enrolments Team
Knox Grammar School
PO Box 5008
Wahroonga NSW 2076
AUSTRALIA

NAME OF BOY

Given names

Surname

Date of birth

Country of birth

Nationality

Religion

Place of worship

Admission in year group

Please note, we are not registered by NESAs or CRICOS to enrol overseas students for primary school (K-6)

Admission type

Boarder

Year of entry

Present school and year level *(if applicable)*

Child's **current residential** address. This information is required for government compliance - the School must be notified if the child's

Parent signature to certify this is the child's current residential address.

Date of signature

BOY'S BACKGROUND INFORMATION

Student's residency status

Overseas student

Temporary resident

Please provide proof of citizenship for the student (please tick):

The following documents are accepted:

Copy of Passport

Copy of Extract of Citizenship

Copy of Certificate of Citizenship by Descent

If born overseas, on what date did the student arrive in Australia?

For Australian born citizens, if the student was living overseas for two or more years, on what date did the student return to Australia?

If the student already holds an Australian residency visa, please provide a copy of the Visa Grant Notice.

If this is not the student's first enrolment at an Australian school, what was the student's first date of enrolment at an Australian school?

Are you aware of any social, emotional or intellectual difficulties or special medical or learning needs which may impact on the student's ability to take full advantage of the programs offered by the School? Failure to disclose any relevant information may jeopardise your son's enrolment, or continuation of enrolment.

Please indicate below, and provide documentation if applicable:

Gifted

Support program in numeracy

English as second language

Integration*

Support program in literacy

Medical conditions

Other *(please specify below)*

**Integration is program support for a disability or impairment*

(BOY'S BACKGROUND INFORMATION CONTINUED)

Has the boy had a brother at Knox Grammar School?
(Give name, last year attended and House)

Is the boy the son of an Old Boy?
(Give name of OKG, final year and House)

Does the boy have a brother at Knox Grammar School at present?
(Give name, year group and House)

Is the boy the grandson of an Old Boy?
(Give name of OKG, final year and House)

Does the boy have a brother with a place at Knox Grammar School?
(Give name, year of entry)

Is there any other connection with Knox Grammar School?



PARENTS' PARTICULARS

The student resides with:

- Both Parents
- Mother
- Guardian
- Father

Please attach copies of any Family Court or other court orders.

If natural parents are not living together please complete the section below. *(This is important information to help avoid confusion and embarrassment).*

- Parents Separated
- Mother Deceased
- Mother Remarried
- Parents Divorced
- Father Deceased
- Father Remarried

PARENT/GUARDIAN A

Relationship to boy:

- Mother
- Father
- Guardian

Given names *Mr / Mrs / Ms / Miss / Dr / Rev (circle)*

Surname

Occupation

Employer

Home address

Telephone *(home)*

Telephone *(work)*

Mobile

Email address

PARENT/GUARDIAN B

Relationship to boy:

- Mother
- Father
- Guardian

Given names *Mr / Mrs / Ms / Miss / Dr / Rev (circle)*

Surname

Occupation

Employer

Home address

Telephone *(home)*

Telephone *(work)*

Mobile

Email address

REFERENCES

The **written** Family References must focus on the parents themselves, and include the length of time (a minimum of five years) that each referee has known and interacted with the family of the student.

They must not be close relatives. Church references are welcome. Please also provide the names, full addresses and contact details for the two referees below.

FAMILY REFERENCE 1

Given names *Mr / Mrs / Ms / Miss / Dr / Rev (circle)*

Surname

Home address

Telephone *(home)*

Mobile

FAMILY REFERENCE 2

Given names *Mr / Mrs / Ms / Miss / Dr / Rev (circle)*

Surname

Home address

Telephone *(home)*

Mobile

PAYMENT

CHEQUE

Please make cheque payable to Knox Grammar School.

CREDIT CARD

Please charge my credit card \$380.00 (AUD)

Mastercard

Visa

American Express

Name of cardholder

Card number

- - -

Expiry date

Signature

.....

SIGNATURES

Both Parents or Guardians (Responsible For Fees) must sign below in order for this application to be processed.

We:

- Apply to have our son considered for enrolment at Knox Grammar School;
- Have read the information contained within this Application for Enrolment;
- Understand that we will need to agree to the then current Conditions of Enrolment to accept an offer for a place at the School;
- Confirm that the information contained in the Application for Enrolment is accurate and complete and that the supporting documentation has not been altered in any way and we agree to keep the School informed of any changes;
- Understand the Policy regarding refund of fees for Overseas Students

PARENT/GUARDIAN A

Date

PARENT/GUARDIAN B

Date

Overseas students must sign below in order for this application to be processed.

ENROLMENT PROCESS - OVERSEAS STUDENTS

This enrolment information is relevant to students with an International background, including students from schools outside Australia, and is not determined by the residential status of the student.

In order to be considered for enrolment at Knox Grammar School, International Students are required to:

- Fully complete an Application for Enrolment form signed by BOTH parents
- Pay the Application Fee (currently \$380.00)
- Provide a copy of the student's birth certificate, translated into English if necessary
- Provide a copy of the information page from the student's passport
- Provide a copy of the visa page from the student's passport or the visa paperwork, if applicable
- Provide a copy of the student's latest school report, translated into English if necessary
- Provide a certificate of English fluency from the Australian Education Assessment Service (AEAS) *

* Students whose first language is not English are required to have their readiness for entry into the School supported by a certificate of their English fluency from the Australian Education Assessment Service – www.aeas.com.au. This certificate must accompany the Application for Enrolment, or may be request by the School prior to an offer of a place being made.

If the application is complete, and a place is available in the grade and the year requested, the applicant will receive a letter or email from the Head of Enrolments, or the Overseas Student Coordinator (OSC), offering a provisional place.

To progress the application, the applicant will receive an invitation to attend an Enrolment interview for their son with the relevant Head of Enrolments and/or the Director of Knox Boarding after which a full offer of enrolment may be made by the School.

AEAS TESTING AND INTENSIVE ENGLISH LANGUAGE STUDY

Students whose first language is not English are required to have their readiness for entry into the School supported by a certificate of their English fluency from the Australian Education Assessment Service (AEAS).

The results required are:

- For entry to Year 7 – AEAS 70
- For entry to Year 8-10 – AEAS 75
- For entry to Year 11 – AEAS 80

As the AEAS levels required by the School are high, students may need to undertake an English Language Intensive Courses for Overseas Students (ELICOS) prior to commencement. If the student requires intensive English language tuition and they are located in Sydney, Knox recommends Sydney College of English (SCE) and Australian International College of English.

FORMALISATION OF ENROLMENT

Following review of an Application for Enrolment, if a position is available, and the applicant is successful, the School will send a letter of offer (Written Agreement).

To accept the position, the School requires the following:

1. Payment of the Enrolment fee (currently \$A2620.00) and the Entrance fee (currently \$A2300.00); Total payable \$A4920.00 (2019 fees schedule)
2. A signed copy of the Overseas Student Written Agreement letter
3. A signed copy of the Conditions of Enrolment and Continuing Enrolment – Overseas Students

The offer of a place for the student is open for a period of 30 days.

Upon receipt of the above, an electronic Confirmation of Enrolment (eCoE) will be issued to enable the student to apply for a student visa to enter Australia. The eCoE will be sent both electronically and by post to the family's home address. Approximately one month prior to commencement an invoice for one semester's fees will be sent and this payment must be paid prior to the student's commencement at the School.

Tuition fees and other charges are subject to change and may vary from year to year. Any increase in fees during the period of study will apply to both new and continuing students.

CONDITIONS OF ENROLMENT AND CONTINUING ENROLMENT

Overseas students - (CRICOS 00399E)

These Conditions are to be agreed to by parents or guardians when they accept an offer of a place for a child at the School.

FEES AND OTHER CHARGES

01. We agree to pay the School all fees for tuition, boarding, extra subjects, excursions, camps, cadets, facilities and the supply of goods and services (including insurance for laptop computers) to the student as determined by the School Council and as published in the Schedule of Fees from time to time.
02. All fees are payable within 14 days of the date of the account. We understand that accounts for fees will normally be sent to us in January, April and July each year.
03. The School may suspend or terminate the enrolment of a student whose fees are in arrears. We understand that the student will not be permitted to return to School for another term if the fees for the previous billing are unpaid. In addition, the School may charge an additional fee where fees are paid after the due date to compensate the School for the loss that it has suffered because the fees were not paid by the due date.
04. A full terms notice in writing must be given to the Headmaster before any student is removed. The notice must be given no later than one week prior to the end of the preceding term. If this notice is not given, we agree to pay ONE term's fees in lieu of notice.
05. We understand that no remission of fees, either in whole or in part, will be made if the student is absent due to illness, leave or suspension.
06. We authorise the School to incur expenditure on our behalf such as purchases of books, stationery and equipment, and to advance such fares from time to time as the School considers necessary.

POLICY REGARDING REFUND OF FEES FOR OVERSEAS STUDENTS

07. Student visa application rejected: The School will refund within 28 days all enrolment and tuition fees where the student produces evidence that the application made by the student for a student visa has been rejected by the Australian Immigration authorities.
08. Student does not commence studies at Knox after completing the enrolment process: The student's Application Fee and 50% of the Entrance Fee will be retained by the school. All other fees will be refunded in full.
09. Student leaves Knox prior to the completion of studies and without giving one terms notice: The school will retain the current terms fees and an additional terms fees. All other fees paid in advance will be refunded in full.

RIGHT TO FURTHER REFUNDS AND LEGAL REDRESS AGAINST THE SCHOOL

10. Under Australia's consumer protection laws an Overseas Student may take legal action against the school to recover other fees already paid in addition to those already refunded as mentioned above.
11. An Overseas Student may also take legal action against the school in relation to alleged defects in schooling or on other grounds in accordance with Australia's consumer protection and other laws.

12. The Overseas Students Ombudsman investigates complaints about problems that overseas students have with private education and training in Australia. The Ombudsman's services are free, independent and impartial. Contact details (for further information & complaints)
Web: www.oso.gov.au
Email: ombudsman@ombudsman.gov.au

EXPECTATIONS AND BEHAVIOUR

13. We understand that our acceptance of the School's offer of a place for the student implies that he will complete his schooling at the School (and, where he is enrolled as a boarder, as a boarder) unless unforeseen circumstances arise.
14. We acknowledge that the School is built on the foundations of Faith, Wisdom, Integrity, Compassion and Courage, and on the behaviours and attitudes that these qualities engender. We agree that all communication between students, parents, visitors and staff members should be conducted in a courteous and respectful manner and where, between us and the School, using appropriate channels. We agree to avoid confrontation and criticism in public and accept that there is no place in the School community for sarcasm, derogatory remarks, inappropriate familiarity or offensive comments.
15. We agree to support the ethos and to abide by the policies and rules of the School as set out in the appropriate publications such as the Parents' and Students' Handbooks and yearbooks and as published from time to time at the Headmaster's discretion. We note that the student must do the same and we agree to encourage him in this. We have particularly noted the School's requirements for discipline, home study, attendance and leave.
16. If the student is a boarder, we agree to abide by those rules governing the boarding house, including leave provisions, as set out in the Boarders' Handbook and as published by the Boarding Housemaster. We note that the student must do the same and we agree to encourage him in this.
17. We accept the School's discipline policy contained in the students' School Diary, the Student Handbook and other relevant documents. We agree to support the administration of the School's discipline policy. In particular, we accept that the Headmaster (or his delegate) may in his absolute discretion, but subject to affording the student procedural fairness, suspend or dismiss the student:
 - (a) for breaches of rules or discipline; or
 - (b) for behaviour prejudicial to the welfare of the School, its staff or students
18. We accept that the School may determine which particular courses and activities are offered and/or provided at any time and which of these courses and activities are compulsory. All students must participate in and/or attend the following activities, as determined by the Headmaster:
 - (a) religious education classes and Chapel;
 - (b) co-curricular activities including all school camps and Cadets in Year 9;
 - (c) the School sports program including twice weekly training, playing when chosen, and supporting school teams as required - both after normal school hours and on Saturdays;
 - (d) important School functions such as Presentation Day, Anzac Day and other events as required by the Headmaster from time to time;
 - (e) various excursions that occur from time to time as an integral part of the School curriculum.

19. We acknowledge that the Headmaster may, by giving us reasonable notice, ask us to remove the student from the School at the end of a school year where the student has, in the Headmaster's opinion, failed to meet the requirements of the New South Wales Education Standards Authority.
20. We understand that the School requires parents to be actively involved in the School through attendance at parent-teacher interviews and parent forums, participation in courses offered by the School relevant to the student's education and assistance to the School in a voluntary capacity from time to time.
21. We agree that the Headmaster may exclude a student if the Headmaster considers that a mutually beneficial relationship of trust and cooperation between us and the School has broken down to the extent that it adversely impacts on that relationship.

HEALTH AND SAFETY

22. We acknowledge that we have fully disclosed any special needs (including but not limited to any medical, physical, learning or psychological needs) of the student. Where any disclosed special needs change or where any special needs arise, we agree to notify the School immediately. We also agree to complete the student's medical form accurately and provide annual updates for the School.
23. If the student is ill or injured, necessitating urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and if we are not readily available to authorise such treatment, we authorise the Headmaster or, in his absence, a responsible member of the School staff, to give the necessary authority for such treatment. We agree to pay all medical and ambulance expenses incurred on behalf of the student.
24. We acknowledge that the School seeks to maintain an environment that is safe for all students and in which learning can take place. We also acknowledge that to this end the Headmaster or his nominee may search the student's possessions including bag, locker, mobile devices, computers and storage devices or other possessions where there are reasonable grounds to do so.
25. We understand that the School requires parents and visitors to observe School security procedures for the protection of students from direct contact with those outside the School during school hours and that we are only to make contact through the School office.
26. We acknowledge that the student's personal property is not insured by the School which does not accept any responsibility for loss or damage.

LEAVE

27. We understand that requests for leave from School activities, including academic and co-curricular programs, and for early departure at the end of term and/or late return from breaks are considered only in the most extreme cases and must be applied for in advance in writing to the Headmaster.

PRIVACY

28. We acknowledge that the School may from time to time collect personal information about parents and students which may be necessary for the School's function or activities. We authorise the School to use and disclose information in such a manner as the Headmaster may deem appropriate for the purposes of the student's education, health, care, welfare or development. We acknowledge having read the School's Privacy Policy and Standard Collection Notice.

We give permission for photographs and videos of the student to be placed in the School's records, displayed from time to time around the School, be published in School publications, on its website, in the media, online in various forms including on social media and blogs and in other marketing and promotional material

29. Where relevant, we agree to provide to the School all current Family Court or other court orders relating to us and the student. We note that the School's Privacy Policy deals with the confidentiality of such information.

PRIVACY POLICY

31. For information regarding Knox Grammar School's compliance with the Privacy Act, please refer to our Privacy Policy which may be downloaded via the website.

POLICIES

The policies referred to in these Conditions of Enrolment may be downloaded via the website: www.knox.nsw.edu.au/policies.

FEES FOR 2020 - KNOX GRAMMAR SCHOOL - FULL FEE PAYING OVERSEAS STUDENTS

International students who attend Knox Grammar School on a Student Visa are required to pay the full fee paying overseas student fee. (CRICOS Provider Code 00399E)

The Schedule of Fees is set by the School Council and is reviewed annually.

TUITION FEES 2020

Senior School

YEAR LEVEL	PER INSTALMENT (x3)	PER ANNUM
7 - 10	\$13,450	\$40,350
11 - 12	\$14,212.50	\$42,637.50

Please note, we are not registered by NESA or CRICOS to enrol overseas students for primary school (K-6). It is the School's policy to enrol overseas students as Boarder students at the Senior School level from Years 7 to 12.

OUTDOOR EDUCATION / CADETS

YEAR LEVEL	PER INSTALMENT (x3)	PER ANNUM
7 - 10 (Compulsory Charge)	\$426.67	\$1,280

Outdoor education apparel and equipment, such as sleeping bags, back packs, hiking shoes and Cadet uniform are also required and are to be provided by the student at their own cost. The School provides approved equipment lists. Some items are available for purchase from the School and the School also has recommended suppliers.

TECHNOLOGY LEVY

YEAR LEVEL	PER INSTALMENT (x3)	PER ANNUM
Years 7, 8, 10, 11 (Compulsory Charge)	\$260	\$780
Years 9 and 12 (Compulsory Charge)	\$220	\$660

BOARDING (IN ADDITION TO TUITION)

YEAR LEVEL	PER INSTALMENT (x3)	PER ANNUM
All Levels	\$10,520	\$31,560*

*Includes GST of \$705.00

The Boarding fee covers all meals and laundry services etc during term time.

VOLUNTARY BUILDING FUND (TAX DEDUCTIBLE)

YEAR LEVEL	PER INSTALMENT (x3)	PER ANNUM
Per family	\$300	\$900

Please consider your contribution as an opportunity to support the current generation of Knox students whilst 'giving back' to future Knox generations.

FEES IN ADVANCE

Parents (or other related persons or entities) may pay a number of years tuition fees in advance by direct funds transfer or cheque. Credit card and/or BPAY are not permitted. The arrangements must be in place and funds paid to the School by the 31st of October each year. The amount to be prepaid for each future year of the arrangement is the tuition fee applicable to the current year when the prepayment takes place.

For further information, or to apply, contact the School's Accountant
E: accountant@knox.nsw.edu.au

PAYMENT POLICY

All School fees and other charges are due and payable at the time specified on the account being rendered unless other arrangements are agreed with the School.

Transactions using Visa/Mastercard attract a surcharge of 0.5% and Amex 1.5%

Fees not paid by the due date will attract an administration fee.

SCHOOL FEE ACCOUNT	STATEMENT ISSUED	DUE DATE
1st instalment	January 2020	30 January 2020
2nd instalment	April 2020	6 May 2020
3rd instalment	July 2020	12 August 2020

APPLICATION, ENROLMENT AND ENTRANCE FEES#

FEE DESCRIPTION	FEE
Application Fee (to be sent with Application)	\$380*
Enrolment Fee	\$2,620
Entrance Fee (two years prior to commencement)	\$2,300

* Includes GST of \$34.55

Please refer to the Refund Policy for Overseas Students

ADDITIONAL FEES AND COSTS

HSC STUDY CAMP, HOLIDAY ACCOMMODATION

Accommodation is available during the September holiday break for boarders in Year 11 and Year 12 only, for an additional fee. One term's notice is required if you wish your son to stay in the Boarding Centre for this program. Full details and tariffs available on request.

\$1,700 for 17 nights or \$110 per night

Approximate Fee, including service fees and meals

Approximate Fee, including service fees and meals

OVERSEAS STUDENT HEALTH COVER (OSHC)

In order to be granted a student visa, all applicants must provide evidence to the Department of Home Affairs (Immigration) that the student has OSHC for the duration of their visa.

\$520 single cover for 12 months (estimate) *

*A tax invoice will be issued for OSHC for the full period, for the student visa application process

HIGHER SCHOOL CERTIFICATE (HSC)

The New South Wales Government Education Standards Authority (NESA) charges overseas students an administration and marking fee to cover costs associated with the Higher School Certificate (HSC). This is paid once only, usually when the student is in Year 12.

\$1,220 for 2020 HSC students

BUILDING FUND

This is a voluntary donation of \$300 with each fee account to support ongoing improvements to our existing buildings and new developments.

\$900 per year

TECHNOLOGY LEVY

All students in Years 7 -12 are issued with a school owned laptop device. A compulsory technology levy is payable to cover supply, insurance and maintenance. Students must use a School device and may not use a personal device.

Years 7, 8, 10, 11 - \$780 per year

Years 9 and 12 - \$660 per year

INCIDENTAL BOARDING COSTS

The following are not provided by the School and students will require their own funds for: travel to and from airport, medical appointments, weekend leave, personal care items such as toiletries, mobile phones, pocket money

At the discretion of parents

PRINT CHARGES

Printing charge – a printing account is set up for students to print at School. An initial credit balance of \$20 is created.

15c per black & white page

* Fees quoted are subject to change without notice

SCHOOL UNIFORM

School uniform is compulsory. Regulation School uniform must be worn within the school grounds. Full school uniform (including blazers) must be worn to all formal day time events and at all evening functions. Correct and appropriate sports uniform is to be worn for when participating in sport. Price list available on request.

Full school uniform approx. \$1600 initial cost

TEXTBOOKS*

Students must attend class with the required textbooks. Textbook lists are provided for all year groups. Total cost will vary depending on individual subject selections in senior years.

\$900 per year (approx.)

*Stationery is not provided by the School and students will need to supply their own as required.

PRIVATE MUSIC LESSONS

Music tuition is offered in a wide range of instruments and singing. Fees are payable each term in advance.

Approx. \$48 per half hour lesson; 8 lessons per term

Pipe band

\$150 per term

AMEB / Trinity Music Exam fees at cost

\$60-\$80 depending on instrument and grade

SPORTS

Additional fees may be payable for participation in elite sports programs eg Sailing

Variable

OPEN HIGH SCHOOL AND VET COURSES

Senior students who elect to undertake Language subjects through the Open High School or Vocational Education subjects pay a course fee to open High School, or TAFE NSW

Open High School
\$340-\$800 per year

VET variable in the range of \$300-\$2,500 per course

EXCURSIONS AND ACTIVITIES – SUPPLEMENTARY CHARGES

Supplementary charges to cover the cost of local, regional, international and interstate excursions and camps, recreational sports, special support programs (eg Handwriting), extra-curricular activities (eg Speech and Drama Club), transport to and from events, and other incidental costs incurred by the School will be added to the fee account. Costs will be advised prior to the event and a permission slip requesting your consent will be forwarded before the event.

Variable

VIRILE AGITUR



**KNOX
GRAMMAR
SCHOOL**

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