



ENROLMENT POLICY – SHORT STAY

POLICY

All agents wishing to enroll short stay or study tour groups must fill out the *Short Stay Tour Group Enrolment Form*. This application form must be accurately and comprehensively completed, signed by the organising agent and/or tour leader and can only be processed with the following documents to support the application:

- Full Student Group List – full names, gender, date of birth, enrolling age and year, passport numbers.
- Method of transportation and living arrangements for the group
- Student Medical information– list of allergies or health conditions.
- Any special provisions the agent wishes to provide on College grounds – e.g. food for the group
- Administration Fee of \$150.00 (*non – refundable upon submission of application form*)

Where the above-mentioned documents are NOT in English, certified translations in English are required, with necessary costs to be met by the applicant.

Application Deadline

All applications must be submitted at least 5 working days prior to the intended tour date at the College. The College will NOT accept any additional students who turn up on the commencement date that have not been registered prior in writing and added to the final Letter of Offer/invoice. If there less students less than what was previously specified in the Letter of Offer, the College needs to be notified in writing prior to the commencement date, otherwise the agent or group leader will be charged as specified on the original Letter of Offer.

Payment

The administration fee is charged in Australian Dollars and does NOT guarantee a place of enrolment at the College until **full payment of the total fee amount is paid prior to the commencement date**. If the full payment of tour tuition fees have not been paid prior to the commencement date, the tour will either be delayed or cancelled.

Uniform

From the date of commencement until the date of completion, students enrolled in the short stay course MUST wear their own school uniform from their home countries. Student may NOT wear any casual clothes or clothes with offensive logos and images onto school premises. If a group contains students from many different schools, they will each bring their own uniform from the school that they attend rather than the tour leader or agent having to organize it for them.

Students who come from a school that does not have a specific school uniform are requested to bring collared shirt, pants or long skirts of a similar colour to St Maroun's College uniform (grey, blue and maroon).



Supervision

An agent, leader or teacher of the tour group **MUST** be present on premises at all times for the duration of the students' time at St Maroun's College. At orientation on the morning of commencement day, the agent or person in charge must provide his/her Australian mobile phone number so as to be contactable in cases of emergencies.

The agent or person in charge **MUST** ensure that he/she signs in at the Administration office and wear a 'Visitor' badge to identify that he/she is authorised to be on College premises.

Illness

In the case of student illness, the student **MUST** remain at the homestay and not attend school to prevent the illness spreading to other students in the school or tour group. If the student has arrived at the College and is ill whilst on premises, he/she will be directed to the sick bay for a maximum of 15 minutes and, if still unwell, the agent or leader will be called to take the student home.

The agent or leader must ensure that he or she is available either on school grounds or within 30 minutes travel from the school to escort the student off premises. **The invoiced fee cannot be deducted from the finalised amount for the group if students are absent once the tour has commenced. Fees can only be amended if, on the first day, there are less students arriving on site.**

PROCEDURE

STEPS	ACTION ADMINISTERED	
	Primary School	Secondary School
Step One: Enrolment Application	<ul style="list-style-type: none"> Interested applicants can download the <i>Short Stay Tour Group Enrolment Form</i>. Administration fee of AUD\$150 is paid with submission of enrolment package 	
Step Two: Letter of Offer / Invoice	<ul style="list-style-type: none"> The College will issue a Letter of Offer that informs the agent or applicant that there is a placement for the student. The letter will also state the total sum of fees for the duration of the tour that needs to be paid prior to or on commencement date. The agent or guardian needs to sign the acceptance of the Letter of Offer and return electronically to the ISC. If necessary for Visa application, the ISC will provide a Letter of Invitation to the agent or group leader. 	
Step Three: Payment	<ul style="list-style-type: none"> The agent must make payment in full and ensure that the ISC is informed of any change in details to the initially proposed study tour such as: <ol style="list-style-type: none"> Number of students Medical details The agent or leader must ensure that students wear appropriate clothing/uniform when attending St Maroun's College The agent or leader must ensure that the students arrive on time each morning at 8:30am and depart promptly after 3:00pm 	