

INTERNATIONAL STUDENTS **ABSI** ENQUIRY / EXPRESSION OF INTEREST

Form: EOI updated MAY, 2017

Agent's Stamp

IMPORTANT: ABSI is the International Student Admissions Centre appointed by the Schools to facilitate entry of overseas students. ABSI is not an education agent. ABSI is a member of the schools' admissions team.

THIS FORM ALLOWS US TO REGISTER YOUR INTEREST ONLY AND TO GATHER INFORMATION TO ENABLE ADMISSIONS STAFF TO GUIDE AND ASSIST YOU.

SELECT SCHOOL (if known) PLEASE TICK CHOICE You may indicate 1st preference (1) and 2nd preference (2) if you wish.

Sydney (Boarding)

Tara Anglican School (girls)
CRICOS NO: 02320A

The King's School (boys)
CRICOS NO: 02326F

Melbourne, Victoria

Genazzano FCJ College (girls)
CRICOS NO: 03298G

Melbourne (co-educational)

Sydney (Home Stay Schools)

The Hills Grammar School
CRICOS NO: 02260G (co-educational)

St Paul's Grammar School
CRICOS NO: 02267A (co-educational)

Regional NSW (Boarding)

All Saints' College, Bathurst
CRICOS NO: 00381D (co-educational)

Queensland

Brisbane Grammar School (boys)
CRICOS NO: 00489C

Gold Coast, Queensland

We can assist you!

Tasmania

We can assist you!

Perth

Methodist Ladies' College (MLC)
CRICOS NO: 00441G

Scotch College
CRICOS NO: 00449M

Adelaide, South Australia

Loreto College (girls)
CRICOS NO: 00629G

Adelaide (boys)

DETAILS OF ENTRY (must complete)

Proposed Entry information: Entry year? 20 Year(Grade)

Term (1, 2 3 or 4).....OR - Note Date/Month for entry.....

Proposed Living Arrangements for student

Day Student Boarder Home Stay Live with own Family

Proposed duration of enrolment

Short course One year Until end Year 12 Other

If SHORT or OTHER indicate dates: FROMTO

DETAILS OF STUDENT (must complete)

Family name..... Gender (M or F):

Given name/s Preferred name

Date of birth..... Current Age.....

Place and Country of birth

Country of Citizenship

Nationality

VISA Will child be needing a Student visa? If NO, what status/visa?

YES No.....

Religion (optional)

Existing medical condition or learning issues?

No / Yes (please explain)

CURRENT SCHOOL DETAILS (must complete)

Current School Name

Are you taught your subjects in English?

Current Year Level at school Band level of School (if known)

Please list the subject/s you most enjoy at school
.....

Please list the subject/s you least enjoy at school:
.....

STUDENT'S INTERESTS

Please list the sports, hobbies and activities you enjoy
.....

ENTRY ASSESSMENT TEST (must complete)

Indicate if student has been or will be registered for assessment testing.

iSTARTOnline-EduTest AEAS Not required
www.istartonline.com www.aeas.com.au (or not sure)

Test Date (booked or completed):

TICK if student / agency needs assistance or advice about testing.

TICK if student now studying in an Australian school or English course

DETAILS OF PARENT OR LEGAL GUARDIAN 1

Family name

Mr / Mrs / Rev / Dr / Ms / Other

Given names

Preferred name

Address

Relationship to student

Telephone (h)

Telephone (b)

Mobile

Email (print clearly).....

.....

DETAILS OF PARENT OR LEGAL GUARDIAN 2

Family name

Mr / Mrs / Rev / Dr / Ms / Other

Given name/s

Preferred name

Address

Relationship to student

Telephone (h)

Telephone (b)

Mobile

Email (print clearly).....

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CHECKLIST OF WHAT IS REQUIRED TO PROGRESS ENQUIRY

ABSI must have the following to submit to Principal to consider - save valuable time and provide the following along with this form:

- TICK - Certified and translated copy of latest TWO school reports
- TICK - Copy of passport - and birth certificate (if available)
- TICK - Copy of any assessment testing results report (if available)
- TICK - Character References (TWO) about student
- TICK - A half page 'handwritten' essay by student (any topic)

Date of this REFERRAL / ENQUIRY:

PLEASE SEND THIS FORM ONLY TO ABSI (not the School) as follows:

The Directors of International Enrolments, Australian Boarding Schools International (ABSI) (documents as PDF) and via email below:

Email: enrol@australianboardingschools.com.au **Phone:** +61 3 6281 2300 **Website:** www.australianboardingschools.com.au



THE TEN STEPS OF THE ENROLMENT PROCESS ARE **EASY**

Agents must follow these procedures and ensure that all communication regarding enquiries or enrolments for any of our schools are progressed via our Directors of Admissions (International) at email: enrol@australianboardingschools.com.au

1. COMPLETE AN APPLICATION FORM AND RETURN WITH SUPPORTING DOCUMENTS

ABS International and the School's Agent are delighted to be assisting you. ABS International has been appointed by the School (Admissions) to assist all international student enquiries and to facilitate and process the enrolments for the Schools listed. The School needs to know a little about you family and child as well so on behalf of the School we can provide you with fee schedules, handbooks etc. There is no obligation of an enrolment, merely an 'expression of interest' and this helps us know about intended entry year level and circumstances for your child so we can provide the most accurate information and recommend the best pathway for the course.

We need you to provide the following as the first step:

- ABSI EXPRESSION OF INTEREST form, signed by parents - this gives your agent and us permission to provide you with School materials.
- ABSI Medical Overview form, signed by parents
- certified copies of student's latest two school reports from his or her school (grades and comments must be translated);
- a half page essay (approx. 150 words), hand written by your child telling us a little about what he or she likes to do after school and during weekends, about family members (i.e. brothers or sisters), pets etc or perhaps about 'Why Australia'.
- a 'Character Reference' i.e. from either Principal, teacher, sport coach or ? simply noting student's attitude, focus, confirming ability to enjoy this experience...
- a copy of your child's passport photo page (if he / she does not yet have a passport this can be forwarded to us once acquired);

2. FURTHER DOCUMENTS AND TESTING

ABS International and/or the agent will contact you once we have your Application Form and the supporting documents in Step 1 above. We may require further information requested by the School or an English proficiency assessment test to be undertaken.

- **Our schools prefer to use iSTARTOnline-EDUTEST online assessment** (your agency can register, conduct and supervise this test). See www.istartonline.com for information. Should a student have already completed an assessment test of another type, please provide this to us so that we may view this report and advise if it will be accepted.

3. ABSI SUBMITS APPLICATION TO SCHOOL

ABS International now provides a synopsis of the Application for Enrolment with a recommendation to the School and submits this directly to the School. The School notifies ABSI of 'acceptance' or 'reason for not being able to accept' and ABSI contacts you (usually your Agent) to advise the outcome. If the Application has been 'accepted' then we continue to Enrolment Step 4. If the Application has been 'rejected' ABSI will discuss this with you directly or via the Agent.

4. OFFER OF PLACE IS ISSUED

ABS International will now prepare the Offer of Place on behalf of the School and issues this for your consideration. The Offer of Place will usually have many documents which need to be fully completed, signed and returned to us. It outlines all you need to know about entering into the School and accepting the enrolment. It lists all fees needing to be paid, provides information about entry dates and the accommodation, health and you will find answers many of your questions. To accept, payment is required (next step).

5. PAYMENT TO THE SCHOOL

We need you or your agent to notify ABSI when the payment has been completed (please copy us the transaction receipt). ABSI will then liaise with the School to advise payment has been undertaken. The School will then advise ABSI that payment has been received and we are able to continue to Enrolment Step 6.

6. CONFIRMATION OF ENROLMENT ISSUED FOR STUDENT VISA PROCESS

Once the School advises ABSI that payment has been received by the School, ABSI prepares the necessary documents required for you to be able to submit your child's application to Immigration to gain a Student Visa. This includes the Confirmation of Enrolment (eCOE) and the Welfare Declaration (signed by the School) where applicable. Some schools may also require that a Guardian be appointed. ABSI will assist you in guardianship arrangements should this be required by a school.

7. YOU NEED TO ADVISE US OF THE ARRIVAL DETAILS

Once travel dates are booked we ask that all details (airline, flight time, number, arrival date) is provided to ABSI. At this point the School is notified and begins to liaise directly with you about meet and greet and providing further handbook, subject choice forms etc to you direct. ABSI will be in the background and there if you need help or other assistance.

8. MEET AND GREET

The School will also be in contact with you to liaise directly with you or your agent in regard to arrangements being made for meet and greet on arrival into Australia.

9. INDUCTION - WHAT TO BRING?

The School will also be providing you with information about Induction process on arrival and what to pack for the journey.

10. WE'LL BE THERE FOR YOU

Finally, ABSI makes regular visits to each of our schools and also overseas. We will meet with you at any opportunity to provide you feedback and to invite you to regular events at which all of the Schools' families gather together.

Australian Boarding Schools International (ABSI) ABN: 55 087 825 910

GPO Box 859 Hobart Tasmania Australia 7001

Email: enrol@australianboardingschools.com.au

International: P: +61 3 6281 2300 F: +61 3 6285 8005 Website: www.australianboardingschools.com.au

Managing International Enrolments and Marketing for a select group of Australia's most respected, 'leading' day and boarding schools.

