



STEPS FOR ENROLMENT

International

CRICOS 00496D

This document will assist international agents and students enrolment at The Glennie School.

The information requested in the enrolment process is required for School, legal and government purposes, and will assist us with our duty of care responsibilities.

1 Initial Application

- Complete the **Application for Enrolment**
- Provide the school with the following supporting documentation (these documents must be in English with any translation costs being met by the applicant)
 - Two most recent **school reports** from your present school.
 - International **English Language Testing results**
 - A copy of the students **Birth Certificate**
 - A copy of the students **Passport**
- Forward these documents to the International Enrolments Officer. These documents can be posted, faxed or emailed.

2 Placement Offer

- The Head of School will review the enrolment application.
- If a placement is offered, the following documentation will be emailed
 - A **Letter of Offer** from the school
 - **Enrolment Contract, International**
 - The school **Medical form**

3 Accepting the Offer

- To accept the placement at the school, return the following documentation no later than **one month** after you have received the Letter of Offer
 - **Enrolment Contract, International**
 - **Medical form**
 - Payment of the
 - **Administration fee, \$50.00(\$AUD)** non refundable, and
 - **Special Deposit, \$1000.00(\$AUD)**, Boarding placement,
(This deposit is refunded once the student completes their schooling or withdraws after giving One Term's notice in writing)

4 Signed Agreement Returned

- A copy of the International Enrolment Contract will be returned to the parent/student when it has been signed by the Head of School.

5 Student Visa Application

- The school will complete the following documents needed for the student visa application
 - electronic **Confirmation of Enrolment** (eCoE)
 - **Confirmation of Accommodation Arrangements of Welfare Letter** (CAAW)
- These documents will be scanned and emailed to the student's agent or parent/ guardian.
- The agent or parent/ guardian can arrange the Student Visa application at a local Australian Diplomatic Office or online, www.immi.gov.au .
- The Department of Immigration will need a copy of the students Letter of Offer, eCoE and CAAW letter at this stage.
- Once the visa is approved, the agent or parent/guardian **MUST send** a copy of the **passport visa page** to the International Enrolments Officer, either by post, fax or email.

6 Pre Arrival

- Prior to the student arriving in Australia, the International Enrolments Officer will arrange:
 - **Transport** from the Brisbane International Airport to Glennie if required.
- **Advise** the International Enrolments Officer of the student's **flight schedule** as soon as possible.
- Complete all the necessary **Enrolment forms** (i.e. subject selection, etc) forwarded by the International Enrolments Officer and return to the school as soon as possible.

Please Note: It is an expectation that international students hire a Notebook computer from the school, for use within the classroom. Purchased computers from overseas are generally unsupported by the school's Information Technology (IT) Department.

7 Beginning School

- Upon arrival, students will need to purchase uniforms, school supplies and hire textbooks from the Glennie One Stop Shop (GOSS)
- For all uniform requirements, both summer and winter, the student will need to consider spending approximately **\$2,500.00** to purchase all necessary uniforms, stationary, equipment and other requirements to begin attending classes. (This cost is based on the purchase of new items and may vary depending on individual circumstances)
- Payment is made directly to the Glennie One Stop Shop, therefore the student will need to have direct access to these funds or have made arrangements for the purchase of these requirements prior to arrival.
- On the first day at school, the student will meet with the Deputy Head of School, to complete any outstanding paperwork, pertaining to subject selection, etc.

For Further Information

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