

This document will assist international agents and students enrolling at Toowoomba Anglican 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.

### STEP 1

- ❑ Complete the International Student Enrolment Application Form\*.
- ❑ Provide the school with the following supporting documentation:
  - Copies of Student Report Cards from the previous 2 years of study, including a copy of the latest Student Report.
  - Copy of International English Language Testing results.
  - Copy of the student's Birth Certificate
  - Copy of the student's Passport
  - Copy of the student's VISA (if applicable)
  - Letter of recommendation or statement of student behaviour from previous school principal (if not included with the school report card).
  - Supporting documentation (medical reports, specialist reports, Parenting Plans, Specific Issues Orders, Consent Orders (relating to residence/contact) or Care and Protection Orders in place that affect the Student (if applicable)
  - Enrolment Application Fee of AUD\$150.00 (non-refundable)
  - If the student has own private Overseas Student Health Cover (OSHC) then details of this must be provided.
  - Forward these documents to the Head of Admissions at:  
[enrolments@taschool.qld.edu.au](mailto:enrolments@taschool.qld.edu.au)

**\*Medical Information:** It is important that parents understand Toowoomba Anglican School needs to have full details of any medical or psychological condition that requires medication or medical supervision, and any learning difficulties or special needs a student may have. Failure to disclose this information at time of enrolment may be grounds for future cancellation of enrolment.

**NOTE:** Where the above documents are not in English, certified translations in English are required, with necessary costs to be met by the applicant.

**IMPORTANT:** Toowoomba Anglican School will assess all applications for course credit for students enrolling in Senior Secondary Studies. The student may receive course credit for units completed based on evidence provided of studies undertaken under the relevant state or territory curriculum assessment authority or nationally accredited framework. The Glennie

School assesses and records course credit, according to requirements of the Queensland Curriculum and Assessment Authority (QCAA).

### STEP 2

- ❑ The Head of School and Head of Admissions will review the enrolment application.
- ❑ An enrolment interview via Microsoft Teams will be arranged with a member of the Senior Leadership Team. The purpose of this interview is to converse with the student in English, discuss the school and student expectations, discuss accommodation and welfare, refer the student to relevant policies, subjects and appropriate year level curriculum, extra-curricular activities, and address any questions the student may have.

### STEP 3

- ❑ The school will notify the Parent(s)/Guardian(s) if the student can be accepted for Direct Entry or will be required to undertake an ELICOS Course or a High School Preparation Program (HSPP) prior to beginning mainstream studies. If an ELICOS Course or HSPP is required, evidence of enrolment must be provided to the school.

### STEP 4

- ❑ Once the application has been accepted, the student will be issued with:
  - Letter of Offer outlining fees payable upfront including accommodation, entry requirements and course details.
  - Written Agreement outlining total estimated fees for the duration of the enrolment (tuition and non-tuition fees), special conditions (if any), relevant policies around refund, welfare and accommodation, course attendance and progress, visa requirement for enrolment as an international student and privacy.
  - The school Medical Forms.
  - Invoice for Payment of fees.

### STEP 5

- ❑ The parent(s)/legal guardian(s) and the student sign and return the Written Agreement with confirmation of fees quoted in the Letter of Offer. Parent(s)/Guardian(s) may choose to pay more than 50% of total fees in which case a separate invoice will be issued.

**IMPORTANT:** if an agent is involved, they cannot sign documents nor make fee payments on behalf of the student or their parent(s)/legal guardian(s).

### STEP 6

- ❑ On receipt of payment and return of signed enrolment acceptance (Written Agreement), the school will issue a Confirmation of Enrolment (CoE) and Confirmation of Accommodation and Welfare (CAAW) via PRISMS for the period the student is to be enrolled at Toowoomba Anglican School. These documents will be emailed to the student's parent(s)/legal guardian(s).

### STEP 7

- ❑ Student applies for the student visa and notifies the school when it is granted.
- ❑ Student arranges Overseas Student Health Cover (OSHC) for the period the student is to be enrolled at Toowoomba Anglican School.
- ❑ Forward a copy of the student visa and OSHC to the Head of Admissions at: [enrolments@taschool.qld.edu.au](mailto:enrolments@taschool.qld.edu.au)

### STEP 8

- ❑ Prior to the student arriving in Australia, the Head of Admissions will arrange:
  - Transport from the Brisbane International Airport to Toowoomba Anglican School, if required.
  - Please provide copies of the student's flight schedule to the Head of Admission as soon as possible.

**NOTE:** It is expected that international students hire a laptop from the school for use in the classroom. Purchased computers from overseas are generally unsupported by the school's Information Technology (IT) Department.

### STEP 9

- ❑ Upon arrival, the student will be settled into the boarding house.
- ❑ The student will need to purchase uniforms from the school's onsite Uniform Shop:
  - For all uniform requirements, both summer and winter, the student will need to consider spending approximately AUD\$2100.00 to purchase all necessary uniforms (This cost is based on the purchase of new items and may vary depending on individual circumstances).
  - Payment is made directly to the Uniform Shop; therefore, the student will need to have direct access to these funds or have planned for the purchase of these requirements.
- ❑ The student will need to purchase stationery supplies:

- For a student commencing at the beginning of a school year (i.e. January), parent(s)/legal guardian(s) will be provided with a link to order the student's stationery online and have it delivered to the school.
- For a student commencing mid-way through the school year, the boarding house staff will assist the student with purchasing stationery from a local supplier.
- The student will need to consider spending approximately AUD\$400.00 to purchase all necessary stationery (This cost may vary depending on individual circumstances).

**NOTE:** It is recommended that parents deposit approx. AUD\$500.00 to be used for any medical costs as required.

### **STEP 10**

- ❑ On the first day at school, the student will meet with the Director of Boarding, Deputy Head of School and Head or Primary/Secondary Head of House.
- ❑ The student will also be assigned a buddy to assist them with attending classes during their first days at Toowoomba Anglican School.

### **Do you have any questions?**

- ❑ Please contact the Head of Admissions: [enrolments@taschool.qld.edu.au](mailto:enrolments@taschool.qld.edu.au)
- ❑ We also offer online meetings via Microsoft Teams.
- ❑ For further information regarding International Student enrolment at Toowoomba Anglican School, please visit our website:  
<https://www.taschool.qld.edu.au/admissions/international-students>