



# International Student Application and Enrolment Procedure

## Step 1

Email [office@northpine.qld.edu.au](mailto:office@northpine.qld.edu.au) and advise interest in both school year and calendar year of entry. Availability will be checked with senior management and you will be advised if a place is available.

Please note:

- Northpine Christian College has extremely limited availability for International students.
- International students must be fluent in both spoken and written English. (This will be assessed at interview.)

If a position is available for your child an International enrolment application form will be emailed to you.

## Step 2

Send the completed application form and application fee. Please ensure you send all necessary documentation, including the two most recent reports, along with the \$50 application fee to the College. Applications will not be processed until this is received. Bank: Westpac – Brisbane BSB Number: 034-002 Account: 72-9335 Account Name: Northpine Christian College; Reference: Student's full name.

Email [accounts@northpine.qld.edu.au](mailto:accounts@northpine.qld.edu.au) to advise that payment has been made and provide a copy of the payment receipt.

## Step 3

The International student's family will advise if their child will live with:

- An approved relative or
- The family's choice of private accommodation arrangements, which must meet the College's standards and the Department's requirements. Northpine Christian College will inspect the private accommodation residence for suitability and compliance.

Northpine Christian College has processes in place to assess suitability of student living in the home chosen by family. Once inspection has taken place the College will advise the outcome of the inspection. They will advise one of three outcomes:

- The home is suitable for the student to live in.
- The home will be suitable when modifications have been made to the home, according to standards set by Northpine Christian College. Re-inspection will take place.
- The home is not suitable for the student to live in.

## Step 4

An interview will be set up between the Principal and the student and the parents. This interview will be conducted by Zoom, Skype or telephone if the student is not able to attend in person. The student must demonstrate fluency in English at interview time. Reports will be examined to assess that the student can meet the course requirements in written English. No ESL classes are offered at Northpine Christian College.



## Step 5

All residents of the private homestay accommodation arrangement who are 18 or over must hold or obtain a blue card.

The College will either:

- Link current blue cards to Northpine Christian College or
- Arrange for all members of the family aged 18 or over to obtain blue cards.
- All adults 18 and over living in the home will need to hold blue cards before the International student can live in the home.

## Step 6

Letter of Offer & Written Agreement are issued. The written agreement will need to be signed, dated and returned to the College.

## Step 7

Payment of Fees to confirm your acceptance of the offer, the full amount stated on the letter of offer will need to be paid. Please ensure when paying by electronic transfer or direct deposit that the student's full name is clearly indicated.

## Step 8

Confirmation of Enrolment issued once full payment stated on the Letter of offer has been received, a Confirmation of Enrolment (CoE) and Welfare Letter (CAAW) (if applicable) will be issued. You will need to lodge these documents at the Australian Department of Immigration and Citizenship in your country along with the visa application.

## Step 9

International student's family is to arrange overseas health cover for the duration of the time that the student will be studying in Australia on the student visa. Family to provide proof of health insurance.

## Enrolment Application Checklist

Please ensure all documents are attached to the enrolment form

- Copy of student's passport
- Copy of student's birth certificate
- Copy of student's visa (if available)
- Copy of two most recent school reports (in English)
- Medical Certificates/ Doctor's reports (if necessary)
- Letter of release (if applicable)
- Ensure enrolment form is signed and completed
- Copy of immunisation records
- Custody agreement (if applicable)
- Proof of health insurance



## NORTHPINE CHRISTIAN COLLEGE

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