

## Application Procedures

### Step 1: Completing an Application

An Application Form can be downloaded from our website [www.westbournegrammar.com](http://www.westbournegrammar.com)

To apply please forward the following documents to your agent or the school:

- completed Application for Enrolment form, must be signed by both parents.
- Medical Data form (copy to be obtained from website)
- copy of the student's school reports covering the last two years of study.

Students from China should also include:

- copy of their Junior High School reports
- copy of Graduation Certificate showing the student has achieved results allowing them to progress to the academic stream in Senior secondary school and including a score of over 75 in English.

### Step 2: Assessment of Application

The Director of Admissions & Marketing assesses all applications. The results will be communicated to the referring agent. Where the student is not offered a place the reasons for the offer not being made will be forwarded in writing to the referring agent.

### Step 3: Offer of a place

If the student's application is successful the school will forward a Letter of Offer and Written Agreement to the student, via the referring agent.

### Step 4: Accepting the Offer

To accept the offer of a place at Westbourne Grammar School the following must be forwarded to the school:

- Written Agreement with Section 9 completed and Section 12 signed by both parents.
- Confirmation from the appointed guardian that they accept guardianship of the student.
- Medical Data (if this was not forwarded earlier)
- Payment of the fees in advance as requested on the Letter of Offer

### Step 5: Confirmation of Enrolment (COE) and Confirmation of Approval of Accommodation & Welfare (CAAW)

Once the payment and all documents requested in Step 4 have been received the school will issue the Confirmation of Enrolment and Confirmation of Approval of Accommodation and Welfare form (if required). These documents will enable you to apply for the student visa.

Each country has different procedures and timelines for this process. We recommend that you familiarise yourself with this process before you submit your child's application. We recommend that you use the services of an education agency to assist you with your application and visa preparation and submission.

### Step 6: Arrival at school

Starting school in a new country can present many challenges to international students. To prepare you for your study in Australia please visit the Living and Studying in Melbourne page on our website:

[http://www.westbournegrammar.com/page/living\\_and\\_studying\\_in\\_melbourne\\_1.htm](http://www.westbournegrammar.com/page/living_and_studying_in_melbourne_1.htm)

We ask that you notify the School of your child's flight arrival details as soon as possible so that we can inform the Homestay family and the student's guardian, where applicable, and arrange airport pickup for the student. Your child will need to have access to money for the purchase of their uniform, books, entertainment, toiletries, travel to and from school and to pay their homestay fees. The School / Guardian will assist your child with banking and other personal needs.

### Step 7: Orientation

Each student will take part in the Orientation Program and receive a copy of the International Student Orientation Handbook on their first day of school. The Orientation Program includes orientation within the school, the local community and the city of Melbourne. Further ongoing support is provided by the International Student Coordinator, the International Student Administrator, Heads of House and House Tutors.