



# Saint Stephen's College

*CRICOS Provider Number 01938G*

## International Short Stay Student Application for Enrolment

Name of Student		Year Level Applied For		Year of Entry	
Date of Birth		Student Code		Parent Code	
Course applied for		Short Stay	Mainstream	Intensive English	
Notes					

***Please note*** *The College requires full disclosure of information in the application  
Failure to provide complete and accurate information may affect initial or ongoing enrolment*

**Contact Details**

31 Reserve Road  
UPPER COOMERA QLD 4209

PO Box 441  
OXENFORD QLD 4210

Phone + 61 7 5573 8628  
Mobile +61 414 914 104

email - [international@ssc.qld.edu.au](mailto:international@ssc.qld.edu.au)  
website - [www.saintstephenscollege.net.au](http://www.saintstephenscollege.net.au)

### ***Student Information – PLEASE PRINT***

Surname		Given Name (as per passport)	
Preferred Name			
Gender [ <input type="checkbox"/> ] Male [ <input type="checkbox"/> ] Female	Date of Birth (DD/MM/YYYY)		
Nationality	Country of Birth		
First Language	Other Language spoken		
Language spoken at home	Religion		
Student's Residential Address (Home Country)			
House/Building number and Street			
City/Province/State			
Country	Post Code		
Student's Postal Address (Home Country, if different from above)			
House/Building number and Street			
City/Province/State			
Country	Post Code		

### ***Family Information – PLEASE PRINT***

<b>Father/Parent/Stepfather/Legal Guardian (please circle)</b>	<b>Mother/Parent/Stepfather/Legal Guardian (please circle)</b>
Title                      Given Name	Title                      Given Name
Family Name	Family Name
First Language	First Language
Language spoken at home	Language spoken at home
Home Phone	Home Phone
Business Phone	Business Phone
Mobile	Mobile
Email	Email
Postal Address*	Postal Address*
Residential Address *	Residential Address *
Emergency Contact	
Emergency Telephone	

<b>Local Contact Details</b>	
Do you have a friend or relative in Australia? [ <input type="checkbox"/> ] Yes (if yes, please give details) [ <input type="checkbox"/> ] No	
Name	
Address	
Home Phone	Business Phone
Email	Relationship to Student

## Accommodation

Saint Stephen's College International Students must all reside in College approved accommodation arrangements. Students may live in homestay, with a nominated custodian or with their parents. The application will live: *(please indicate by ticking one of the below boxes)*

- In homestay *(please complete the Homestay Application Form)*
- With a nominated custodian (please see <http://www.saintstephenscollege.net.au/international-students/accommodation/> for definitions and details)
- With parent/s (please see <http://www.saintstephenscollege.net.au/international-students/accommodation/> for definitions and details)

## Cancellation Policy

100% charge is payable to secure the short stay position at Saint Stephen's College.

Refunds will be offered as follows:

- Notice given up to 4 weeks before your short stay enrolment commences: Full refund of the tuition fees and weekly homestay fees (if applicable), no refund on admission fee or homestay placement fees (if applicable).
- Notice given less than 4 weeks before your short stay enrolment commences: 50% refund of the tuition fees, no refund on admission fee or homestay placement fee (if applicable). Full refund will be given on the weekly homestay fees (if applicable).

Full name of <b>Father/Parent/Guardian</b> or person responsible for payment of College fees (please print)	
Signature	
Date	
Full name of <b>Mother/Parent/Guardian</b> or person responsible for payment of College fees (please print)	
Signature	
Date	

## Checklist

**Please ensure you have attached the following documentation (if applicable) with this form. Failure to fully disclose information can result in the cancellation of enrolment.**

1. Application	Yes <input type="checkbox"/>	No <input type="checkbox"/>	To come <input type="checkbox"/>
2. Copy of Passport/Visa	Yes <input type="checkbox"/>	No <input type="checkbox"/>	To come <input type="checkbox"/>
3. School report (most recent)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	To come <input type="checkbox"/>
4. Medical travel insurance	Yes <input type="checkbox"/>	No <input type="checkbox"/>	To come <input type="checkbox"/>
5. College medical form	Yes <input type="checkbox"/>	No <input type="checkbox"/>	To come <input type="checkbox"/>
6. Homestay application form (if applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	To come <input type="checkbox"/>

I look forward to working with you.

Sam Holmes  
**Executive Director of International Education**

+61 7 5573 8628 (direct)

[sholmes@ssc.qld.edu.au](mailto:sholmes@ssc.qld.edu.au)