



Saint Stephen's College

CRICOS Provider Number 01938G

International Short Stay and Study Tour Application Form

First Name		Surname		Preferred Name	
Preferred Name		Year Level Applied For		Year of Entry	
Date of Birth		Individual or Group		No. of Students	
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.

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www.saintstephenscollege.net.au | +61 7 5573 8600 | info@ssc.qld.edu.au

Student Information – PLEASE PRINT			
Surname		Given Name (as per passport)	
Preferred Name			
Gender	[☐] Male [☐] 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	
Father/Parent/Stepfather/Legal Guardian (please circle)	Mother/Parent/Stepmother/Legal Guardian (please circle)
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	

Local Contact Details	
Do you have a friend or relative in Australia? [☐] Yes (if yes, please give details) [☐] 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 (13+), 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 and Withdrawal 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).
- Once the program has commenced, no refunds will be issued for tuition fees or weekly homestay fees in the event of withdrawal. This includes withdrawal or cancellation due to student behaviour.

Full name of Father/Parent/Guardian or person responsible for payment of College fees (please print)			
Signature		Date	
Full name of Mother/Parent/Guardian 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 ☐	No ☐	To come ☐
2. Copy of Passport/Visa	Yes ☐	No ☐	To come ☐
3. School report (most recent)	Yes ☐	No ☐	To come ☐
4. Medical travel insurance	Yes ☐	No ☐	To come ☐
5. College medical form	Yes ☐	No ☐	To come ☐
6. Homestay application form (if applicable)	Yes ☐	No ☐	To come ☐

Please forward applications to international@ssc.qld.edu.au with all requested documentation.

I look forward to working with you.



Sam Holmes
Executive Director of International Education



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