The enrolment process for international students is a process through which all involved parties (student and her family, agent, school) supply each other with required documentation in order to follow Federal and State legislation and rules for enrolment of an international student. The enrolment process follows certain steps ensuring that all involved parties come to a clear understanding of rules, obligations, responsibilities and rights. The time of this process varies, depending on the speed of response from all parties to requests for documentation.

**Step 1: Enquiry and Application for Enrolment**

Upon enquiry, the School (or an agent if the enquiry comes through a registered agent) provides the client with an Application for Enrolment – International Students, which needs to be signed and returned to the Director of International Education.

**Step 2: Enrolment Package**

The Director of International Education provides an Enrolment Package which consists of:

1) Outline of Enrolment Process  
2) Processes for enrolment of 500 visa students  
3) Application for Enrolment – International Students  
4) International Student Late Entry Form  
5) 2017 Fees schedule and payment options – International Students  
6) 2017 Fees and refund policy – International Students  
7) International Students Complaints and Appeals Policy  
8) LHC International Student Handbook  
9) Homestay Application ISCA  
10) LHC Accommodation and Welfare Policy  
11) Overview of study pathways in Queensland

**Step 3: Consideration of enrolment documentation and interview**

Upon receiving the completed required documents within the Enrolment Package, and a copy of student’s passport and/or birth certificate, the Director reviews the
application and puts his/her recommendation to the Principal. If there is a vacancy and the Principal and the Director are satisfied with the submitted student’s academic reports and enrolment documentation, an interview might be arranged (via Skype or phone or personal interview with the Agent).

The English language proficiency course (Griffith University) will be suggested to the student if no IELTS or equivalent test report is submitted by the student to the College. The Written Agreement contains English Proficiency levels required for study at the College.

**Step 4: Offer and conditions of offer**

Following the review of enrolment documents, the College provides an individual Written Agreement specific to the student, a Letter of Offer and an Acceptance of Offer form for parents’ signature. The Letter of Offer outlines conditions of the offer (e.g. language requirement, personal conduct in the language school, etc) and advises on the due date of fees payable. The Written Agreement also contains English Proficiency levels required for study at the College.

**Step 5: Acceptance of offer**

By signing of Acceptance of Offer, parents and students officially accept a place at Lourdes Hill College and confirm that they accept all conditions of the Written Agreement. Acceptance of Offer is forwarded to the Director International Education.

**Step 6: Payment of fees**

Together with the Written Agreement, parents/guardians are responsible to pay fees (maximum 50% of tuition fees or the student’s course, but normally one semester in advance). This could be done by electronic direct deposit. Parents advise the Director about payment made and a copy of proof of payment is forwarded to the Director. The Director notifies the Fees Office and when fees are received by the College, the College Accountant advises the Director about the receipt of these.

**Step 7: CoE and Letter of Welfare**

Upon a final documentation check, the Director issues a Confirmation of Enrolment (CoE) and a Letter of Welfare (for under 18 years old) via PRISMS (where the school takes responsibility). The CoE and Letter of Welfare are sent/emailed to the parents who initiate a visa application and arrange the English Language Course for their daughter.

**Step 8: Homestay arranged**

Upon Acceptance of the Offer, the Director provides the Homestay provider (ISCA) with the student’s Homestay Application Form and her arrival dates (if known).
ISCA arranges a suitable homestay and the student is supplied with her homestay family information and contact details. Airport pick up on arrival is arranged by ISCA. For more detailed homestay process see ISCA’s website (www.isca.org.au). Lourdes Hill College has full responsibility for ensuring the welfare of the student at all times.

**Step 9: College Administration**
All enrolment documentation is copied, forwarded to the College Enrolment Officer and filed. If applicable, the student is invited to subject selection with the help of the Assistant Principal Learning and Teaching and the Director of International Education.

**Step 10: Orientation**
Upon arrival, the student attends an orientation session during the first day. This session is aimed at providing the student with the College mission, rules, obligations and responsibilities and an outline of the College structure. It also provides the student with information about processes and procedures. The student is provided with a laptop and log in details. The student is supplied with her timetable, Student Diary, a map of the College, College policies and taken on a tour of the premises as part of the Home Group first day activities. School uniform will have been purchased before this day. She is introduced to her House Coordinator, Home Group Teacher and assigned a buddy from her Home Group (same year level).

**Step 11: Commencement**
The student arrives at 8:30am at Student Reception. The Director of International Education or the Enrolments Officer will take her from there to her House Coordinator and Home Group. The student must arrive in full day uniform with her school bag and books. Textbook hire, photo and ID will be arranged during the first week of commencement.