



CANTERBURY
COLLEGE

Steps to International Student Enrolment

Step 1 – Submit Documentation

International students applying for enrolment at Canterbury College are required to provide the following documentation as well as evidence of satisfactory levels of academic achievement appropriate to the entry Year level requested on the Application Form:

- a) Completed Canterbury College Application Form
- b) Evidence of English language proficiency appropriate to the registered courses being offered (as described previously)
- c) Certified translations into English of the student's Academic Transcripts for the past two years
- d) Certified translations of any certificates of public examinations (where applicable)
- e) A photocopy of the photo page of the student's passport.
- f) Letter of Release is required if the student is already enrolled at an Australian school, together with academic reports (if applicable).

An application for enrolment can only be processed when all information has been provided.

Step 2 – Interview

Where logistically possible, the student is interviewed face-to-face by the Dean of Junior, Middle and Senior Schools. In cases where the student is not local, the interview is conducted via skype or WeChat.

The purpose of this interview is to converse with the student in English, discuss the school and student expectations, discuss accommodation and welfare, refer the student to relevant policies, subjects and appropriate year level curriculum, extra-curricular activities, and address any questions the student may have.

Agents must ensure that any preparation for the interview takes place prior to the interview date. The agent cannot coach the student during the interview as this will not give the interviewer an accurate assessment of the student's English level and general capability.

Step 3 – Decision

If the interview is successful, the College will notify the Agent or student.

Applications from overseas students are processed according to established policy and procedures, and are dealt with on their merits. In cases where report cards are not available or are inconclusive for any reason, the school may require relevant testing of the applicant to assess the application.

Step 4 – Offer of Enrolment

Once an application has been accepted the student will be issued:

1. Conditional Letter of Offer outlining
 - (a) Course Fees
 - (b) Course duration
 - (c) Course description
 - (d) CRICOS code
 - (e) Conditions of Enrolment
2. Written Agreement outlining
 - (a) Students contact information
 - (b) total estimated fees for the duration of the enrolment (tuition and non-tuition fees),
 - (c) special conditions (if any),
 - (d) relevant policies around refund, welfare and accommodation, course attendance and progress,
 - (e) visa requirements for enrolment as an international student
 - (f) privacy policy

Genuine Temporary Entrant (GTE) criteria

The Genuine Temporary Entrant (GTE) requirement is an integrity measure used by the Department of Home Affairs in its assessment of student visa applicants to ensure that the visa will be used for study purposes only and to verify a genuine intention to stay in Australia temporarily.

To comply with student visa regulations, Canterbury College will assess all applications against the GTE requirements.

In some cases applicants will be asked to apply through an education agent registered with Canterbury College who will assist with the visa application, including GTE assessment.

Students must hold a valid student visa in order to enrol Canterbury College under this program.



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CRICOS #01609C

Step 5 – Acceptance of Offer

The parent(s)/legal guardian(s) and the student:

- (a) Sign and return the Written Agreement
- (b) Pay fees as outlined in the Letter of Offer

IMPORTANT: The agent cannot sign documents nor make fee payments on behalf of the student or their parent(s)/ legal guardian(s)

Step 6 – Issue of COE and CAAW

The College will issue Confirmation of Enrolment (CoE), for the courses you have accepted.

If you have requested a homestay placement or for a distant relative or close family friend to be approved as carer then a Confirmation of Appropriate Accommodation and Welfare (CAAW),

Step 7 – Student Visa 500 Application

Apply online for your student visa through the Department of Home Affairs website using your CoE and CAAW. Full details on student visa application requirements can be found at www.homeaffairs.gov.au.

The process as it is very complex and applications from certain countries require substantially more documentation and background checks.

During peak periods the Department of Home Affairs may take up to 3 months to process visa application. You will also need to have been issued a student visa before you can enrol at school so make sure to allow for visa processing times when planning your visa application.

Step 8 – Grant of Visa

Please provide a copy of the Grant of Visa to the College

Step 9 – Preparation for Arrival

- (a) Students complete a Student Profile which is used to identify the most suitable homestay family for the student. Factors taken into account are:
 - Allergies
 - Before/After school activities
- (b) Notify the College of flight arrival information
- (c) Arrangements are made for Airport pickup

Step 10 – Orientation

On the Friday prior to commencement of Term, International Students will participate in:

- Interview with Dean of Secondary School to discuss subjects
- Orientation – Homestay, School and Safety
- Uniform outfitting
- Registration for private Music Studio tuition
- Registration in school clubs and organisations
- Tour of the College Campus
- General information
- ID photo and card
- Laptop registration on College network
- Textbooks issued
- Locker allocation
- Sports trials

Student Visa 500 Conditions

The Australian Department of Immigration and Border Protection has granted you a visa under certain conditions.

You have a responsibility to maintain:

- Satisfactory **Academic Course Progress**
- **Living arrangements** approved by the College
- Satisfactory **Attendance**
- Maintain Overseas Student **Health Cover** (OSHC)
- Remain with the principal education provider for **6 calendar months**, unless issued a letter of release from the provider to attend another institution