



Ravenswood

International Students

Policy and Entry Guidelines

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About Ravenswood School

Ravenswood is a remarkable school. We offer a unique combination: quality teaching and outstanding academic results; a school that is just the right size, small enough for individual care but large enough to offer choices; and a focus on the development of a girl's character and values in a Christian environment.

We are committed to recruiting the best available teachers who understand the individual learning needs of each girl. Indeed, learning is at the heart of all that we do - students and teachers alike - and our teachers undertake continuing professional learning to support best practice. Our students will need to develop the ability to adapt to change, to access information and to critically analyse and apply it appropriately. Our approach is to assist girls in learning to learn, so that they have the thinking skills, independence and resilience required to take their place as adults, making a positive contribution as world citizens.

One test of exceptional teaching quality is the academic results. Ravenswood students consistently obtain excellent results in a non-selective environment. In recent years approximately 50% of our girls have ranked in the top 10% of NSW. We focus on helping each student meet her maximum potential and take pride in the success of each girl in making the most of her abilities. We are a Uniting Church school that accepts students of all faiths. As a community we are concerned with the spiritual as well as the personal and academic development of our students.

The size of Ravenswood is the most common reason given by parents and girls for selecting our school. At around 1,100 students, Ravenswood is just the right size to enable people in the school - whether they are students, teachers or support staff - to know each other, creating a warm and personal feel and a strong sense of community. Girls have the chance to shine and gain recognition in the activities of their choice, and the best academic and developmental outcomes are achieved by personalised care and attention. Ravenswood is also large enough to offer wide choices in co-curricular activities spanning international exchanges, sport, performing and creative arts, debating and public speaking and outdoor education. We are the only school on the Upper North Shore of Sydney currently offering two learning pathways for our Senior School students: through either the Higher School Certificate or the International Baccalaureate (IB) Diploma.

Our school structure of Junior School, Middle School and Senior School is designed to tailor the learning to meet the particular needs of students at different stages. As Ravenswood students progress through the school, our teaching practice, the physical learning spaces and our expectations of students create a developmental journey leading toward university and beyond.

Ravenswood students leave school well equipped for their future: as balanced, capable, confident and caring young women.

Studying in Australia

Australia is one of the world's favourite destinations for international education. A stable, geographically and culturally diverse country with a high standard of living, Australia boasts a strong international reputation for educational excellence.

Sydney, the capital city of NSW located on Australia's east coast, is an affluent, cosmopolitan city. It is one of the most harmonious multicultural areas in the Asia Pacific region. Sydney offers world class study options for local and overseas students. Schools in Sydney and New South Wales have an international reputation for high quality curriculum and innovative teaching.

Ravenswood is located on Sydney's North Shore at Gordon, 15km north of Sydney's CBD. The school is conveniently located close to Gordon Railway Station and Bus Interchange with easy direct access to the Pacific Highway. Hornsby is only five rail stops from Gordon, providing access to the Central Coast and Epping Line. Regular bus services operate from Gordon to St Ives, West Pymble, West Gordon, and Macquarie and from Ravenswood to the Northern Beaches.

Some useful websites to view:

Ravenswood refers applicants to the following external websites for further information:

- <http://www.aeas.com.au> (Australian Education Assessment Service)
- <http://www.immi.gov.au> (Department of Immigration and Border Protection)
- <http://www.studyinaustralia.gov.au> (The official Australian Government website for studying in Australia)
- <http://www.visitnsw.com.au> (The official site for Sydney, NSW, Australia)

International and Overseas Students

The Ravenswood community is one comprised of many nationalities. Students from Australia, Europe, the USA, Japan, Singapore, Thailand, Korea and China, to name but a few, attend Ravenswood. International students include students from overseas on various permanent or temporary visas and include students studying on a 571 Student Visa (Overseas Students).

Ravenswood is registered to accept a limited number of Overseas Students from Kindergarten to Year 12.

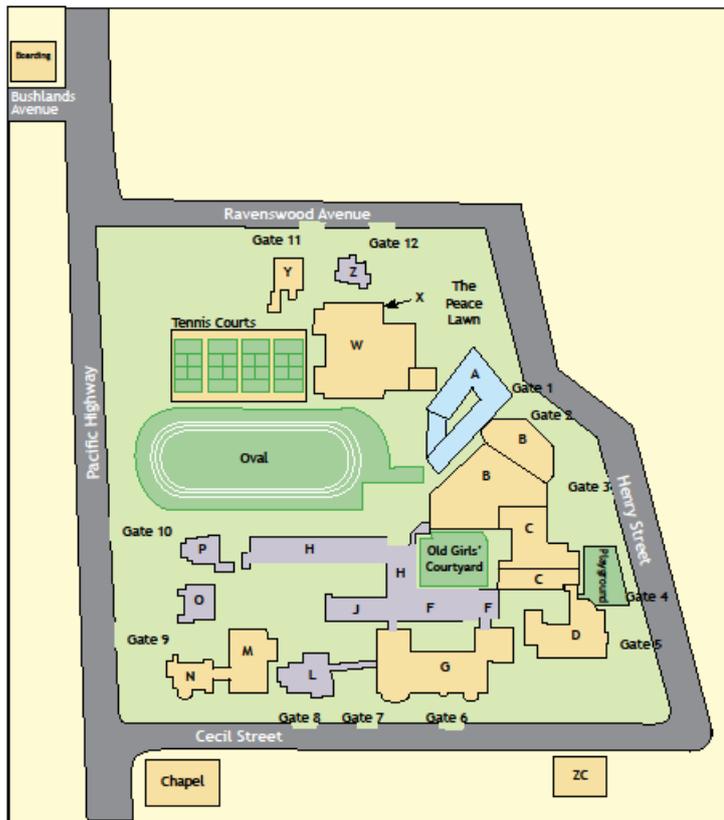
School Map and Location

Ravenswood is an Independent Girls school situated on the one campus allowing all students to benefit from the breadth of facilities available. Junior School students enjoy a variety of playground spaces for games, play and relaxation. Attractive gardens carefully developed throughout the school combine with the expanse of the Peace Lawn and Athletics Field to balance the built environment within the campus.

Specialty areas include the Learning Resources Centre, Performing Arts auditorium, Drama studio, Gymnasium, indoor heated swimming and diving pool, Strength and Conditioning Centre, Dance Studios, Technology Centre, Science laboratories, exhibition areas and Music Centre.

Please refer to the location and campus maps overleaf:

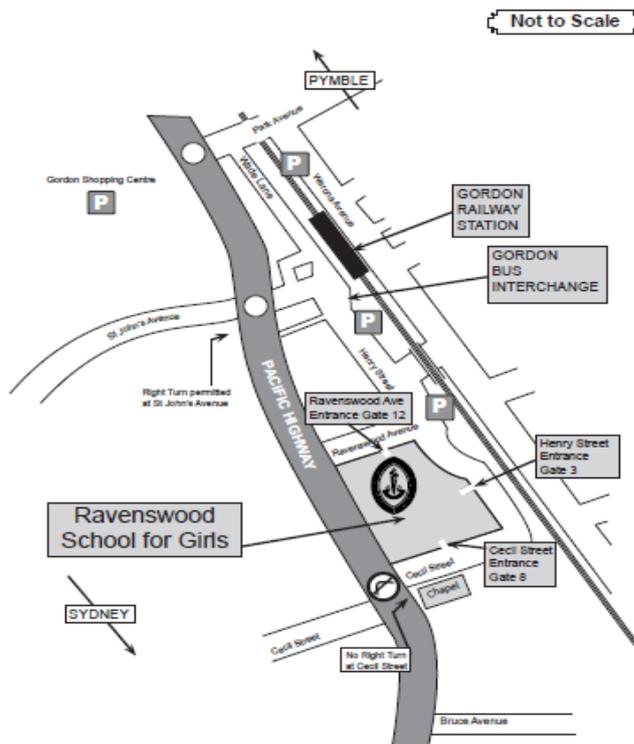
School Campus Map



Ravenswood

- A Mabel Fidler Building
Reception, Student Reception & Administration (Gate 1)
Junior Learning Resources Centre (Gate 1)
Senior Learning Resources Centre (Gate 1)
Undercroft Café and Mabel's Coffee Shop (Gate 1)
Boarders Courtyard
 - B The Lorraine Smith Auditorium, Centenary Centre (Gate 3) and Performing Arts
 - C Assembly Hall (Gate 3) and Junior School
 - D Junior School Classrooms (Gate 4)
 - F Senior School
 - G Staff Administration & Teaching Centre (SATC)
 - H Senior School
 - J Senior School
 - L Enrolments, Community Relations and Finance (Gate 7/8)
 - M Middle School
 - N Proposed Languages Centre
 - O White House
 - P Archives (Brown House)
 - W Gymnasium complex, Swimming Pool and Strength & Conditioning Centre
 - X Carolyn Trotter Studio (located below W)
 - Y Hutchens House, Uniform Centre (Gate 11)
 - Z Holland House: Health Care Centre, Speech & Drama Rooms (Gate 11)
 - ZC Annesley House Kindergarten, Prep School adventure playground & Before/After School Care Centre
- * Boarding - corner of Pacific Highway and Bushlands Avenue

School Location Map



Tuition and Boarding Fees

Please refer to the Schedule of Fees listed on the School website.

Refund Policy for Overseas Students

- 1) Ravenswood requires all course fees, including tuition fees, to be paid directly to the school and does not accept course fees from education agents.
- 2) The enrolment application fees are non-refundable.
- 3) Payment of Course Fees and Refunds
 - a. Fees are payable according to the school's Overseas Student fee schedule provided by the school.
 - b. All fees must be paid in Australian dollars.
 - c. If a student changes visa status (e.g. becomes a temporary or permanent resident) she will continue to pay tuition fees for the duration of that calendar year at the Overseas Student rate.
 - d. Refunds will be reimbursed in Australian dollars and the payment sent to the applicant's home country unless otherwise requested in writing.
 - e. Refunds will be paid to the student or the person specified in the written enrolment agreement.
- 4) All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to the school Principal within the time frame listed in the Terms and Conditions.
- 5) Unsuccessful Enrolment/Visa Rejection
 - a. The school will refund within 28 days all course fees paid where the student's application for enrolment is refused by the school. [Applicable only if payment of fees has accompanied the application/enrolment form and lodgment of the written agreement.]
 - b. The school will refund within 28 days all course fees paid where the student produces evidence that the application made by the student for a student visa has been rejected by the Australian immigration authorities.
- 6) Student Default
 - a. Refunds for student default apply to tuition fees only. Course fees (excluding tuition fees) will be refunded on a pro rata basis proportional to the amount of time the student was studying in the course, except where a non-refundable payment of behalf of the student has been made.
 - b. If the student does not provide written notice of withdrawal and does not start the course on the agreed starting date, only a maximum of ten weeks tuition fees will be refunded from the annual tuition fee.

- c. The school will refund within 28 days of the receipt of written notification of withdrawal by the parent(s)/legal guardian, tuition fees paid by or on behalf of the student less the amounts to be retained as agreed and detailed below.
 - i. If written notice is received up to 4 weeks prior to commencement of the course, the school will be entitled to retain an administration fee (\$500 including GST)
 - ii. If written notice is received less than 4 weeks prior to commencement of the course 70% of the tuition fee will be refunded.
 - iii. If written notice is received within six months of the commencement date of the student's course, only one term's (or ten weeks) tuition fees will be refunded from the annual tuition fee.
 - iv. If written notice is received more than six months after the commencement date of the student's course no refund of tuition fees will be made.
 - d. No refund of tuition fees will be made where a student's enrolment is cancelled for any of the following reasons;
 - i. Failure to maintain satisfactory course progress (visa condition 8202)
 - ii. Failure to maintain satisfactory attendance (visa condition 8202)
 - iii. Failure to maintain approved welfare and accommodation arrangements (visa condition 8532)
 - iv. Failure to pay course fees
 - v. Any behaviour identified as resulting in enrolment cancellation in Ravenswood's Student Code of Conduct. (Refer to School website)
- 7) School Default
- a. If for any reason the school is unable to offer a course on an agreed starting day for the course, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by the school, a full refund of any unspent prepaid tuition fees will be made within 14 days of the agreed course starting day.
 - b. If for any reason the school is unable to continue offering a course after the student commences a course, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by the school, a full refund of any unspent prepaid tuition fees paid to the school will be made within 14 days of the school's default day.
 - c. In the event that the school is unable to fulfil its obligations of providing an agreeable alternative course for the student, or a refund, the student will receive advice to seek assistance from the Australian Government's Tuition Protection Service. (For more information on the TPS, please see: <https://tps.gov.au/Information/Students/How>)
- 8) This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.
- 9) Definitions
- a. *Non-Tuition Fees* - fees not directly related to provision of the student's course
 - b. *Prepaid Fees* - Tuition fees received by the school for a study period of the student's course before the student begins the study period

- c. *Tuition Fees* - fees directly related to the provision of the student's course

Accommodation

Ravenswood offers the following accommodation options for International Students:

- Living with a parent or relative in Sydney
- Boarding - Ravenswood Residential College (Year 10 -12)
- Living with an approved Guardian or Homestay

It is the preference of Ravenswood for Overseas Students on a 571 Student Visa to live with a parent or close family relative as defined by Department of Immigration and Border Protection (DIBP), or for students in Years 10-12 to live in the Ravenswood Residential College.

With the prior approval of the Principal, permission may be granted for an International Student to live with an approved Guardian.

Living with a parent or relative in Sydney

All International Students who do not reside in the Residential College must live with a parent or relative (defined by DIBP) in suburban Sydney.

Parents/relatives must:

- reside in Sydney full time
- be available to care for the student at any time
- advise the school of any intention to change accommodation arrangements
- be able to provide adequate and suitable support for the wellbeing of the student
- sign any relevant documentation
- be readily contactable by phone
- attend Parent/Teacher interviews
- speak English
- provide a copy of their passport and a full copy of their current visa if he/she is in Australia on a visa.

Boarding - Ravenswood Residential College

Boarding at Ravenswood is available to students in Years 10, 11 and 12 in a Residential College adjacent to the main school campus. The school is committed to providing current and new boarding students with a caring, safe and happy environment as they complete their education at Ravenswood.

Overseas Students on a 571 Student Visa

Ravenswood will provide welfare arrangements for Overseas Students through Provider Registration and International Student Management System (PRISMS) as outlined in Standard 5 of the National Code 2007. Ravenswood will advise DIBP through PRISMS if a student changes her living arrangements.

Ravenswood welfare responsibilities commence for the student on Boarder Travel Days - see details of travel days on Term Dates listing, unless an agreement to state otherwise is organised between the Director Boarding and International Students and the parents.

All Overseas Students under the age of 18 are required to have a Sydney-based guardian to act as a representative for absent parents and if necessary to facilitate the provision of approved accommodation for weekend or vacation leave where students are unable to return home for vacations. These guardians must meet the same criteria as approved guardians.

Please refer to the Ravenswood website www.ravenswood.nsw.edu.au under the Enrolments pull down menu for more information on boarding or the Boarding Handbook.

Approved Guardian

If it is proposed that a student will be residing with any person other than the parent/s, legal custodian/s or a close family relative (as defined by DIBP) over the age of 25 years, a request should be forwarded in writing to the Principal providing the name and contact details of the proposed guardian for approval.

Guardians must:

- reside in Sydney full time
- be available to care for the student at any time
- advise the school of any intention to change accommodation arrangements
- be willing and able to provide adequate and suitable support for the wellbeing of the student
- be over 25 years of age
- sign any relevant documentation
- be readily contactable by phone
- attend Parent/Teacher interviews
- fluent in English
- provide a copy of their passport and a full copy of their current visa if he/she is in Australia on a visa.
- Sign and agree to the terms in the Notice of Official Guardian form

It is expected that such person/s is aware that duty of care of the student living with them extends to holiday periods for the term outlined in the Term Dates listing, except where the student returns home to her parent/s during said holidays.

The nominated guardian and all permanent residents of the home over the age of 18 years will be required to provide evidence of suitability for working with children by completing the 'Working with Children Check of the New South Wales Commission for Children and Young People'.

An initial home inspection is also required to ensure the student's living conditions meet the guidelines of the Department of Education International Student Centre. An inspection will follow every six months for the duration of the student's education at Ravenswood.

If there are concerns about the accommodation or welfare of a student under 18 years of age raised through the monitoring or through any other credible source of information e.g. Deputy Principal and Head of Secondary School, the Director Boarding and International Students will continue to check until the arrangements are suitable or if required request the student move into the Residential College until suitable arrangements can be made.

If Ravenswood suspends or cancels the enrolment of the student, Ravenswood will continue to check the suitability of arrangements until the student has been accepted by another provider; leaves Australia; other suitable arrangements have been made; or Ravenswood has advised DIBP under Standard 5.1.d the school can no longer approve the welfare arrangements for the student.

Overseas Students turning 18 years of age whilst studying at Ravenswood

Students turning 18 years of age whilst studying at Ravenswood are required to remain in the Residential College or live with a parent or approved relative or Guardian in Sydney until they conclude their studies at Ravenswood.

English Language Proficiency

International students whose first language is not English will be required to sit an English assessment with Australian Education Assessment Services (AEAS) to show evidence of their English competency. Ravenswood does not offer conditional places. An AEAS must be submitted with the Enrolment Application form.

All costs associated with the AEAS testing are to be paid by the family/student. Please refer to the AEAS website (www.aeas.com.au) for indicative costing and description of the testing. AEAS is the only recognised testing procedure used by Ravenswood for students currently studying overseas. A further English course may be required for completion if the required level of proficiency is not met, followed by reassessment through AEAS.

Ravenswood suggests ELICOS Programmes be undertaken at Australian International College of English (www.aice.nsw.edu.au) or the Sydney College of English (www.sce.edu.au). Alternatively, private tuition can be sourced through the Australian Northside English Academy ([email: cclarehooper@gmail.com](mailto:cclarehooper@gmail.com))

The following table indicates the required number of weeks of intensive English a student must study relative to their score achieved after AEAS testing.

SCORE	LEVEL	WEEKS Senior School Entry Years 10-12	WEEKS Middle School Entry Years 7-9	WEEKS Junior School Entry K-6
0-25	Beginners	40-48	30-40	12-20
26-35	Elementary	30-40	20-30	6-12
36-45	Pre-Intermediate	20-30	12-20	4-6
46-60	Intermediate	12-20	8-12	0
61-70	Upper-Intermediate	8-12	4-8	0
71-80	Pre-Advanced	4-8	0	0
80-	Advanced	0	0	0

*Source: Australian Education Assessment Services

In order for the application of an Overseas Student to be accepted at Ravenswood, the following levels of English proficiency MUST be reached:

- Senior School Advanced Level
- Middle School Pre-Advanced Level
- Junior School Intermediate Level

Indicative Costs of Living in Sydney

The following table outlines what you might expect to pay for some common items when living in Sydney:

Travel

Cost of Adult train ticket to the city from Gordon	
Return.....	\$9.20
Cost of Adult train ticket to Chatswood from Gordon	
Return.....	\$7.60
Cost of Adult train ticket to Hornsby from Gordon	
Return.....	\$7.60

Entertainment -

Cost of Adult ticket to the cinema.....	\$19
Cost of one game of Ten Pin Bowling.....	\$10 - \$14

Food

Cost of a Big Mac at McDonalds.....	\$5.25
Cost of a pizza at Pizza Hut.....	\$12- \$15
Loaf of bread.....	\$3.50 - \$6
1Litre of milk.....	\$1.25 - \$2.80

*Last updated March 2014. AUD\$ Quoted.

Further information about living in Sydney may be found on www.living-in-sydney.com

Course Content and Duration

Ravenswood is a Kindergarten to Year 12 School. It has a Junior School (K-6) and Secondary School (Years 7-12) structure.

Ravenswood offers the following registered CRICOS courses:

- 041444K Primary School Courses (Years K-6)
- 041445J Junior Secondary (Years 7-10)
- 041446G Senior Secondary (Years 11-12)
- 084056M Non AQF Award - International Baccalaureate (Years 11-12)

Ravenswood follows the NSW Board of Studies curriculum as its learning framework. Its core curriculum includes English, Mathematics, Science, Geography, History, Physical Education, Personal Development and Health and Religious Education.

For a comprehensive explanation of Learning Programs at Ravenswood in the Junior School, and Secondary School please refer to the Ravenswood website, www.ravenswood.nsw.edu.au.

Ravenswood offers a choice of credential in Years 11 and 12 of either the Higher School Certificate or the International Baccalaureate (IB). Students in Years 11 and 12 studying courses for the HSC are able to study courses that are not offered at Ravenswood through organisations and schools known as external providers such as Technical and Further Education (TAFE) colleges, Open High School and The Saturday School of Community Languages.

Further details relating to courses of study and external providers can be found in the Senior School Course Information Booklet available through the Enrolments Office.

Course Credit

Ravenswood does not offer course credit. Entry into any course is subject to the assessment of the school. This also applies to on-shore school transfers, either within the state or territory or from interstate.

Student Assessment

Students are assessed both formally and informally throughout their years at Ravenswood. Assessment strategies include anecdotal data collection and review, ongoing subject testing, topic assessment tasks and formal school examinations. The Australian Federal Government testing in the form of NAPLAN takes place in Years 3, 5, 7 and 9. To satisfy the requirements for the completion of Stage 5 (Year 10) The NSW Board of Studies Record of School Achievement (RoSA) requires students to maintain satisfactory attendance and application to studies.

The NSW Higher School Certificate Examinations and the International Baccalaureate Organisation testing for IB students, take place at the end of Year 12.

Formal reports are provided to parents and guardians for each student at the end of Semester 1 and Semester 2. Parent/Teacher/Student interviews are held in one formal session in the middle of the year as well as on request or when necessary.

Student Support Services

The Director Boarding and International Students is one of two key staff members in charge of the pastoral care of International Students whilst studying at Ravenswood.

During the orientation process the Director Boarding and International Students is identified to the families, guardians and students and key information is provided relevant to their successful transition to studying in Australia and at the school. The Director Boarding and International Students works in close association with the Director Student Wellbeing and Year Coordinator to provide ongoing academic and pastoral support to the student, parents and guardians. All teaching staff involved with International Students are briefed by the Director Boarding and International Students as to their involvement and the requirements of an International Student, including obligations concerning attendance and academic progress.

The Student Support services at the school are designed to ensure students are provided with appropriate support and strategies to address any identified issues. The Student Support network includes:

- Director Boarding and International Students
- Head of Junior or Secondary School
- Director Student Wellbeing
- Year Coordinator
- Mentors
- Teachers of the Student
- School Counsellor
- School Chaplain
- School Nurse

The Director Boarding and International Students will also monitor daily attendance and academic progress of Overseas Students to ensure non-breach of visa conditions.

Early intervention and counselling is provided to the student, guardian/parent by the Director Boarding and International Students to ensure that the student is continually aware of their obligations under the student visa. Guardians and parents are encouraged at all times to contact either the Year Coordinator or the Director Boarding and International Students with any concerns or issues they have in relation to the progress of their child at school. Full contact details of these key staff members are provided in the orientation materials provided to all parents and guardians before the student commences.

The Director Boarding and International Students oversees the guardianship of International and Overseas Students to ensure the care and safety of students at all times.

Welfare related support offered to students at Ravenswood is available at no additional cost to the student.

Critical Incident Policy

Ravenswood recognises the duty of care owed to its students and that planning for the management of a critical incident is essential.

Ravenswood has a Critical Incident policy in place in the event of a serious incident occurring. All staff must immediately report any incident to members of the critical incident team, who will then implement the documented procedures.

In the event of a critical incident that requires the lockdown of a site, the safety of students and staff will be of paramount importance and their safety will govern all actions. The School's Lockdown Procedural Guidelines are followed.

Medical Insurance for Overseas Students on a 571 Student Visa

The Australian Government requires the full amount of monies for Overseas Student health cover to be paid upfront for the period of authorised stay in Australia. Medical insurance is currently provided by Medibank Overseas Private Health Insurance www.medibank.com.au/oshc/

It is the parent's responsibility to arrange Overseas Private Health Insurance

Deferring, Suspending or Cancelling Studies

Ravenswood has a Deferment, Suspension and Cancellation Policy in place should a student wish to defer, suspend or cancel their studies. (Please refer to the School website). The student and family will be counselled on the effect that deferring or cancelling their studies may have on their student visa and studies at Ravenswood.

Should a student need to suspend their studies, full discussions with the student and family will be undertaken on the effect this may have on the continuation of their student visa. All efforts will be made to support the student to continue their studies successfully at Ravenswood. Please refer to the Refund Policy found on the School website.

Please note that students are not permitted to transfer to another registered provider prior to the student completing six months of their course of study. (National Code Standard 7)

Applicants who have not completed six months with the original provider may be considered on an individual basis only if a full letter of release from the original provider is produced.

National Code of Practice

Ravenswood is fully compliant with the National Code of Practice 2007 and refers parents and students to the following websites to view:

<https://www.aei.gov.au/regulatory-information/pages/regulatoryinformation.aspx>
(The Australian Government's Education Services for Overseas Students (ESOS) Legislation)

<http://www.studyinaustralia.gov.au/> (Study in Australia Guide)

Australian Government Legislation

Parents and students should be aware that personal details, course enrolment details and any changes to, or suspected breaches of visa conditions will be provided to Australian Immigration authorities as required under Australian Government legislation. Students transferring from another provider must have completed six months with another provider before being considered by Ravenswood, at which time the standard enrolment process will apply.

Dispute Resolution

Should an issue arise that a student wishes to discuss and resolve they should seek first to resolve the issue with the individual teacher as quickly as possible. After discussion, should the issue remain unresolved, the teacher will then seek to involve the:

- Year Coordinator and/or Director Boarding and International Students
- Deputy Principal and Head of Secondary School or Head of Junior School
- Principal

If the matter is unresolved internally at this point, the school will engage upon request by the parent/guardian/student an independent arbiter to adjudicate. The cost of the independent arbiter will be paid by the school. The school will continue to support the student during this process and will not seek to terminate the student's enrolment until the matter is fully resolved.

The school's dispute resolution processes does not remove the right of the student to take action under Australia's consumer protection laws.

Please refer to the Schools Complaints and Appeals Policy on the School website for further details.

How to Apply

Applications for enrolment can be made by completing the *Enrolment Application Form*.

International students, including Overseas Students, are required to provide a copy of their:

- Birth Certificate
- Passport
- Visa details
- Evidence of their English proficiency.

An Application Fee of \$300 (or \$500 for Overseas Students) is payable upon submission of the Enrolment Application Form.

English Language Proficiency

International students whose first language is not English and have been studying in Australia for less than one year, will be required to sit an English assessment with Australian Education Assessment Services (AEAS) to show evidence of their English competency. Ravenswood does not offer conditional places. An AEAS must be submitted before a place can be offered.

All costs associated with AEAS testing are to be paid by the family/student. Please refer to the AEAS website www.aeas.com.au for indicative costing and a description of the testing. AEAS is the only recognised testing procedure used by Ravenswood for students currently studying overseas. An English course may be required if the required level of proficiency is not met, followed by reassessment through AEAS.

Ravenswood suggests ELICOS Programs be undertaken at Australian International College of English www.aice.nsw.edu.au or the Sydney College of English www.sce.edu.au. Alternatively, private tuition can be sourced through the Australian Northside English Academy, please email: cclarehooper@gmail.com.

In order for the application of an international student to be accepted at Ravenswood, the following levels of English proficiency MUST be reached:

- Years 10-12 - Advanced Level above 80%
- Years 7-9 - Pre-Advanced Level above 71%
- Years 4-6 - Intermediate Level above 46%

Waitlist

An Application for Enrolment can be submitted without an AEAS test. The student will be placed on a waitlist until the required English proficiency level has been reached. This does not guarantee a place for the student.

Reserved Place

Once the completed Enrolment Application form, supporting documentation and the Application Fee has been received, an offer of a Reserved Place may be made subject to a place being available within the Year Group requested, and all required documentation provided is complete.

An acceptance of this offer is required within one month of offer, accompanied by a payment of a non-refundable Acceptance Fee of \$700 to ensure the place is allocated on the Reserved Place Enrolment List.

If a place is not available, the student will be placed on a Waiting List and no Acceptance Fee is required until a Reserved Place is offered.

Interview

Two years prior to entry, prospective students and their parents will be required to complete a *Pre-Enrolment Form* and attend an interview. School reports and NAPLAN results (if applicable) are also required.

These interviews are conducted by a member of the Senior Leadership Team. At this interview the school's expectations of parents and students are discussed. For students applying for Kindergarten to Year 2 no interview is required.

If the student and family are overseas a Skype Interview can be arranged.

Elective choices for older students will be discussed and clarified prior to confirmation of enrolment.

Offer of Enrolment and Confirmed Place

Following a satisfactory interview, a Confirmed Offer of Enrolment may be made.

An acceptance of this Confirmed Offer is required within one month of offer, accompanied by a payment of the Enrolment Fee of \$1000 and Bond of \$1000. This payment incorporates a Refundable Bond and a Non-refundable Enrolment Fee. The Refundable Bond will only be refunded if the student completes Year 12, unless the Principal agrees to a refund in exceptional circumstances.

Students seeking to study at Ravenswood on a 571 Student Visa are also required to pay a Tuition Bond (equivalent to one semester's Tuition Fees) and pre-pay one semester of Tuition Fees.

Student's residing in the Ravenswood Residential College (RRC) with parents overseas are required to pay a Boarding Bond equivalent to one semester's Boarding Fees.

Overseas Students (571 Student Visa)

Once a confirmed place has been accepted, students seeking to apply for a 571 Student Visa will require a Confirmation of Entry (CoE) and if not living with a parent or approved relative, a Confirmation of Appropriate Accommodation and Welfare (CAAW).

This form is required by the Australian Government Department of Education and the Australian Government Department of Immigration and Border Protection (DIBP) as evidence of enrolment in a course registered on the Commonwealth Register of Institution and Course for Overseas Students (CRICOS).

If during enrolment at Ravenswood, an Overseas Student becomes eligible for inclusion in all government funding due to a change in visa status, the onus is on the parents/guardian to provide evidence of this in writing to the School from relevant agencies.

Contact Details

Further Information can be gained by contacting the Enrolments Manager

Clair Stock

Enrolments Manager

T: +612 9498 9908

E: enrol@ravenswood.nsw.edu.au