HOW TO APPLY FOR ENROLMENT

Before we can accept an application from a student from overseas we need to have some information about him.

**English Testing**
An English ability test is required for assessment for entry and the AEAS test is used for this purpose.

There are various test centres which are listed on the AEAS website [www.aeas.com.au](http://www.aeas.com.au). Your agent can assist you with registration for the test. Alternatively, Chinese students can register online at [www.aeas.com.au](http://www.aeas.com.au)

The results of this test will be sent to us with a recommendation of what entry level is most appropriate and how many weeks are required at a High School Preparation course in Melbourne, prior to commencement of studies. The length of the course can vary from 10 to 20 weeks, depending on English ability. Some students may not need to undertake the course.

Trinity will assist with enrolment at one of the following language schools or your agent may help too.

The recommended language schools in Melbourne are –

- Avalon College  [www.avaloncollege.vic.edu.au](http://www.avaloncollege.vic.edu.au)
- Hawthorn Language Centre  [www.hawthornenglish.com](http://www.hawthornenglish.com)
Entry to the School will be conditional upon the student completing his High School Preparation course and obtaining a standard of English sufficient for him to enter the year level offered.

Our letter of offer may contain a requirement that the student enrol at a High School Preparation course. This will be a condition of enrolment, stated in the letter.

Students who have not reached the required standard may not be able to commence at the School. Reports from the language school will be taken into account when assessing entry at this time.

Entry Levels
Although the School is registered to enrol international students from Years 7 to 12, major intakes are at Years 10 and 11.

Acceptance of Enrolment
When a student is accepted, the School will issue a letter of offer requesting the Application Forms to be completed and a copy of the birth certificate or passport to be provided.

Guardianship and accommodation details are requested on this Application Form. If parents wish the School to arrange these matters, we will do so if this is stated on the Form.

Pre-paid tuition fees for one semester (the first study period), are payable upon acceptance of a place, together with the entry fee, fixed charge, deposit and overseas student health cover.

Once we receive the completed documents and funds, and guardianship and accommodation arrangements are in place, we will issue the documentation to enable you to obtain your student visa.

Agents
You may wish to engage an agent to assist with the application and visa arrangements. Please see a list of our approved Agents on the website www.trinity.vic.edu.au Enrolments/International Enrolment

WELFARE ARRANGEMENTS

ACCOMMODATION
The School has a small residential boarding facility on the campus and some boarding places are available to international students.
Homestays can also be arranged by the School. Trinity maintains close contact with several good, comfortable homestays in the area.

Alternatively, we can place students through a reputable homestay placement service. Trinity has an association with two reputable homestay placement services where students are appropriately placed in comfortable and caring environments. All homestays are regularly monitored by the agencies and Police Checks and Working with Children Checks are obtained, prior to acceptance. A placement fee may be charged to the student’s account if this service is used.

The following homestay placement services are used by the School:

- Student Accommodation Services (SAS)
  www.student-accommodation.com.au

- Bellcare International Pty Ltd
  www.bellcareinternational.com

Families can nominate their own accommodation which must be approved by the School. Homestay parents must be over the age of 25 years and Police Clearance and Working with Children Checks are necessary.

Students are not able to live alone, or with other students by themselves.

GUARDIANSHIP

The International Student Coordinator and the appropriate Heads of Year and other support staff, will monitor the safety and well-being of the students while they are at Trinity. However, all students, irrespective of age, are required to have a guardian during their stay at Trinity.

There are three acceptable categories of guardianship –

1. Students may have a relative in Melbourne who is able to fulfil this role. If the parents are nominating a family member as guardian, this person must be over 25 years of age and the parents must provide his/her full name, address, email and contact numbers. They must also provide evidence that the relative is a blood relation.

2. If parents wish to appoint a family friend as guardian, this person must be over the age of 25 years and living in Melbourne. The School will request the parents to complete a Form formally appointing the guardian and providing the full name, address, email and contact numbers of that person. The appointed guardian will be required to sign an Acceptance of Guardianship Form which sets out the duties and obligations expected
of the guardian. A Working with Children Check and Police Check will also be required. An interview will be made to meet the guardian prior to approval by the School.

3. Paid professional guardianship can be arranged by the School in all other circumstances. The School recommends –

Ms Jacyl Shaw  
Student Elite Guardianship Services  
www.studentelite.com.au

Ms Sarah Cheng  
Melbourne Migration & Education Centre Pty Ltd  
www.mmec.com.au

Fees for guardianship
The School will assume that you require the guardianship service set out in 3. above and will request the fee in the letter of offer. If you are appointing your own guardian, no fee will be charged by the School and you would deduct this amount.

Requirements of a Guardian
Guardians are required to oversee all aspects of the student’s welfare at school in Australia. These include –

- acting as first contact for urgent medical treatment for the student
- discussing matters with school representatives relating to the welfare of the student
- liaising with parents of the student
- ensuring attendance at School, including first days of term
- making contact with the student on a weekly basis to discuss his progress
- attending parent/teacher interviews and Orientation Day
- helping provide accommodation during holidays if necessary
- carrying out any other duties which are deemed necessary to ensure the discipline, well-being and academic progress of the student
- advising the parents and School immediately of any change in guardianship or the contact details of guardian/student.

Please also refer to Admission of International Students Booklet on our website  
www.trinity.vic.edu.au  Enrolments/International Enrolment

For all enquiries about International Students please contact the Registrar, Mrs Mandy Coxon, on Tel  61 3 9854 3600 or admissions@trinity.vic.edu.au