



# Applying for Enrolment as an International Student

Trinity Grammar School, Kew requires a range of information about international students before accepting their applications for enrolment. This flyer outlines our requirements, as well as other important information to consider when applying.

## English Testing

An English ability test is required for assessment for entry. At Trinity, the AEAS test is used for this purpose.

There are many test centres throughout Australia and Asia at which students seeking enrolment may take this test, and locations are listed on the AEAS website ([aeas.com.au](http://aeas.com.au)). Students in China, Hong Kong, Thailand or Vietnam can register online. Alternatively, your agent will be able to assist you with the registration process.

Test results are sent to the School, along with recommendations about the appropriate year level of entry, as well as the necessity of attending a High School Preparation Course in Melbourne prior to commencement of studies. The length of the preparatory course can vary from 10 to 20 weeks, depending on English ability, and some students may not be required to undertake the course.

Trinity students often chose one of the following language schools for their High School Preparation Course:

- **Avalon College**
- **Melbourne Language Centre**
- **Hawthorn Language Centre**

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 stated in the letter as a condition of enrolment

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.

## Entry Levels

Trinity accepts international students in Years 10 and 11.

## Acceptance of Enrolment

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

Local Support Person and accommodation details should be provided on the *Application Form*. If parents wish for the School to arrange these matters, this should be requested 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 and deposit.

Once the completed documents and funds are received by the School, and Local Support Person and accommodation arrangements are in place, documentation will be issued, enabling you to obtain a student visa. Overseas Student Health Cover will also need to be arranged, and a copy of the certificate provided to the School.

## Agents

You may wish to engage an agent to assist with the application and visa arrangements. A list of Trinity-approved Agents can be viewed by [clicking here](#).

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# Welfare Arrangements

## Accommodation

Homestays can be arranged by the School, and Trinity maintains close contact with several good, comfortable homestays in the area.

Alternatively, students can be placed through a homestay placement service, which sees them accommodated in comfortable, caring and age-appropriate 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.

Families may nominate their own accommodation which must be approved by the School. To be eligible, Homestay parents must be over the age of 25 years and be able and willing to obtain Police clearance and a Working with Children Check.

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

## Local Support Person

The International Student Coordinator, the student's Head of Year, and other Trinity support staff will monitor the safety and wellbeing of the student whilst at school. All students, irrespective of age, are required to have a Local Support Person during their time at Trinity.

There are three acceptable Local Support Person options:

1. Students may have a relative in Melbourne who is able to fulfil this role. If the parents are nominating a family member as the Local Support Person, 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 the Local Support Person, 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 Local Support Person and providing the full name, address, email and contact numbers of that person. The appointed Local Support Person will be required to sign an *Acceptance of Local Support Person* form which sets out the duties and obligations expected of the Local Support Person. A Working with Children Check and Police clearance will also be required. An interview will be made to meet the Local Support Person prior to approval by the School.

3. A paid, professional Local Support Person can be arranged by the School in all other circumstances. The School recommends:

**Mr Ivan McKinney**

*ISA Guardian & Welfare Services*

**melbournestudentservice.com.au**

**Ms Sarah Cheng**

*Melbourne Students Services Centre*

**mmec.com.au**

## Fees for Local Support Person

If no information is provided by parents about a Local Support Person arrangement on the *Application Form*, the School will assume that a paid Local Support Person service, as outlined above, is required and will invoice these fees with the letter of offer. Where parents are appointing their own Local Support Person, no fee will be charged by the School.

## Requirements of a Local Support Person

A Local Support Person is required to oversee all aspects of the student's welfare while 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
- 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 necessary to ensure the discipline, wellbeing and academic progress of the student
- advising the parents and School immediately of any change in Local Support Person or the contact details of Local Support Person/student.

For enquiries about International Students please contact our Admissions Department via **admissions@trinity.vic.edu.au** or by calling **+61 3 9854 3600**.