



# High School Preparation (HSP)

## Application Form 2019

### High School Preparation Fees

High School Preparation Fees	Fees
Tuition Fee	\$450/week
Application Fee	\$340
Learning Material Fee	\$16/week
School Visit Fee	\$75/visit
Uniform Fee	\$150

### Shafston Homestay Service

Homestay Services	Fees
Homestay Accommodation Placement Fee	\$240
Extra Care (best effort) All meals, laundry, transport to & from the College by the Homestay family. May be placed with other students of the same nationality in the Homestay.	\$378/week   (\$54/night)
Extra Care/Double Placement: All meals, laundry, transport to & from the College by the Homestay family. Can only be booked when two students are required to be in the same Homestay.	\$364/week   (\$52/night)
Special Meal Request (Halal, gluten free, vegetarian ect.)	\$56/week   (\$8/night)

### Shafston Airport Pick-Up Service

Airport Pick-up and Transfer	Fees
Airport Greeting & Transfer (Local Transfers)	\$145
Airport Greeting & Transfer & Return (Local Transfers)	\$230
Airport Greeting & Transfer (Brisbane to Gold Coast) or (Gold Coast to Brisbane)	\$250
Airport Greeting & Transfer & Return (Brisbane to Gold Coast) or (Gold Coast to Brisbane)	\$350
U18 Airport Service (each way)	\$60

### Australia | Queensland Holidays

Holidays	Dates	Holidays	Dates
New Year's Day	01.01.19	ANZAC Day	25.04.19
Australia Day	28.01.19	Labour Day	06.05.19
Good Friday	19.04.19	EKKA (Brisbane Only)	14.08.19
Easter Saturday	20.04.19	Gold Coast Show (Gold Coast Only)	30.08.19
Easter Sunday	21.04.19	Queen's Birthday	07.10.19
Easter Monday	22.04.19	Christmas Holiday	25.12.19 - 01.01.20



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HIGH SCHOOL PREPARATION - APPLICATION FORM 2019

### Student's Personal Details

Family Name:

Given Name:

Preferred Name:

Date of Birth:  Day  Month  Year Gender:  M  F

Nationality:

Country of Birth:

First Language:

Other Language(s) spoken:

Language spoken at home:

Home Country Address:

Mailing Address:  same as above

Telephone:

Email Address:

Passport Number:

Issue Date:  Day  Month  Year Expiry Date:  Day  Month  Year

What type of visa will you have while studying?  
 Student  Tourist  Other:

Where are you applying for your visa?  
 Overseas  Australia

Have you and your family applied for permanent residence in Australia?  
 Yes  No

Does the student require any special care, or have any specific behavioural issues?  
 Yes  No

If yes, please specify:

Is the student currently undergoing any medical treatment or taking medication?  
 Yes  No

If yes, please specify:

### Overseas Health Cover

Do you want Shafston to organise OSHC\*?  
 Yes  No

\*Student visa holders must have health cover for the duration of CoE. Shafston uses BUPA.

If you are a non-student visa holder, do you have a copy of the Travel & Medical Insurance Policy?  
 Yes  No

If yes, please include a copy of your Travel & Medical Insurance Policy.  
 Travel & Medical Insurance Policy attached

If no:  
 I, the Parent/Guardian acknowledge that I am aware it is mandatory to hold a travel/medical insurance policy in order to study at Shafston International College.

In submitting the application, I am unable to provide a copy of the travel/medical insurance policy.

I acknowledge that I will organise a travel/medical insurance policy before the student arrives in Australia and commences at Shafston International College.

I undertake to submit a copy of the policy to Shafston.

### Student's Schooling

Please provide certified copies of reports for the last two years.  
 Relevant documents attached

Have you studied English at school?  Yes:  Years  Months  No

### Emergency Contact

Family Name:

Given Name:

Country of Residence:  
 Australia  Other

Address:

Telephone (Home):

Telephone (Mobile):

Email Address:

Relationship to Student:  
 Father  Mother  Guardian Other:

### Course Details

Course Start Date:  
 7 Jan 2019  
 Other:  Day  Month  Year

Application Fee: \$340 Cambridge Exam Fee: \$340  
 Tuition Fee: \$450/week Learning Materials: \$16/week Uniform Fee \$150

Course End Date:  Day  Month  Year

Tuition Duration:  weeks

Do you want to take the Cambridge Exam?  
 Yes  No

Do you wish Shafston to arrange and accompany your child to potential high schools within the Greater Brisbane area?  
 Yes  No

There is an additional fee payable of \$75 per school visit within the greater Brisbane area. The first visit will be charged upon enrolment.

**Course Cost:** \$

Do you intend to go on to further study in Australia after Shafston?  
 Yes  No

If yes:  
 Institution Name:

Course Name:  Course Start Date:  Day  Month  Year

Students not living with their parents or nominated relative must be in a registered Shafston International College Homestay, as per visa Condition 8532, which governs care arrangements for student visa applicants/holders who have not turned 18 years of age. Shafston reserves the right to approve all accommodation arrangements for Students requesting a Welfare Letter from Shafston International College must reside in Extra Care Homestay (applicable student visa holders only).

### Accommodation Arrangements: Option 1 - Homestay\*

Shafston approved Homestay Family

**Details will be provided via the Homestay confirmation letter once confirmed.**

### Homestay Packages

**Extra Care (best effort)** \$378/week or \$54/night  
 **Extra Care/Double Placement** \$364/week or \$52/night per person

Check-In Date:  Day  Month  Year Duration:  weeks/days  
 Check-Out Date:  Day  Month  Year

**Homestay Cost:** \$

\*Accommodation placement fee of \$240 applies.



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### Student Information

To enable us to find the best suited Homestay family for you, please answer the following questions in as much detail as possible.

Do you have any animal allergies?  Yes  No

If yes, please specify:  Cat  Dog  Both

What are your top 3 interests/hobbies?

1.  2.  3.

Do you have any food allergies?  Yes  No

If yes, please specify:

Do you have any special dietary requirements? (If yes, please specify)  Yes  No

(Halal, gluten free or vegan - Additional \$56/week or \$8 per night)

Any special requests?

(Please note that any special requests will be considered, but are not guaranteed and may have additional costs).

### Accommodation Arrangements: Option 2 - Parents/Guardian

I, the Parent or Legal Guardian, hereby advise that I will be living in Australia and will take full responsibility for my child's accommodation while he/she is enrolled with Shafston International College.

Address:

(Parent's/Legal Guardian's Address in Australia)

Telephone in Australia:

### Accommodation Arrangements: Option 3 - Relatives

I, the Parent or Legal Guardian, hereby agree that my child will live under the care of a relative that is nominated by me. I agree that my child will not be left on their own or in the care of minors, agents or persons unknown to Shafston International College, even for a short period of time. The nominated relative is either:

- A parent, adoptive or step-parent, brother, sister, step-brother, step-sister, grandparent, step-grandparent, aunt, uncle, step-aunt, step-uncle, niece, nephew, step-niece, step-nephew (but not cousins);
- Has permission to reside in Australia until the student turns 18 or their visa expires;
- Aged at least 21 years old.

Relative's Family Name:

Relative's Given Name:

Telephone (Home):

Telephone (Mobile):

Email Address:

How will the student commute to Shafston each day?

**IMPORTANT:** Please attach a photo ID (Australian Driver's Licence and/or Passport)

### Airport Transfers

**OPTION 1: U18 Airport Service (each way)**  
(Please note that the Under-18 Airport Service is compulsory for all students aged 12 - 16 years old. Fees apply as indicated on International Application Form).

**OPTION 2: Alternative Airport Transfer arranged by student's guardian**  
(Must be completed if welfare is to be provided by Shafston. Please note that this option is subject to approval by Shafston International College).

### Flight Information

#### Arrival

Date:

Time:

Flight #:

#### Departure

Date:

Time:

Flight #:

### Airport Transfers

Cancellations in excess of 24 hours will be eligible for a refund less a \$60.00 administration fee. Cancellations less than 24 hours do not receive a refund. Notification of cancellation must be made by email to the Accommodation Department, and by phone to the Airport Transfer Emergency Contact Number provided on the Airport Transfer confirmation.

If you are aware of any flight delays or if you have missed your connecting flight, you must call the airport transfer contact number. The driver will need to know your new flight details as soon as possible. If we are not advised of any flight changes and you require another transfer, this will be charged at another standard Airport Pick-Up rate. Students choosing to make their own way to their accommodation, without first contacting the Airport Transfer Service mobile number 48 hours prior to arrival, will not be eligible for a refund.

Airport Greeting & Transfer (Local Transfers)	\$145	<input type="checkbox"/>
Airport Greeting & Transfer + Return (Local Transfers)	\$230	<input type="checkbox"/>
Airport Greeting & Transfer (BNE to GC)	\$250	<input type="checkbox"/>
Airport Greeting & Transfer (GC to BNE)	\$250	<input type="checkbox"/>
Airport Greeting & Transfer + Return (BNE to GC)	\$350	<input type="checkbox"/>
Airport Greeting & Transfer & Return (GC to BNE)	\$350	<input type="checkbox"/>
U18 Airport Service (Arrival)*	\$60	<input type="checkbox"/>
U18 Airport Service (Departure)*	\$60	<input type="checkbox"/>

Transport Cost: \$

\* Compulsory for students 12-16 travelling without adult supervision. Price is per transfer.

### Complete if you ticked OPTION 2

### Person Providing Airport Transfer Details

Name of Person:

(Greeting & Transferring Student from the Airport to their Accommodation)

Relationship to Student:

Date of Birth:

Address in Australia:

Telephone:

Email Address:

### Payment Details

Total Amount Due:

Payment Options:

- Cash  Bank Draft  
 Telegraphic Transfer  Mastercard  
 Visa

Please make Bank Drafts payable to: Shafston House College Ltd

Please make Telegraphic Transfers payable to: Shafston House College Ltd

Commonwealth Bank of Australia, 312 Logan Road, Stones Corner QLD

4120

BSB: 064189

Account Number: 10023365

Swift Number: CTBAU2S

Credit Cards:

Type:

Name on Card:

Card Number:

Expiry Date:

Amount to be Charged: \$

Signature:

\*Payments made by credit card will incur a 1.5% surcharge.

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Please read the following written agreement and terms and conditions of your student agreement. By submitting this application, you acknowledge that you have read, understood and accept the terms and conditions. Your Letter of Offer and Quote (latest version) form part of this agreement.

### Payment of Fees

1. Payment is considered acceptance of all Shafston Terms and Conditions of Enrolment, Refunds, Deferrals, Suspensions and Transfers.
2. Fees may be subject to change without notice prior to the student's enrolment.
3. All fees must be paid by the invoiced due date.
4. If fees are not paid by the invoiced due date, students may be precluded from attending classes, sitting exams and receiving results/certificates. Student visa holders may be reported to the Department of Home Affairs (DHA) for non-payment of fees.
5. Students who have not been required to pay full fees upfront as invoiced will be required to pay balance fees by invoiced due dates (payment plan agreement). Students failing to pay the instalments on the due dates will have their course cancelled, results withheld and if student visa holders reported to DHA for non-payment of fees. If a student on a payment plan wishes to cancel their course after the packaged program start date, a payment plan cancellation fee will apply up to \$300.

### Refund of Fees

6. Notification of cancellation or withdrawal from individual courses or a packaged program must be made in writing to Shafston prior to the start date of the packaged program.
7. All refund applications must be submitted by using the official Shafston Student refund form available at [www.shafston.edu](http://www.shafston.edu).
8. Application fees and accommodation placement fees are non-refundable. If discounted application or placement fees were offered during the enrolment, the full fee will be deducted.
9. Cancellation in writing at least 28 days before the student's original packaged program start date attracts a full refund except any non-refundable fees (point 8).
10. Cancellation in writing less than 28 days before the student's original packaged program start date attracts a full refund except any non-refundable fees (point 8) and less a \$500 cancellation fee per course and \$300 if on payment plan (point 5).
11. Cancellation after the student's original packaged program start date will not attract a refund. The exception to this is noted in point 14.
12. For student visa holders no refund is available for students who withdraw/cancel their course on arrival in Australia. The exception to this is noted in point 14.
13. No refunds will be given to students for public holidays or missed days by the student or to students who are expelled as detailed in the Student Code of Conduct or non-compliance with visa conditions.
14. Students who withdraw are not eligible for a refund as per the above terms and conditions however, a refund may apply if the student can provide exceptional circumstances or extreme personal hardship. Independent documented evidence such as medical certificates will be required. The decision to grant a refund based on exceptional circumstances or extreme personal hardship is wholly at the discretion of the board of Directors. In that case, fees may be refunded on a pro-rata basis, minus the \$500 cancellation fee per course and application and placement fees and up to \$300 if student is on a payment plan. However, should participants wish to resume their studies at a later date, the original fee payment can be used as credit towards that course within 12 months of initial payment.
15. If a student has withdrawn and is not eligible for a refund as per the above terms and conditions, Shafston will hold the students funds in trust up to 12 months for the student to transfer to a Shafston course of study in the future.
16. For a visa application refusal, a student must provide written evidence and a copy of the visa refusal to Shafston within 14 days of being rejected to receive a full refund of course fees, except any non-refundable fees (point 8).
17. Refunds will be paid to the person or entity that paid the fees to Shafston, less any bank fees, within 4 weeks from the date of Shafston receiving your notification of withdrawal, completed refund from and supporting documents. Payments received by credit card are to be refunded back to the credit card used to make the original purchase, we are unable to send the refundable amount via the Internet, money order or international money transfer.

### Packaged Program

18. A packaged program consists of studying more than one course at Shafston. Each course is indicated by the course start and end date on your Shafston offer letters.

### Transfer of Fees

19. Fees are not transferable between students.
20. Fees can be transferred from one program to another if you wish to change courses within Shafston International College.
21. Free weeks of study and scholarship weeks are non-transferable.
22. Tuition fees cannot be transferred to other services.

### Deferral and Suspension of Fees

23. If a student leaves the program for health or urgent family reasons, Students may apply to defer or suspend their course for a maximum of 6 months. Upon approval, Shafston will defer or suspend a course and hold the student's remaining tuition fees in credit.
24. Students requesting to suspend or defer their course start date after their student visa has been granted will be required to show compassionate or compelling circumstances supported by independent documentation before Shafston may approve a course suspension or deferral.
25. Suspension and deferral of study applications must be submitted by using the official Shafston Suspension and Deferral of Study Form available at [www.shafston.edu](http://www.shafston.edu).
26. Student visa holders must notify Shafston within five (5) working days from the course start date of a new course start date or withdraw from the course.
27. If the student's fees remain unpaid at the time of suspension or deferral, the student must pay \$1,000 deposit fee. The non-refundable deposit fee will be allocated against the tuition fees.

### Student Transfer and Release

28. Shafston's Student Transfer and Release Policy and Procedure is published at [www.shafston.edu](http://www.shafston.edu).
29. Shafston's Student Transfer Request Form is available at [www.shafston.edu](http://www.shafston.edu).

30. Restrictions on Student Transfer and Releases apply, until students have completed six (6) calendar months of their principal course of study.
31. Students who are released from Shafston will have refund requests assessed as per refund of fees terms detailed above points (6 to 18).
32. Tuition fees remaining, less \$500 transfer fee per course will be transferred to another registered training provider if a student reaches the required IELTS test score (official documentation must be provided) for higher studies entry before the end of their Shafston enrolment.
33. The new course must not have an ELICOS component.
34. Students who are leaving a provider to transfer to Shafston, must provide a release letter from their principal course provider when requested by Shafston.

### General

35. All Shafston ELICOS course delivery includes 25-hours face-to-face classroom based sessions and skills extension lessons and other elective classes.
36. All teaching will be at the Shafston campus you enrol at (Kangaroo Point or Southport, Gold Coast).
37. All students must attend the compulsory Orientation (on the first day of your course at Shafston).
38. All students must sit an on-shore English Placement Test on arrival (as part of Orientation) with Shafston Academic staff.
39. All students will be placed in an English class to reflect their language proficiency level.
40. Your progress, learning goals and outcomes will be monitored by Shafston staff.
41. Students are provided with student text books, handouts and other learning materials. This is included in your learning materials fee.
42. Shafston is an authorised Cambridge Exams (Kangaroo Point and Southport), and TOEIC and TOEFL exam test centre at the Kangaroo Point campus.
43. Shafston students are surveyed throughout their course so that Shafston staff are able to obtain feedback on your experience at Shafston.
44. Shafston students are invited to participate in focus groups to talk about their Shafston experience with Shafston staff.

### Attendance

Shafston is required to monitor overseas student attendance

45. It is a requirement of your Student Visa to maintain your attendance above 80%.
46. Attendance is monitored daily and the class roll is completed for each study session by Shafston teachers.
47. Shafston will contact you if you are absent for more than five consecutive days without approval.
48. Holiday Request Forms must be completed and approved before you take official leave, otherwise you will be marked as 'Absent' in class.
49. If your attendance falls below 90 %, you will be issued an Initial Attendance Warning Letter and required to make an appointment to see the Attendance Counsellor.
50. If your attendance continues to fall, you will be issued a Second Attendance Warning Letter and required to make an appointment to see the Attendance Counsellor.
51. If you have compassionate and / or compelling reasons, please provide supporting documentary evidence when you speak to the DOS.

### Assessment

Shafston is required to monitor overseas student attendance

52. All students are assessed in their English course by the class teachers on a weekly basis throughout using formative and summative assessment tasks. The assessment tasks will cover the macro-skills - Reading, Writing, Speaking, Listening, and Grammar. The purpose of assessment is to monitor learning and course progress.
53. All students are assessed on a weekly basis in class by the class teacher. There is an in-class weekly review test and level-up tests are held on a fortnightly basis at both campuses.
54. Test results and feedback will be given by Shafston staff, and test results are electronically recorded by Shafston staff.
55. Test papers remain the property of Shafston, however students will be provided with a copy of their test paper.
56. All students will receive regular progress reports from the teachers in order to monitor course progress.

### Student Academic Support

57. Students identified at risk of not maintaining course progress / requiring additional academic support, as referred by class teachers, will receive a Reminder Letter, followed by a Warning Letter, and offered appropriate support by ELICOS Academic staff.
58. It is a student visa requirement, and part of the National Code that policies and procedures for checking course progress and monitoring attendance are in place and observed. If you are concerned about your attendance / academic progress, please speak to the Director of Studies. If you are reported by Shafston for not making satisfactory course progress / meeting attendance requirements, this may affect your Student Visa status in Australia.
59. You may access the Shafston Complaints and Appeals process at any time and also have a support person with you when speaking to Shafston staff about your matter.

### Code of Conduct

60. Student General Code of Conduct is published in the Student Handbook on the Shafston Website. All students are encouraged to read and abide by the Student General Code of Conduct.
61. Shafston students are to be respectful and inclusive of all people on campus. If you feel you have been treated unfairly, please speak with Shafston staff immediately.

### Complaints and Appeals

62. Shafston's Grievance and Appeals Policy and Procedure is published at [www.shafston.edu](http://www.shafston.edu).
63. Shafston's Complaints and Appeal Form is available at [www.shafston.edu](http://www.shafston.edu).
64. This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies

**Students Under 18**

65. Students under 18 years who wish to enrol and study in the High School Preparation Program CRICOS 098411D, or General English 021673G must complete the Under 18's Student Welfare Form. Shafston will not process any enrolment until this form has been fully completed and signed by the Parent / Legal Guardian.
66. Students under 18 years of age who enrol and study in the High School Preparation Program CRICOS 098411D, or General English 021673G must adhere to the Terms and Conditions of the Written Agreement for Under 18's Student Welfare at all times.
67. Students under 18 years of age who enrol and study in the High School Preparation Program CRICOS 098411D, or General English 021673G must complete a Holiday Leave Form with approval from the Parent/Legal Guardian before the form will be processed.
68. Students under 18 years of age who enrol and study in the High School Preparation Program CRICOS 098411D, or General English 021673G and residing in Extra-Care Homestay must go to the Shafston library, sign-in and report to the supervising teacher. The student must not leave until the homestay / carer has arrived to collect the student. The student must sign out before leaving the library.
69. Welfare and Pastoral Care interviews will be conducted on a monthly basis to check on the status of the student by senior Academic staff or nominated Shafston staff.
70. Shafston will contact both the student under 18 and the Parent/Legal Guardian / nominated care-provider if the class teacher reports them absent from class at any time.
71. All High School Preparation Program CRICOS 098411D must wear the Shafston issued HSP uniform at all times.
72. High School Preparation Program CRICOS 098411D are to remain in the HSP zone.
73. Students are to be respectful and inclusive of all each other on campus at all times. If you feel you have been treated unfairly, please speak with Shafston staff immediately.
74. Physical and Cyber bullying is not tolerated. It is important to stay safe when using computers and portable internet/technology. If you feel you have been treated unfairly, and/or your safety has been compromised, please speak with Shafston staff immediately.
75. Students under 18 years of age who enrol and study in the High School Preparation Program CRICOS 098411D, or General English 021673G are issued a Shafston Safety Card on your first day. You must keep this in your wallet / on you at all times.
76. Shafston can offer guidance on educational pathways. All test results and copies of your Progress Reports can be issued on request to other educational providers.

**Provider Default**

77. In the event that Shafston is no longer able to deliver the training and assessment services as initially outlined in this student agreement and course fees are paid in advance, then the College will either, offer you an alternative course that you accept, or pay you a refund of your unspent prepaid tuition fees, or arrange for the agreed training and assessment to be completed through another RTO (no additional fees will be incurred). Prior to any transfer, students will be formally notified of the arrangements including any refund of fees that may be applicable.
78. In the unlikely event that the College cannot meet our obligation to either offer you an alternative course that you accept, or pay you a refund of your unspent prepaid tuition fees or do any other thing required of it under the ESOS Act 2000 (provider default), the Australian Government Tuition Protection Service (TPS) will assist you in finding an alternative course with another provider, or to get a refund if a suitable alternative is not found. The TPS is an Australian Government initiative to assist international students whose education providers are unable to fully deliver their course of study. Note: You will be required to pay fees to your new college once the credit-free tuition period is over. For further information, please refer to the TPS website for further information [www.tps.gov.au](http://www.tps.gov.au)
79. You have the right to choose whether you would prefer a full refund of undelivered course fees, or to accept a place in another course. Provider default refunds will be calculated on a pro rata basis and students will be eligible for a refund of future course money that has not yet been delivered. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course at another provider.

**Homestay Accommodation - Brisbane & Gold Coast**

80. All fees must be paid by the invoice due date.
81. Flight details must be provided prior to departure.
82. Two (2) weeks minimum booking is required.
83. Two (2) weeks written notice to the Homestay & Accommodation Department is required if you want to cancel your Homestay prior to checking in.
84. One (1) week written notice to the Homestay & Accommodation Department is required if you want to cancel your Homestay after checking in. An additional \$60 administration fee will apply. Further changes may incur additional fees.
85. The additional administration fee and notice period may be waived if the Homestay & Accommodation Department agrees that your current Homestay is unable to provide a satisfactory environment.
86. Students with confirmed arrival details who do not arrive to commence their Homestay without prior notice will still be charged for any missed nights.
87. All special requests (with the exception of allergies and medical conditions) will be considered but no guarantees can be made unless pre-approved by the Homestay & Accommodation Department. The Homestay & Accommodation Department reserves the right to apply additional charges for special requests.
88. Students will be charged additional fees for special dietary requirements.
89. All students must abide by and respect their host family's house rules.
90. Students who travel away during their homestay check-in and check-out dates must continue to pay for their room at the homestay whilst they are away if they are returning to the same homestay.

**UNILODGE Accommodation - Brisbane**

91. UniLodge terms and conditions are detailed on the accommodation confirmation letter and are published on the Shafston website.

**Blue Water Bay Villas Accommodation - Southport**

92. BWB terms and conditions are detailed on the accommodation confirmation letter and are published on the Shafston website.

**Peninsula Apartments: 18 Thorn Street Brisbane QLD 4169**

93. All fees must be paid before the booking is placed.
94. Flight details must be provided prior to departure.
95. Two (2) weeks minimum booking is required.
96. Two (2) weeks' written notice to the Homestay & Accommodation Department is

- required if you want to cancel your Peninsula booking prior to checking in.
97. Two (2) weeks' written notice to the Homestay & Accommodation Department is required if you want to cancel your Peninsula booking after check-in. An additional \$60 administration fee will apply.
98. No shows or cancellations made within two (2) weeks of your check-in date will incur a cancellation fee equivalent to two (2) weeks rent.
99. If a student books a private room or apartment, the student cannot change to a shared booking until the end of their contract term.
100. No refunds will be given to residents evicted for unacceptable behaviour.
101. At least 1 week's notice is required if an extension is requested (subject to availability).
102. Any requested room changes will incur additional costs and is subject to availability.
103. If two students have paid for 1 private room \$150 cleaning fee is applicable, \$75 each.
104. A security deposit of \$500 is payable prior to check-in and will be included in your total Shafston College Invoice.

**Southport Central: 1/9 Lawson St, Southport QLD 4215**

105. All fees must be paid before the booking is placed.
106. Flight details must be provided prior to departure.
107. Four (4) weeks minimum booking is required from April to September.
108. Eight (8) weeks minimum booking is required from October to March.
109. Airport pick up service is compulsory.
110. Two (2) weeks' written notice to the Homestay & Accommodation Department is required if you want to cancel your Southport Central booking prior to check-in.
111. Four (4) weeks' written notice to the Homestay & Accommodation Department is required if you want to cancel your Southport Central booking after check-in.
112. No shows or cancellations made within two (2) weeks of your check-in date will incur a cancellation fee equivalent to two (2) weeks rent.
113. If a student books a private room or apartment, the student cannot change to a shared booking until the end of their contract term.
114. No refunds will be given to residents evicted for unacceptable behaviour.
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117. If two students have paid for 1 private room \$150 cleaning fee is applicable, \$75 each.
118. A security deposit of \$500 is payable prior to check-in and will be included in your total Shafston College Invoice.

**Airport Greeting and Transfer**

119. Any notification of cancellation, missed or delayed flights must be received by the homestay department at least 24 hours prior to the advised arrival or departure flight details.
120. Any notification of cancellation, missed or delayed flights must be made to the Homestay & Accommodation Department by email.
121. If you are already in transit, any notification of cancellation, missed or delayed flights must be made by phone to the Airport Transfer Emergency Contact Number provided on the Airport Greeting and Transfer confirmation.
122. No refund is payable if clause 38, 39 and 40 are not adhered to and an additional Airport Greeting and Transfer fee may be payable if our driver is required to attend the pickup location a second time.
123. Students carrying oversized luggage eg: Surf Boards, Bicycle, Golf Clubs must notify the homestay department. A fee of \$10 will be charged by the driver at the airport.
124. Students that have not pre-paid their airport pick up service cannot request Shafston's airport greeting and transfer at the airport on arrival.
125. Failure to supply flight details at least 48 hours prior to your scheduled arrival will result in the cancellation of your booked airport transfer.
126. All students aged between 12-16 years old must purchase the U18 airport service for their return flight back to home country.
127. All students classed as an 'unaccompanied minor' by their chosen airline must purchase the U18 airport service on both arrival and departure flights.

**Confidentiality and Privacy Policy**

128. Shafston is not permitted or authorised to give out your personal information to other students or staff members.
129. Your personal information may be made available by Shafston to the Australian government or other relevant authorities as required by the Commonwealth including the TPS, or state or territory agencies, in accordance with the Privacy Act 1988.

**STUDENT WRITTEN AGREEMENT ACKNOWLEDGEMENT**

I confirm I have read and understood the attached written agreement and terms and conditions of enrolment with Shafston. I agree to advise Shafston upon commencement of my enrolment, my current residential address and contact details, my emergency contact details and agree to advise Shafston within 7 days of any change during the course of my enrolment.

I acknowledge that the information I have provided is true and correct and that I have read, understood and accept the terms contained herein.

**Print Name:**

**Signature (Parent/Guardian to sign if under 18):**

**Date:**

Day	Month	Year
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**PLEASE RETURN YOUR COMPLETED APPLICATION FORM AND SUPPORTING DOCUMENTS TO: [info@shafston.edu](mailto:info@shafston.edu)**

The student is responsible for keeping a copy of this written agreement, and receipts of any payments of tuition fees or non-tuition fees.