Celebrating 50 YEARS 1972 - 2022

Enrolment Overview
Information Sheet

Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) No. 00431K

Enrolment Application Process for Overseas Students (including SV500)

1. Return a completed Application for Enrolment form, together with the $110 Enrolment Fee and a copy of your child's birth certificate, passport, translated copy of the previous two school reports and evidence of English testing (if completed within the last 12 months) to the Enrolments Office. Please note that the completion of the Application for Enrolment Form does not guarantee your child a place.

2. For students whose first language is other than English we will require the student to undertake English Language Testing to be conducted by an independent agency, in Australia or overseas, nominated by the School. The School will accept test results provided by Australian Education Assessment Services (www.aeas.com.au). Testing Centres, the cost of testing and standards required for entry can be found on the AEAS website. A student entering lower secondary needs to achieve a mean standard score of five or above; for those entering Year 10 a score of 7 or above is required.

   The Language Test report will be used to assess the student's English language ability and the suitability of our program. An interview with the Head of School will also be conducted. Upon the basis of the report and interview, we shall advise whether we are able to proceed with enrolment.

   While we do seek to cater for the individual needs of students and provide for both some remediation and extension, we do not have the resources to offer tuition on a one-to-one basis. The School therefore reserves the right not to accept students whose special needs would cause unjustifiable hardship to the School.

3. Offers will be made to students on the Enrolment Register based on date of application, with priority offered to families who have a current or previous affiliation to the School, or to families whose children require Boarding accommodation. Offers of places must be accepted or declined within 30 days.

4. When accepting an offer of a position, parents are asked to complete an Offer/Acceptance document and to forward payment of a once only non-refundable Endowment Fee. Currently the Endowment Fee is $1,000 and a maximum of two Endowment Fees per family applies. This fee, paid into the School's Endowment Fund, contributes to the continued provision of buildings, facilities and resources for students.

5. It is a requirement for SV500 applicants to obtain Overseas Student Health Cover (OSHC) for the proposed duration of their visa. The School must receive evidence of appropriate Health Cover in place prior to the Confirmation of Enrolment being issued.

6. On receipt of the signed Offer/Acceptance document, Endowment Fee and evidence of OSHC, a place is confirmed. The School will issue the Electronic Confirmation of Enrolment which the family require when applying for a student visa.

7. Receipt of course fees for the first semester will be due no sooner than 2 weeks in advance of commencement.

8. Prior to the student commencing at the School, parents and students are invited to meet with a senior staff member at the School.

9. The School's Policies relating to the enrolment of Overseas Students, specifically students on a SV500 are available on our website (www.bcgs.wa.edu.au/enrolments/overseas-students). The School recommends that parents and students are familiar with these Policies prior to lodging an Application for Enrolment.

10. The School recommends parents gain knowledge of the ESOS framework, including the Education Services for Overseas (ESOS) Act 2000 and the National Code 2018, via the link provided on our website.

11. Overseas Students are obliged to notify the provider if they change address while enrolled in the course. It is a visa condition that the student's contact details must be current whilst enrolled at our School.

Usual Entry Points to the School

Overseas students are enrolled into either Primary Education (Pre-primary to Year 6), Secondary Education (Year 7 to 10) or Senior Secondary Certificate of Education (Year 11 and 12).

The standard entry points to the School are Pre-primary, Year 4, Year 7, Year 10 and Year 11.

Students are admitted at other year levels, subject to the availability of positions.

Information Collected

Iinformation is collected about the student by the School, upon application and during enrolment, in order to meet the School's obligations under the ESOS Act and the National Code 2018; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018.

Information collected about the student and you during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service (TPS), Director. In other instances information collected during your enrolment can be disclosed without your consent where authorised or required by law.

Further Information

For further information regarding enrolments, please contact the Enrolments Office:
Phone: +61 8 9722 6004
Email: enrol@bcgs.wa.edu.au
Address: 5 Allen Road, Gelorup WA 6230
Postal Address: PO Box 1198, Bunbury WA 6231