



PULTENEY GRAMMAR

Enrolment Process

for International Students

Pulteney has limited availability for International Student applications.

CRITERIA FOR ENROLMENT

Applications from International Students are assessed and considered on the basis of:

- the number of positions available at the appropriate year level
- the resources of the School
- the student's academic records and English language proficiency level for the proposed course of study
- English language proficiency is determined by the result of a test undertaken in their country by an approved English Language Assessment organisation.
- Students must reside with one or both parents, or a suitable relative, for the duration of their visa.

ENGLISH PROFICIENCY

International students require an adequate command of English so that they can manage the work in mainstream classes.

A condition of enrolment is that a student undertakes a formal English Language Assessment upon application for admission to Pulteney. This can be carried out in their country of origin through the *Australian Education Assessment Services* (www.aeas.com.au) or another official English assessment organisation.

Students may be required to undertake intensive English language study prior to their entry to mainstream study. Pulteney will provide parents with details of schools able to offer this service.

Pulteney students study in mainstream English classes and receive limited ESL tuition from a specialist teacher who works with individuals or small groups on specific needs.

APPLICATION PROCESS

Step 1

Complete the International Student Application for Admission form.

Step 2

Provide the following documentation:

- Certified copy of birth certificate (or other evidence of date of birth)
- Certified English translated copies of latest school report
- Certified copies of results for English Language Assessment (AEAS)
- Copy of current Passport
- Sample of written English work

Step 3

Read the Criteria for Enrolment, Application Process and Enrolment Process.

Step 4

Please return the completed original form to:

Registrar
Pulteney Grammar School
190 South Terrace
Adelaide SA 5000

ENROLMENT PROCESS

- It is important to note that lodgement of the Application for Admission form is not an Offer of Enrolment or notice of acceptance.
- Pulteney will assess the application including evaluation of reports and of English Language proficiency. The Registrar will make the final decision on the acceptance of students to the School.
- The enrolment process will commence with a Letter of Offer of place made in writing by the Registrar and this will be accompanied by a Fee Invoice.
- Acceptance of Enrolment is made by completion of the relevant forms and payment of the Enrolment Fee, one half year's tuition and fees plus non-tuition fees for the same period.
- Upon receipt of the Acceptance of Enrolment form and the monies, an electronic Confirmation of Enrolment certificate (eCoE) will be issued for application of Student Visa 571.

Full information regarding enrolment at Pulteney, conditions and policies is provided in the International Student Handbook.