

# INTERNATIONAL ENROLMENT PROCEDURE

## A Step by Step Guide

### Step 1 – Tours and Interviews:

- Call to arrange a tour and an interview on +61 2 9281 8899.  
If it is not possible for you to do so, please call to make an alternate arrangement or email [sydney@jmc.edu.au](mailto:sydney@jmc.edu.au)

### Step2 - Documents you need to submit:

- JMC Application form completed and signed.
- A stamped certified-true copy of your latest education/school transcripts showing satisfactory evidence of Year 12 or equivalent
- A stamped certified-true copy of your passport.
- A stamped certified-true copy of study VISA, if currently travelling on a VISA.
- A copy of English score results (IELTS 6)/English language study.

NB. Popular Music and Performance applicants are required to attend an audition to demonstrate their musicianship as part of the entry requirements. If it is not possible to attend in person, your audition can be submitted through the mail on CD, DVD, or tape together with your application.

\*If your English score is not at IELTS 6 level, please speak to one of our marketing coordinators.

All documents can be forwarded by fax on: +61 2 9212 4801 and the originals mailed

Offer letters will not be issued unless the application form is fully completed and signed and the appropriate documentation is attached.

### Step3 - Conditional Offer Letter from JMC Academy:

- Applicants will be notified of the application/interview outcome and successful applicants will be made a preliminary offer of enrolment in writing.
- An Enrolment Form and invoice to agent/student issued by the JMC Academy will accompany the Letter of Offer.

### Step 4 – Enrolment:

To accept an offer of enrolment, you must:

- Complete and sign the Enrolment Form, which includes information on all of the JMC Academy's Terms and Conditions for enrolment (which must be initialed)
- pay enrolment fee of AUD \$150.00
- pay 1<sup>st</sup> year tuition fees or 1<sup>st</sup> installment \*
- pay Compulsory Health Cover of \$348 single cover for one year

- \* Payment is required prior to the commencement of the course. If you opt to pay by installments, this incurs a 5% premium.
- \* Payment can be made by phone, mail or in person with all major payment methods accepted.

#### Step 5 – Electronic Confirmation of Enrolment (eCoE)

- On receipt of your enrolment form and payment of fees, JMC Academy will provide an electronic Confirmation of Enrolment (eCoE) which may take up to 24 hours to process.

NB. An eCoE will only be issued if the Enrolment form is fully completed and signed and the appropriate Enrolment Fee and Tuition fees paid.

#### Step 6 – Acceptance Documents provided by JMC Academy:

- An Acceptance Letter will be emailed and posted within a few days to acknowledge receipt of your enrolment documentation.
- You will receive a starting letter closer to the commencement date of your course advising date or orientation, proposed timetable, text lists etc.