









Fees and Charges applicable for the Student's year level plus any wasted costs incurred for pre-booked trips.

- 10.3. If a Student leaves the School during the term without the appropriate notice, no refund will be made for the remainder of the Fees and Charges for that term.

## **11. Cancellation of Enrolment**

- 11.1. Should a student, for whom a place at the School has been accepted and the required advance fees have been made and the student is unable to attend the School as a result of an unsuccessful Visa application, the School will refund any advance course fees. Evidence of the Visa application will be required.
- 11.2. If the School refuses to provide or continue providing the course to a student, or cannot provide a suitable alternative course, the student will be entitled to a refund of any Tuition Fees paid. Exception to this will apply in accordance with Section 47D (5) of the Education Services of Overseas Student Act (2000).
- 11.3. Should the student be subsequently withdrawn from enrolment before the student commences at the School then the refund of fees paid will be as follows:
- Less than 30 days receipt of notice before the commencement of the school year – **25%** refund;
  - 31-60 days receipt of notice before the commencement of the school year – **50%** refund;
  - 61+ days receipt of notice before the commencement of the school year – **75%** refund.
- 11.4. No refund of fees paid for that year or waiver of any fees outstanding will be made if a student is withdrawn or absent for any reason from the School during the year without the required notice and without a reason which is acceptable to the School.
- 11.5. An International Student or intending International S re





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- 19.4. The method for working out minimum attendance under this standard is to calculate the percentage the student has attended to the actual school days.
- 19.5. The School's processes for recording course attendance is done electronically using the software package "Schoolbox". Primary students' attendance is recorded morning and afternoon, while secondary students' attendance is recorded each timetabled class.
- 19.6. The School's intervention strategy is to identify, notify and assist International Students who have been absent for more than five (5) consecutive days without approval, or who are at risk of not meeting attendance requirements before the International Student's attendance drops below 90% may jeopardize their ongoing enrolment and visa conditions.
- 19.7. The School will scrutinise each student's attendance to determine and address unsatisfactory attendance with the student, homestay family and parent liaison well before the International Student reaches the point where they have failed to meet satisfactory course attendance.
- 19.8. The School may decide not to report the International Student to the Department of Immigration for breaching the attendance requirements if, the International Student is still attending at least 80% of the scheduled course contact hours and, the International Student is able to provide genuine evidence demonstrating that compassionate or compelling circumstances apply.
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- 23.16. If the Student is withdrawn at the insistence of the School, the Applicants remain liable for all Fees and Charges to the date of notification of the Student's enrolment at the School being terminated but shall be discharged from any further Fees and Charges.
- 23.17. All requests for a planned leave of absence from the School must be submitted in writing to the Principal/Head of School for approval at least one term in advance.
- 23.18. In the case of prolonged illness (one school term or more), an application, including a medical certificate, may be made to the School. The School may, in their absolute discretion, consider whether some remission of Fees and Charges will be provided.
- 23.19. Subject to clause 7.5 Fees and Charges are due and payable in all circumstances following enrolment. Allegations of inappropriate behaviour (including bullying) towA61098 Tw [d)-2.40529(i)-0.703203(s)-1.7149(c)-1.6015(r)-1.31467(e)1. Ch





