



ST PAUL'S INTERNATIONAL COLLEGE CRICOS Code 00379J
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“ALL TO ALL”

TERMS and CONDITIONS of ENROLMENT

1. Enrolment is conditional on the payment of all fees shown in the **Fees Invoice** and return of the signed **Acceptance of Offer of Enrolment** form.
2. All fees are payable in advance for **ONE COMPLETE YEAR (4 Terms)** except for the Tuition Fee which is payable in **2 installments**.
3. There is a potential for fees to change during a student's course and fees are subject to an annual increase starting from Term 1 of the following year. Students starting in Terms 2, 3 or 4 will, therefore, be issued with an invoice for the remaining balance.
4. Tuition and boarding fees must be paid within 30 days of invoice. Failure to do so may result in the student's place being declared vacant unless prior arrangements have been agreed with the College Director. A monthly Late Fee of \$50 will be applied to all overdue accounts.
5. Accepting a place at St. Paul's International College implies both the student's and parents'/guardians' acceptance of the Catholic ethos. Religion Studies is a compulsory subject for all students and students are expected to participate in the College program of core and co-curricular activities.
6. If a student wishes to study a subject not offered by the College for the Higher School Certificate, s/he may do so through the Open High School program. This attracts a fee, payable to the NSW Open High School, of approximately A\$800.00 per subject for overseas students.
7. During Term Breaks students normally leave the College. Those students who are under 18 years of age without a defined guardian in Australia may apply to stay at the College during breaks. In general, this attracts a fee of approximately A\$320-380 per week.
8. Students must attend school at least 95% of the time unless certified by a registered doctor as medically unfit to do so. Parents/Guardians of non-boarding students must notify the College, either by telephone or in writing, when a student is absent. A medical certificate must be provided in cases where the student is absent for two days or longer.
9. Students must abide by Australian Law.
10. Students are bound by and must adhere to all College rules and regulations, and, where applicable, to those of the Boarding Houses. Failure to comply with these rules and regulations may result in the student being asked to leave the College.
11. Students are expected to behave in a manner acceptable to all members of the College and the local community at all times.
12. Possession or consumption of drugs or alcohol is prohibited on the College campus or during any College-related activity or whenever the student is representing the College. Smoking is not permitted at any time and under Australian Law smoking is not permitted in any public buildings, such as a school and its campus.
13. The College can expel students for behaviour which may cause problems for other students, jeopardize the safety of other students or staff, bring the College into disrepute, or for breaking Australian Law. Appropriate disciplinary procedures will apply. No refund of tuition fees will be paid to any student who is expelled. The portion of boarding fees remaining, however, will be refunded by the College within 14 days.
14. To withdraw a student from the College, notice in writing and addressed to the College Director, must be received from parents at least **ONE FULL TERM** before the date on which the student is due to leave, otherwise one Term's fees will be charged. Boarding students who become day students must give **ONE FULL TERM'S** notice in writing of their intention, otherwise one Term's boarding fees will be charged.
15. Acceptance of enrolment also permits the College from time to time to take photographs of students. These images may be posted on the College internet and intranet sites, noticeboards and included in advertising and promotional material and the College Year Book. In addition, some photographs may be displayed at events organised by the College for public viewing. The College will have to be informed in writing at the time of enrolment if permission is withheld.
16. From time to time the College collects personal information and may be required to make it available to Commonwealth and State agencies and the ESOS Assurance Fund Manager. In accordance with the Privacy Amendment (Private Sector) Act 2000, the College must advise of its policy in relation to the collection of personal information.
17. All students have an obligation to notify the registered provider of a change of address while enrolled in the course.
18. Deferral, Suspension and Cancellation: The College's Policy and Procedures on **Deferral, Suspension and Cancellation** may be viewed on the College's website in the Policy Section.

REFUND POLICY

1. If the Australian Government fails to issue the student with a Visa, all fees, less an administration charge of A\$500.00, will be refunded.
2. If the student withdraws from the course, the College Director must be notified in writing.
3. If the student withdraws from the course 28 days or more before the commencement date, 75% of course fees will be refunded. If the student withdraws from the course less than 14 days before the commencement date, 50% of course fees will be refunded. No refund will be paid after the course has commenced. However, if a student leaves after 6 months of the Principal Course (excluding ELICOS) the remaining Boarding fees only will be refunded.
4. All applications for refunds must be addressed to the College Director and signed by parents.
5. All refunds are made in Australian dollars and will be paid within 14 days of receiving a written request for a refund.

6. In the unlikely event that the College is unable to deliver a course such situations are covered by the provisions of the Education Services for Overseas Students (ESOS) Act 2000 and the ESOS Regulations 2001, the details of which can be found at <https://www.studyinaustralia.gov.au/global/australian-education/education-system/esos-act>. Under these provisions the College will, within 14 days of the notice of default, refund all money received.
7. Once the student has completed his/her Course/s at the College, the refundable Damage Deposit, minus any amounts owing to the College, will be paid to the student by cheque on the day s/he is due to leave the College. Should the parents/guardian named on the Acceptance of Offer of Enrolment form wish the cheque to be in their name and not that of the student, a written request must be made four weeks before the student leaves the College.
8. In the unlikely event of a dispute arising from the Terms and Conditions of Enrolment and your Acceptance of Offer of Enrolment, the College advises that it has a Complaints Resolution Process which outlines how complaints can be made and the process by which they are resolved. A copy of the Complaints Resolution Process can be obtained from the College website or by contacting the College directly and requesting a copy. All students are issued with a copy of the Complaints Resolution Process through the Student Handbook. Copies are also posted on noticeboards throughout the College and Boarding Houses. The College Complaints Resolution Process does not in any way remove the right of the student/parents/guardian, or a nominee of their choice, to seek help from the Wollongong Catholic Education Office, or take further action under Australia's consumer protection laws. The *Overseas Students Ombudsman* offers a free and independent service for overseas students regarding complaints. Enquiries 1300 362 072 or website www.oso.gov.au. This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

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