

## TERMS & CONDITIONS OF ENROLMENT – St Paul’s International College (the College)

1. Enrolment at the College is subject to the College’s Enrolment Policy, which is available on the College website or by request, and outlines the requirements and procedures for enrolment to ensure compliance with all relevant government legislation.
2. Enrolment is conditional on full payment of the **Fees Invoice** and return of the signed **Acceptance of Offer of Enrolment** form.
3. All fees are payable in advance for **ONE COMPLETE YEAR (4 Terms)**.
4. 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.
5. Tuition and boarding fees must be paid within 30 days of invoice. Failure to do so may result in the student’s Offer being withdrawn unless prior arrangement is made with the College Director. A monthly late fee of \$50 will be applied to all overdue accounts.
6. Accepting a place at the College implies both the student’s and parent/guardian’s acceptance of the Catholic ethos, and active support of the College values and curriculum. Religious Education is a compulsory subject for all students, and students are expected to participate in the College program of subjects and co-curricular activities, including carnivals and events.
7. Students must leave the College and vacate the boarding house during term break holidays. Students must arrange travel home or accommodation with their domestic contact, or a family homestay, which the College can assist with arranging.
8. Students must attend school at a rate of at least 95% of term days unless certified by a registered doctor as medically unfit to do so. Parents or Guardians must notify the College 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. Any breaches of Australian law, including student visa conditions where applicable, may result in reporting to the relevant government agency and withdrawal of enrolment at the College.
10. Students agree to read and abide by all College policies and guidelines for the duration of their enrolment. All College policies are available on the College website or by request.
11. Students are bound by and must adhere to all College policies, expectations, rules and regulations, and, where applicable, to those of the Boarding Houses. Failure to comply with these policies may result in withdrawal of enrolment at the College.
12. The College can and may expel students for behaviour which may 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 either tuition or boarding fees will be paid to any student who is expelled.
13. To withdraw a student from the College, notice in writing 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. There will be no refund of tuition fees. 50% of remaining boarding fees after the notice period will be refunded.
14. Acceptance of enrolment permits the College to take photographs of students. These images may be used on the College website, social media, advertising and promotional material, and the College year book. Some may be displayed at events organised by the College for public viewing. The College needs to be informed in writing at the time of enrolment if such permission is withheld.
15. 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.
16. Parents have an obligation to respond to College communication in a timely and supportive manner while the student is enrolled at the College, and an obligation to notify the College of any change to contact details while the student is enrolled at the College.
17. All overseas enrolments at the College are for tuition and boarding. The College is a boarding school and ALL overseas students, under 18 and over 18 years of age, live under the College’s welfare and accommodation arrangements until course completion.
18. All overseas enrolments are subject to the College’s overseas student fee schedule regardless of nationality or visa class.
19. The College will deliver the selected course, monitor attendance, behaviour and progress, provide pastoral care and support as required, notify the student and parent/guardian of any reportable breaches, and notify the government of any enrolment changes.
20. In the unlikely event of a dispute arising from these Terms & Conditions, the following Refund Policy or the 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. This is available on the College website or by request. The *Overseas Students Ombudsman* offers a free and independent service for overseas students regarding complaints. Enquiries can be made via their website or 1300 362 072. 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. The student must maintain enrolment during this process.

## REFUND POLICY

1. If a student visa is required and is not issued, all fees less an administration charge of A\$600.00 will be refunded.
2. If the student withdraws from the course, the College Director must be notified in writing by a parent/guardian.
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) 50% of the remaining Boarding fees only will be refunded.
4. There will be no refund of Tuition Fees, Application Fees, Transfer/Transport Costs or the Annual Overseas Student Support Levy.
5. All applications for refunds must be addressed to the College Director and signed by parents.
6. All refunds are made in Australian Dollars and will be paid within 14 days of receiving a written request for a refund.
7. 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, and the Tuition Protection Service. Full details of such situations can be found at <https://www.studyinaustralia.gov.au/global/australian-education/education-system/esos-act>.
8. The refundable bond, minus any amounts owing to the College, will be paid via bank deposit upon course completion or withdrawal from the College. Parents will be contacted to confirm the bank details for this refund prior to transfer.

*terms updated February 2026*