
Business Regulations for International Students

1. Application for Enrolment:

- 1.1. The School enrolls International Students from Primary to Secondary.
- 1.2. Applications must be made through the School's official application form. Both parents must sign this form.
- 1.3. An extract of the Birth Certificate (or similar documentary evidence of birth), certified copy of School Reports and copy of Passport must accompany each application.
- 1.4. While application is a pre-requisite for admission, it is not a guarantee of admission. The School reserves the right to offer a place to any applicant, irrespective of the date of application.

2. Admission:

- 2.1. Admission to the School is conditional upon the Head of School being satisfied as to the suitability of the applicant and the student achieving a satisfactory standard of English via an English Proficiency test as stated by the School and/or having completed the Alphington Grammar High School Preparation Program.
- 2.2. The Offer of Place may be made only after the applicant has attended an interview and the School has received and approved the student's last official report from their previous school.
- 2.3. Enrolment is offered with the expectation that it will pertain until the end of Year 12. The School reserves the right to withdraw a student earlier in accordance with Clause 9.1.
- 2.4. As a condition of admission for any student entering the School at the beginning of the year, a sum equivalent to the Offer of Place being made is required by such a date, as is notified in writing by the School. The making of this payment is also a condition for the issue of a Confirmation of Enrolment or CAAW.
- 2.5. Any amount paid under Clause 2.4 will be credited to the initial account as Fees in Advance. Should there be an increase in fees between making such a payment and the admission of the student to the School, the amount representing the difference will be billed for payment.

3. Cancellation of Enrolment:

- 3.1. If the advance payment fee has not been made and the student is unable to attend the School as a result of an unsuccessful Visa application, the School will refund the total fees less an amount of the lesser of 5 per cent (\$500). Evidence of the Visa application will be required.
- 3.2. 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. Exception to this will apply in accordance with *Section 47D (5) of the Education Services of Overseas Student Act (2000)*.
- 3.3. 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 per cent refund;
 - 31-60 days receipt of notice before the commencement of the School Year - 50 per cent refund;
 - 61+ days receipt of notice before the commencement of the School Year - 75 per cent refund.



- 3.4. 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 (see Clause 13.1) and without a reason which is acceptable to the School.
- 3.5. If a student is withdrawn at the insistence of the School (see Clause 9.1) the Parents/Guardians are liable for all School fees and charges. No fees paid for that year will be refunded or waived.
- 3.6. An International Student or intending International Student defaults if the following events occur:
 - a course starts at the School on the agreed starting day, but the student does not start the course on that day (and has not previously been withdrawn);
 - the student withdraws from the course (either before or after the agreed starting day) in which case Clause 3.3 applies;
 - the student failed to pay an amount he/she was liable to pay to the School, directly or indirectly, in order to undertake the course;
 - the student breached a condition of his/her student visa; and
 - misbehaviour by the student.

4. Refund under Clause 47D (Education Services for Overseas Student Act 2000):

- 4.1. If the International Student or intending International Student does not default in relation to a course at the School but the student does not start that course because the School has defaulted in relation to providing the course.
- 4.2. The total amount for the refund of tuition fees will be calculated as follows: refund amount = weekly tuition fee x weeks in default period.
- 4.3. The refund will be paid by the School to the parent of the International Student, and only they can receive this refund.

5. Tuition Fees and Accounts:

- 5.1. The School publishes an Annual Tuition Fee Schedule which is advised in advance. The Annual Tuition Fee may be subject to revision during the year.
- 5.2. Tuition Fees for any given year are due and payable in advance. Provision is available for the prepayment of tuition fees for a period longer than twelve (12) months. Enquiries regarding this facility should be directed to the School Business Manager and/or School Principal.
- 5.3. All fees and charges requested by the School are payable by the parents/parent liaison of an enrolled student within fourteen (14) days of rendering the accounts.
- 5.4. Accounts not paid by the due date will be charged a late fee at the rate specified in the Fee Schedule applicable for the relevant school year.
- 5.5. The School reserves the right to refuse a student permission to enter a School Year while any part of the fees or charges from the previous quarter is outstanding, unless parents/parent liaison obtain a formal agreement from the School's Business Manager and/or the School Principal.
- 5.6. As a condition of admission, any student entering the School in the course of a year will be charged tuition fees on a pro rata basis for the year. However, a sum of money equal to the full amount of the Annual Tuition Fee will still be payable in advance. This amount will be credited to account as fees in advance, pursuant to an offer of a place being made by such a date as notified in writing by the School. The making of this payment is also a condition for the issue of a Confirmation Letter or, Letter of Offer.
- 5.7. Any Credit Card, Direct Debit or Cheque payment that is declined by the bank, for any reason, will attract an administration fee of \$75.
- 5.8. If any student is on a student visa and is enrolled at Alphington Grammar School and

the school fees have not been paid; the matter can be referred to the Department of Home Affairs. The Department may then cancel the visa, meaning that the student can be deported. Once the visa is cancelled the student/s concerned will have difficulty in being reissued another student visa.

- 5.9. 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.
- 5.10. In the case of prolonged illness (one school term or more), an application, including a medical certificate may be made to the School Business Manager for some remission of school fees.
- 5.11. The School Business Manager is authorised by the School Council to take such action deemed necessary to recover unpaid fees or charges, including recovery costs.

6. Parent Liaisons:

- 6.1. All International Students under the age of 14 years must be accompanied by a parent as their guardian.
- 6.2. All International Students enrolled at Alphington Grammar School must have a Parent Liaison for their duration of their studies, regardless of age.
- 6.3. The School requires that each International Student over the age of 14 years has a parent liaison appointed by, and known to the parents, to provide personal and practical support outside the school environment. The Parent Liaison would be expected to take personal and parental interest in all aspects of the student's welfare, including attending interviews and information sessions.
- 6.4. Where families are unable to nominate a suitable Parent Liaison, Parents/Guardians are required to contact one of the School's approved guardianship providers:
 - International Student Alliance (ISA) +61 3 9663 2887
 - Melbourne Migration & Education Centre (MMEC) +61 3 9620 9918.

7. Accommodation:

- 7.1. All International Students enrolled at Alphington Grammar School, must live in approved homestay accommodation for the duration of their enrolment, regardless of age.
- 7.2. All International Students under the age of 14 years must reside with a parent until they reach 14 years where they may then enter into an approved homestay arrangement.
- 7.3. The School is able to assist students to find Homestay accommodation via our approved homestay providers:
 - Australian Homestay Network (AHN) +61 3 9435 6621;
 - Student Accommodation Services (SAS) +61 3 9485 1900;
- 7.4. The School must be informed and approval must be granted before a student is permitted to change their Homestay accommodation.

8. Continued Enrolment:

- 8.1. A student admitted to Alphington Grammar School will remain a member of the School until the completion of Year 12.

9. Student Discipline:

- 9.1. The School reserves the right to discipline any student. A student may be suspended or expelled, if in the opinion of the Principal, the student is guilty of breaking the School's rules and regulations, or is guilty of behaviour prejudicial to the welfare of the School, its staff or students or, school property.
- 9.2. When the Principal suspends a student, the parents/parent liaison shall be notified to that effect and, of the duration of the suspension.

- 9.3. A student who is suspended shall not enter any School grounds for any purpose during the period of suspension without the express permission of the Principal and shall be the sole responsibility of their parents/parent liaison during the period of their suspension.
- 9.4. The attention of parents/parent liaisons is drawn to the School's Student Behavior Policy contained in the School Parent Handbook.

10. Attendance:

- 10.1. Students returning to the School after designated school holidays must join their classes on the dates fixed for resuming.
- 10.2. Students are not permitted to leave School at the end of term until the published dates.
- 10.3. A student's requirements for achieving satisfactory attendance for the course which at a minimum must be 90 per cent or higher (if specified under state or territory legislation or other regulatory requirements) of the scheduled contact hours.
- 10.4. The method for working out minimum attendance under this standard is to calculate the percentage the student has attended to the actual school days.
- 10.5. 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.
- 10.6. 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 per cent may jeopardize their ongoing enrolment and visa conditions.
- 10.7. 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 he/she has failed to meet satisfactory course attendance.
- 10.8. 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 per cent of the scheduled course contact hours and, the International Student is able to provide genuine evidence demonstrating that compassionate or compelling circumstances apply.
- 10.9. A student who fails to join a class or leaves before the date stipulated, may jeopardise their entitlement to continued enrolment in the School unless such an absence is approved in writing by the Principal (or a delegate) or, due to illness, (medical certificate required).

11. Student Legal Rights:

- 11.1. This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the *Australian Consumer Law* if the *Australian Consumer Law* applies.

12. School Damage:

- 12.1. Parents/Parent Liaisons accept responsibility for and indemnify the School against, any loss or damage to the School or any person caused or contributed to, by any act or default of the student.

13. Withdrawal of a Student:

- 13.1. Four (4) months' notice is required in writing from the parents to the Principal in the case of the intended removal of a student from the School at the conclusion of the calendar year.
- 13.2. If the required notice is not given, a fee of one full school year may be charged.

14. Changes in Parent/Parent Liaison Relationship:

- 14.1. Parent/Parent Liaisons must inform the International Student Coordinator if there is a change in their relationship with each other since the application form was lodged, (for example, divorce or separation).
- 14.2. Unless otherwise directed, the School will require that the person who is to assume obligation for the payment of the School fees to complete a new Enrolment Form. All information given to the School will be treated in the strictest confidence.

15. Changes to Student's Status:

- 15.1. If a student's status changes from International Student to Local Student, a new Student Enrolment Application Form is required to be completed and signed by the parents/parent liaisons.
- 15.2. The parent liaison requires written authorisation to act on behalf of the parents to sign this form. The School will also require citing the new original Australian visa that shows the change in student status.
- 15.3. The change to local student status will require the parents/parent liaisons to abide by all the school rules and regulations that apply to that of local student enrolments.
- 15.4. If there is a change in status to Local Student after the Australian Government Census for Non- Government Schools, then the amount equivalent to both the State and Commonwealth recurrent grants will be added to the school account for payment.