

# **BUSINESS REGULATIONS FOR INTERNATIONAL STUDENTS**

## **爱范顿学校海外学生商业法规**

### **1. Application for Enrolment**

#### **申请报名**

- 1.1 The School enrolls overseas students at all levels.  
学校招收任何年级的海外学生。
- 1.2 Applications must be made on the School's official application form. Both parents / guardians of the student must sign this form.  
申请者必须填写正式的入学申请表。双方家长/学生监护人须签署表格。
- 1.3 Registration Fee at the current rate and an Extract of Birth Certificate (or similar documentary evidence of date of birth) must accompany each application.  
申请者须先交学校规定的注册费, 附同出生公证或等同于出生证明的文件。
- 1.4 While application is a pre-requisite to admission, it is not a guarantee of admission and the School reserves the right to offer a place to any applicant irrespective of date of application.  
报名申请是入学的前提条件, 但并非保证一定录取。学校保留给适当申请者优先入学的权利。

### **2. Admission**

#### **收生程序**

- 2.1 Admission to the School is conditional upon the Head of the School being satisfied as to the suitability of the student and that the student achieves a satisfactory standard of English.  
申请学生必须通过学校领导的评估测试, 而英语达到令人满意的水平可正式入学。
- 2.2 The offer of a 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.  
申请学生必须参加面试并通过学校审核原校最近的成绩报告后, 才可入学。
- 2.3 Enrolment is for a minimum period of one calendar year and that this can only be terminated at the end of a school year. The School reserves the right to withdraw a student earlier in accordance with clause 9.1  
学生入读本校至少一年, 期间不得中途退学。根据第 9.1 条规定, 校方有提前终止学生就读的权利。

2.4 For a student entering the School at the beginning of a year a sum equivalent to the full amount of Annual Tuition Fees will be payable in advance pursuant to the offer of a place being made by such a date as is notified in writing by the School, as a condition of admission. The making of this payment is also a condition for the issue of a Confirmation of Enrolment or Letter of Offer.

学生必须按照学校的录取书面通知所规定的日期支付该学年的全额学费。提前支付每年学费也是学校确认正式录取的前提条件。

2.5 Any amount paid under 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.

根据第 2.4 条规定，已支付的费用都将被记入学生最初建立的帐户中。期间如有任何新增费用，学生须补交差额。

### 3. Cancellation of Enrolment

#### 取消报名

3.1 If the advance fee payment has been made and the student is unable to attend the School as a result of an unsuccessful visa application, the School will refund 90% of the fees (10% administration charge is incurred). Evidence of the visa application must be provided to the School. The School at its discretion may vary the refund policy.

如果学费已预先支付，而该学生不能来学校是由于签证申请不成功，学校将退还90%费用（扣除10%的行政费用支出）。申请者必须提供给学校签证结果的证据。学校将判断个别的情况来决定退款政策。

3.2 Should the student be subsequently withdrawn from enrolment before the student commences at the school then the refund of fees paid will be refunded as follows:

如果学生由于某种原因需要在入学开始之前退学，学校将根据退费政策如下：

• *Less than 30 days receipt of notice before the commencement of the School Year 25% refund.*

• 年度开学之前30天内收到通知退款25%。

• *31 – 60 days receipt of notice before the commencement of the School Year 50% refund*

• 年度开学之前31 - 60天内收到通知退款50%。

• *61+ days receipt of notice before the commencement of the School Year 75% refund*

• 年度开学之前 61天以上收到通知退款75%。

3.3 No refund of fees paid for that year or waiver of any fees outstanding will be made if a student is withdrawn from the School during a year without the required notice (see

Clause 9.1) and without a reason that is acceptable to the School or is absent for any reason.

任何学生在学年间打算退学但没有充分的理由和足够的时间以书面正式通知校长（见第 9.1 条），则任何已付费用和未支付的费用将不退还或免付。

- 3.4 If a student is withdrawn at the insistence of the School (see Clause 7.1), the parents/guardians are liable for all School Fees and charges. **No fees paid for that year will be refunded or waived.**  
如果学生因为违反校规而学校认为必须被开除（见第7.1条），父母/监护人必须负责一切从开学到结束前的所有费用。而任何已付过的费用将不获退还。

#### **4. Tuition Fees & Accounts** 学费及帐目

- 4.1 The School publishes an Annual Tuition Fee, which is advised in advance. The Annual Tuition Fee may be subject to revision during the year.  
学校将会提前公布每年的学费。学费在学年中也许会稍调整。
- 4.2 Tuition Fees for overseas students must be paid in advance not less frequently and annually. Provision is available for the prepayment of tuition fees for a period longer than twelve months. Enquiries regarding this facility should be directed to the School Business Manager.  
海外学生必须提前预付学费。如要提前支付超过一年以上的学费，学校有专业帐目部门负责。如需详情请与学校的业务主管直接联系。
- 4.3 All fees and charges requested by the School are payable by the parents/guardians of an enrolled student within fourteen (14) days of rendering the accounts.  
学生家长或监护人必须在学校出具帐单的 14 天之内缴付所有的学杂费。
- 4.4 **Accounts not paid by the due date will be charged a Late Fee at the current rate per student.**  
如未按时付款，将会被要求支付逾期同币值罚款。
- 4.5 The School reserves the right to refuse a student permission to enter a School Year while any part of the fees or charges for the previous quarter is outstanding, unless parents/guardians obtain a formal agreement from the School's Business Manager.  
如果有任何拖欠费用的情况发生，学校有取消该学生进入新学年资格的权利，除非家长或监护人获得学校业务经理的正式同意书。
- 4.6 For a 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 (amount credited to account as fees in advance) pursuant to the offer of a place being made by such a date as is notified in writing by the School, as a condition of admission. The making of this payment is also a condition for the issue of a Confirmation Letter or Letter of Offer.

对于中途入学的学生，学校将按比例收取学费。但录取生还须按照学校发放的录取通知信上规定的缴费日期，预先缴付一笔相当于全年学费的金额。该款项的支付是学生对录取通知的确认。

- 4.7 Any Credit Card, Direct Debit or Cheque payment that is declined by the bank, for any reason, will attract an administration fee of \$75.  
任何信用卡，提款卡或支票直接付款以任何理由被银行拒绝，学校收\$75澳元的行政费。
- 4.8 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 Immigration and Citizenship. 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 with another student visa.  
就读于爱范顿文法学校持海外生签证的学生 如果不支付费用，可交移民署处理。该署有可能取消学生的签证，这意味着该学生可以被驱逐出境。一旦学生签证被取消以后，将来也难以再申请其他学生签证。
- 4.9 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.  
学生计划休学必须先得学校批准。所有请求至少提前一学期以书面提交给校长/负责人。
- 4.10 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.  
在长期疾病的情况下需要申请休学（一学期或以上），必须有医生证明，可向学校业务经理申请学费减免。
- 4.11 **The Business Manager is authorised by the School Council to take such action deemed necessary to recover unpaid fees or charges, including recovery costs.**  
由校方任命的业务经理将负责处理有关的费用和收费问题，包括偿还和回收费用。

## 5. Guardianship 监护

- 5.1 The School considers it important that each international student should have a guardian appointed by and known to the parents, to provide personal and practical support outside the school environment. If possible, the Guardian should be personally known to the student and ideally could also provide accommodation. The Guardian would be expected to take personal and parental interest in all aspects of the student's welfare.

学校重视每个国际学生有父母委托的监护人，以便监管学生校外的生活。如果可能的话，监护人最好是学生认识的并能提供住宿。监护人应给学生和家长提供各方面的服务与福利。

- 5.2 Where families are unable to nominate a suitable guardian, the School will undertake this responsibility and liaise directly with the parents and agents.  
当家长不能提名一位合适的监护人学校将代办执行责任，直接为家长联系代理。

## 6. **Continued Enrolment** 继续注册

A student admitted to the School will remain as member of the School until the completion of Year 12.  
凡学校录取的学生将继续成为学校的成员直至完成 12 年级。

## 7. **Discipline of Students** 训导学生

- 7.1 The School reserves the right to discipline any student. A student may be suspended or expelled, if 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.  
学校有权纪律任何学生。如果校长认为某学生有破坏学校的规章制度，或行为有损于学校和员工或学生的利益，则该学生可能会被停学或开除。
- 7.2 When the Principal suspends a student, the parents/guardians shall be notified to that effect and of the duration of the suspension.  
当校长罚学生停学，该学生的家长/监护人会给发通知停学的持续时间和影响。
- 7.3 A student who is suspended shall not enter upon 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/guardians during such period.  
停学生在停学期间未经校长许可不得以任何理由进入学校。同时其父母/监护人在停学期间应对学生负全部责任。
- 7.4 The attention of parents/guardians is drawn to the School's "Student Behaviour Policy" contained in the School Parent Handbook.  
家长/监护人请注意载于学校家长手册中的学生行为政策稿。

## 8. **Attendance** 出勤

- 8.1 Students returning to the School after holidays must join their classes on the dates fixed for resuming.  
每段假期结束后学生必须按固定的日期返校恢复上课。
- 8.2 Students are not permitted to leave School at the end of term until the published dates.  
学生不允许在学校公布的学期结束提前离校。
- 8.3 A student who fails to join a class by or leave before the date stipulated unless such an absence is approved in writing by the Principal (or a delegate) or due to illness (medical certificate required) may jeopardise entitlement to continued enrolment in the School.  
任何学生无故缺课,或在学期规定的日期前离开,将会被取消就读的资格。除非是由校长(或代校长)书面批准,或因疾病情况下(需医生证明书)获得批准病假。

## **9. Withdrawal of a Student** 学生退学

- 9.1 Four (4) month's notice in writing from the parents to the Principal is required of the intended removal of a student from the School at the conclusion of a calendar year.  
打算下年度退学的学生,家长应在学年结束前4个月以书面的形式通知校长。
- 9.2. If the required notice is not given, a fee of one full school year's fees may be charged.  
如果学生退学而没给校方提前发通知,学校会收取一整年的费用。

## **10. Accommodation** 住宿

- 10.1 Overseas students are required to obtain private accommodation approved by the parents and the School.  
海外学生的住宿安排必须经过家长和学校的批准。
- 10.2 Private accommodation must provide the student with the security of a properly regulated home life. The School does not encourage students irrespective of age, living alone in flats or houses or sharing flats or houses with other students, without responsible or appropriate adult supervision.  
学生自行安排的住宿必须保证能给学生提供日常生活所需要的安全。学校不建议任何年龄的学生独自居住或在没有成人监督下与其他学生合租住房。
- 10.3 The School is able to assist students to find Homestay accommodation.  
学校可以帮助学生寻找合适的寄宿家庭。
- 10.4 All students under the age of eighteen (18) are required by law to have Homestay accommodation.  
据法律规定,未满18岁的学生必须住在寄宿家庭。

- 10.5** The School must be informed and approval granted before a student can change their Homestay accommodation.  
学生如打算更换他们的寄宿家庭，必须先通知学校并得到校方的许可。

## **11. School Damage** 学校损害

Parents/Guardians accept the liability 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.

家长或监护人应负责赔偿学生对学校财物的破坏或损害。

## **12. Changes in Parent/Guardian Relationship** 家长或监护关系的改变

Parents/Guardians must inform the Principal if there is a change in their relationship with each other since the application form was lodged, (for example, divorce or separation). Unless otherwise directed, the School will require that the person who is to assume obligation for the payment of the School fees complete a new enrolment form.

如在递交入学申请表后，一旦家长或监护人的身份或关系改变（如离异或分居），必须将此情况告知校长。除非另有指示，学校将要求负责承担学生费用的人重新填写一份新的登记表格。

All information given to the School will be treated in the strictest confidence.  
全部给学校的信息将予以严格保密。

## **13. Changes to Student's Status** 学生身份的改变

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/guardians (the guardian required written authorization 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.

如果从国际学生的学生的身份转变为本地学生，该生必须重新填写一份入学申请表并由家长或监护人签字。（签名的监护人必须有家长的书面授权书）。学校也需要引用学生新换的澳大利亚签证原件上显示与学籍有关的变动。

The change to local student status will require the parents/guardians to abide by all the school rules and regulations that apply to that of local student enrolments.

海外学生转变为本地学生身份后，家长/监护人要遵守所有适用于当地学生的学校规章制度。

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.

如果由于澳大利亚政府的人口普查后改变对非政府学校的当地学生收费，则转变为本地学生身份后的海外生也同样受惠，而一笔相当于政府和英联邦给当地学生的津贴付款将被存入学生在学校的户口。