

PROVIDER CODE 013760  
CRICOS CODE 018421J

## Agreement to enrol an International Student

This form is to be completed and signed by the parent(s) of the student and by the student and returned to the School. The required fee payment, as specified in the letter of offer, must be paid before a Confirmation of Enrolment can be issued.

Student's name: \_\_\_\_\_ Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Family name Given name(s) dd mm year

- I / We accept the offer of a place at Alphington Grammar School, commencing in the year \_\_\_\_\_.
- I / We will promptly arrange for the payment to the School of the full amount to cover compulsory course fees for the first year of enrolment, as requested in the letter of offer.
- I / We have read and agree to abide by the Conditions of Enrolment as set out in the International Student Information Handbook and the requirements of the Alphington Grammar School Business Regulations for International Students.
- I / We understand that an approved English Language Proficiency Course must be completed to a standard acceptable to Alphington Grammar School before the enrolment at Alphington Grammar School can commence and that promotion within the School will depend on satisfactory performance.
- I / We understand that Alphington Grammar School agrees to provide the student with a place in a full-time course of school education as specified in the letter of offer, in accordance with the conditions specified at the bottom of this form and with the description given in the information provided by the School.

Parent / Guardian's name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent / Guardian's name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Cancellation of Enrolment / Refund Policy

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.

Should the student be subsequently withdrawn from enrolment before the student commences at the school then the refund of fees paid will be as follows: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

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

If a student is withdrawn at the insistence of the School, the parents/guardians are liable for all School 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 financial obligations and a pro rata refund of the Annual Tuition Fees less any School costs and charges incurred.

If, for any reason, the School is unable to offer a course, a full refund of tuition fees paid will be made within 14 days of notification of course cancellation. If, for any reason, the School is unable to continue to offer a course after commencement, a full refund of tuition fees paid, including the portion of the course already taught, will be made within 14 days of notification of course cancellation.

Application to claim a refund must be made in writing to the School Business Manager via email ([ags@alphington.vic.edu.au](mailto:ags@alphington.vic.edu.au)) or fax (+613 9497 3479)

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.