1. **Application for Enrolment**
   1.1 The School enrols overseas students at all levels.
   1.2 Applications must be made on the School's official application form. Both parents/guardians of the student must sign this form.
   1.3 An Extract of Birth Certificate (or similar documentary evidence of date of birth), Certified copy of school reports and copy of Passport must accompany each application.
   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.

2. **Admission**
   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 via an English Proficiency test as stated by the school.
   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.
   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
   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.
   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.

3. **Cancellation of Enrolment**
   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.
   3.2 Should the student be subsequently withdrawn from enrolment before the student commences at the school then the refund of fees paid will be refunded as follows:
   - *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
   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.
   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.
4. Tuition Fees & Accounts

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.

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.

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.

4.4 Accounts not paid by the due date will be charged a Late Fee at the current rate per student.

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.

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.

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.

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.

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.

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.

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.

5. Guardianship

5.1 All international students enrolled at Alphington Grammar School must have a guardian for the duration of their studies, regardless of age.

5.2 The School requires 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.

5.3 Where families are unable to nominate a suitable guardian, parents are required to contact the school’s approved guardianship provider (ISA) to organize this.

6. Continued Enrolment

A student admitted to the School will remain as member of the School until the completion of Year 12.

7. Discipline of Students

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 behavior prejudicial to the welfare of the School, its staff or students.

7.2 When the Principal suspends a student, the parents/guardians shall be notified to that effect and of the duration of the suspension.

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.

7.4 The attention of parents/guardians is drawn to the School's "Student Behavior Policy" contained in the School Parent Handbook.
8. **Attendance**

8.1 Students returning to the School after holidays must join their classes on the dates fixed for resuming.

8.2 Students are not permitted to leave School at the end of term until the published dates. 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 jeopardize entitlement to continued enrolment in the School.

9. **Withdrawal of a Student**

9.1 Four (4) months’ 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.

9.2 If the required notice is not given, a fee of one full school year's fees may be charged.

10. **Accommodation**

10.1 All international students enrolled at Alphington Grammar School, must live in approved homestay accommodation for the duration of their enrolment, regardless of age.

10.2 Overseas students are required to obtain private accommodation approved by the parents and the School.

10.3 Private accommodation must provide the student with the security of a properly regulated home life. The School does not allow students irrespective of age, living alone in flats or houses or sharing flats or houses with other students, without responsible or appropriate adult supervision.

10.4 The School is able to assist students to find Homestay accommodation via our approved homestay providers AHN or SAS.

10.5 All students under the age of eighteen (18) are required by law to have Homestay accommodation.

10.5 The School must be informed and approval granted before a student can change their Homestay accommodation.

11. **School Damage**

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.

12. **Changes in Parent/Guardian Relationship**

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.

All information given to the School will be treated in the strictest confidence.

13. **Changes to Student's Status**

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.

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.

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.