

INTERNATIONAL TERMS AND CONDITIONS OF ENROLMENT

1. Registration

A student's name will be registered following the payment of a \$100 registration fee. This fee covers administrative costs and is non-refundable.

2. Application for Enrolment

Depending on the level of entry and their level of English, a student may be required to sit an English language assessment test. Enrolment at the School may be provisional on achieving a satisfactory standard of English.

3. Enrolment

The School requires payment of \$3,500 when the first family member is enrolled. This fee is GST free. Note: This fee comprises two parts. The first part, the Enrolment Fee (\$500), covers all administrative costs in relation to the processing of the enrolment application and is non-refundable. The second part, the Family Deposit (\$3,000), is the deposit portion which is refundable, on request, within three months of the last student leaving the School, provided all accounts have been paid and written notice has been given. For families enrolling subsequent children, a non-refundable enrolment fee of \$250 is required to secure enrolment.

- A. The School reserves the right to manage the conduct of the School and determine its policies, including the right to change, re-organise, re-locate, curtail or cease any or all of the activities or operations of the School or transfer its assets. This right may be exercised by the School at any time in its sole and absolute discretion.
- B. These conditions of enrolment may be varied at any time by the School in its sole and absolute discretion, by written notice to the parent/guardian, or by letter generally circulated to parents/guardians through the School's communication systems, and will apply from the time they are promulgated.

4. Cancellation of Enrolment

The School must receive one full term's notice of the withdrawal of a student for whom a place has been accepted. If the advance instalment has been paid, and the student is unable to attend the School as a result of an unsuccessful visa application, the School will refund 100% of the tuition fee, less a \$250 charge for administration. Evidence of the visa application must be provided to the School. The refundable portion of the Family Deposit (\$3,000) will also be refunded. The refund policy may be varied by the School at its discretion.

5. Tuition Fees and Accounts

- A. Fees and charges are billed in two equal instalments and are to be paid one Semester in advance. Semester tuition accounts will be sent in May and October of each year and are payable prior to the start of each Semester, by 30 June and 30 November.
- B. Accounts are payable within 6 weeks from the date of issue. A Late Payment Fee of \$50 per student may apply if a payment is not received by the School by the relevant due date.
- C. Billpay (BPay), Cheque, Direct Debit or Credit Card payment which is declined by the bank, for any reason, will attract an administration fee passed on by the financial institution.
- D. The School reserves the right, which may be exercised at any time, to refuse to allow a student to continue their education at the School while any fees remain unpaid.
- E. The School is entitled to withhold from releasing a student's results until their relevant school fees are paid.

- F. If any student is on a student visa and is enrolled at Tintern Grammar and the school fees have not been paid, the matter can be referred to the Department of Immigration. The Department can then suspend/cancel the visa meaning that the student will be deported. Once the visa is cancelled the student(s) concerned will have difficulty in being reissued with another student visa.
- G. All planned absences, of a minimum of a term, must be notified in writing in advance to the Principal.
 - G.1 A holding fee of 25% of the applicable year level is required if students take a leave of absence from their studies at Tintern Grammar.
 - G.2 If an enrolled student entering into the School does not take up a confirmed place until Term 2 or later, the family will be charged the holding fee.
 - G.3 For financial arrangements regarding the absence of students, contact the Admissions and Marketing Manager on +613 9845 7768.
- H. In the case of prolonged illness (one school term or more), an application, including a medical certificate, may be made to the Admissions and Marketing Manager for some remission of tuition fees.
- I. Parents are responsible for payment for avoidable breakage or damage to school property caused by the student.
- J. The Principal may authorise particular expenditures (for example medical expenses or school materials) to be charged to the student's account.
- K. Parents will be notified in the event that the School Board alters these terms and conditions.

6. Annual Payment Discount

The School offers a discount of 3% for payment of annual school fees and charges if paid on or before 31 December of each preceding school year.

7. Family Discount

Tintern Grammar is committed to educating the whole family. As such, families with multiple children attending Tintern Grammar concurrently are entitled to receive sibling discounts. Families with two siblings receive a discount of 12.5% for the younger child. Families with three siblings receive a 12.5% discount for the second youngest child and a 30% discount for the youngest child.

Families with more than three siblings attending Tintern Grammar concurrently receive a 12.5% discount for the second oldest child, a 30% discount for the third oldest and a 50% discount for subsequent younger siblings. Sibling discounts are applied to the net tuition fee only.

8. Deferral of Enrolment

Acceptance of an offer of enrolment can be deferred for entry in a later year, but no guarantee can be given that a place will be available at that time.

9. Withdrawal of a Student

One full term is required as notice, in writing to the Principal, before the withdrawal of a student from the School. If the required notice is not given, a fee of up to one full term's fees may be charged.

10. Medical

In the event of an accident when it is impractical to communicate with a parent or guardian, the Principal or his representative may authorise medical, surgical or other treatment considered necessary by a qualified medical practitioner.

11. Technology Access

The School supports student access to electronic information resources and networked services to enhance learning opportunities. Communications on the network are often public in nature and general school rules for behaviour and communication apply. The network is provided for students to conduct research and to communicate with others as part of the educational program. Students are expected to act in a considerate and responsible manner.

12. Attendance

Students returning to the School from holidays must join their classes on the dates fixed for commencement. Students are not permitted to leave school at the end of a term until the recognised closing date, except with prior permission and under special circumstances.

13. Discipline of Students

The School reserves the right to exclude any student permanently or temporarily, at the sole discretion of the Principal, if this action is in the interest of the student or for the good of the School.

14. Accommodation

International students must live in Tintern Grammar approved Homestay, or with adult relatives or family friends. The School must be notified of any change in accommodation and the Principal must approve the new arrangements.

15. Guardianship

All international students who are not living with parents are expected to have a Welfare Guardian who will act on their behalf in matters related to the School. Welfare Guardians may be a relative or a family friend over the age of 21 years and must be nominated by the parents. The School must be notified of any change in the guardian and the Principal must approve the change.

16. Additional Expenses

These may include private music, tennis and speech lessons, uniform, text books and stationery, and camps.

17. Building Fund

Donations to the Tintern Building Fund are tax deductible and help to provide and maintain school buildings. Parents are invited to support the School Building Fund through regular donations.

18. Library Fund

Donations to the Tintern Library Fund are tax deductible and assist with the purchase of new books, publications and equipment to provide a modern resource centre for students.

19. Fixed Charge

The fixed charge includes items such as some excursion travel costs, the school magazine, a student record book, a library identity card, literacy and numeracy tests, Junior School art charges, course outline books, class sets of books and photocopying, library, school photographs and first aid. GST is included where applicable, eg. photographs and the school magazine.

20. Terms of Payment

Tuition fees and fixed charges are to be paid one semester in advance. Accounts will be forwarded covering any extra-curricular subject or incidental expenses or purchases, and are payable within 14 days of the requested date.

Where necessary, at the end of the school year, an account will be sent to cover any sundry and extra-curricular charges incurred during Term 4. School accounts are normally posted two weeks prior to the beginning of each term. The School Board, on an annual basis, determines school fees and charges for the following school year and parents are advised in Term 4.

21. Methods of Payment

A number of payment options are available:

1. Billpay (BPAY) telephone and internet system - you will be asked to key in:

- the Biller Code 7823
- your customer reference number - this is the account number shown on your school fee statement at the top right hand side, next to the BPAY symbol.
- the amount to be paid.

2. Cheque, Cash or Money Order

Please cross cheques through and make them payable to 'Tintern Grammar'. Payments can be made either in person at the Finance Office (between 8am and 4pm) or through the mail addressed to:

Finance Office
Tintern Grammar
PO Box 26
Ringwood East Vic 3135

3. Direct Deposit Payments

When making payments, please use your customer reference number - this is the account number shown on your school fee statement at the top right hand side. Direct payments to our bank should be made as follows:

Bank	Westpac Banking Corporation
Bank Address	Main Street, Croydon, Victoria, 3136, Australia
School Account	Tintern Grammar
BSB No	033 044
Account No	121 876
Swift number	WPACAU2S (for international payments)

4. Credit Card

Credit Card payment facilities are available. Parents wishing to pay by credit card should contact Finance for further details. Payments using Master Card or Visa will incur a surcharge. Tintern Grammar will include the surcharge in the amount processed.

Glossary

Term: Any given school year consists of four terms; each term is approximately three months long.

Semester: Any given school year consists of two semesters. Terms 1 and 2 fall within Semester 1 and Terms 3 and 4 fall within Semester 2. A Semester is approximately six months long.