



St Catherine's  
School  
Waverley, Sydney

## FULL FEE PAYING OVERSEAS STUDENTS (INTERNATIONAL STUDENTS)

### *Statement of Conditions of Entry*

Upon offer of enrolment, students will be admitted to St Catherine's School subject to acceptance by their parents or legal guardians of the following conditions

1. In enrolling their daughters at the School, parents or guardians agree to support the programmes of the School. All students are required to participate in all mandatory activities including: attendance at Christian Studies classes, Chapel services, Assemblies, camps and excursions.
2. Parents or guardians agree to abide by the rules and regulations of the School as may from time to time be issued or amended by the School Council or Headmistress and to support the School in the enforcement of its rules, regulations and the maintenance of the School's standard of behaviour.
3. If the Headmistress, or any person deputising for the Headmistress, considers that a student is guilty of a serious breach of the rules or has otherwise engaged in conduct which is prejudicial to the school, its students or staff, the Headmistress, or person deputising for the Headmistress, may exclude the student permanently or temporarily at their absolute discretion.

If the School Council or the Headmistress believes that a mutually beneficial relationship of trust and cooperation between a parent or guardian and the School has broken down to the extent that it adversely impacts on that relationship, then the School, the School Council or the Headmistress may require the parent to remove the child from the School.

No remission of fees will apply in either case.

4. Except in the case of illness, permission for a student to be absent must be sought beforehand. Requests for extended leave should be made well in advance of the anticipated date of leave. With the exception of leave for pre-planned medical treatment, requests for leave are discouraged and the automatic granting of such leave should not be assumed. International students also have an attendance requirement which must be met to retain their visas.

A written explanation from the parent or guardian is required for every absence on the next day of attendance at School.

5. All students are required to wear the school uniform neatly and properly at School, on School occasions and when travelling to or from School.
6. If your daughter requires urgent hospital or medical treatment of any nature, and after making reasonable efforts the School is unable to contact the parent or guardian, you authorise the School to give authority for such treatment. You indemnify the School, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.
7. Students are responsible for their personal belongings and the School will not be liable for any loss of these belongings.
8. Information regarding any medical diagnosis or any form of assessment (including educational, psychological or physical assessment) relating to a student's educational progress prior to, or during the period the student is enrolled, is to be disclosed to the School.
9. Any changes in family circumstances affecting the life of the student at the School are to be disclosed to the School.
10. Changes of address, phone numbers or other information on the Application for Enrolment form must be given to the School as soon as known.

11. The School reserves the right to amend programmes at any time without notice to parents. This may include the discontinuance of teaching subjects and other programmes.
12. Enrolments and withdrawals of co-curricular subjects must be made a minimum of three weeks prior to the end of each term. One term's notice is required in writing before the withdrawal of a student from the School or a full term's fees will be charged in lieu of notice. This applies to tuition fees and boarding fees.

International students who enrol as boarders must remain boarders for a minimum of two school years (eight school terms). Should a student withdraw from the Boarding House prior to the completion of two years boarding, full annual boarding fees for the two years are still payable. International students are required to pay a refundable deposit of two terms tuition fees. These fees are refundable should a student not obtain a visa (provided this can be supported by official documentation) or until the student withdraws (see above) or until the student graduates. In the event that the student withdraws before a minimum of two years is completed the School will retain the deposit.

13. Fees for students in Kindergarten to Year 11 are charged four times per year with fee accounts being issued at the beginning of each term. Fees for students in Year 12 are charged three times per year at the beginning of Terms 1, 2 and 3.

Fees are payable in advance and a discount is given when payment is received in full on or before the due date each term. The Business Manager should be contacted if difficulty is experienced in paying fees. The School reserves the right to refuse a student entry to a new term if fees are more than one term in arrears without written approval from the Business Manager. An administrative charge and interest may be charged on overdue monies.

A non-refundable application fee is payable upon submission of the Application for Enrolment to the School. A non-refundable enrolment fee is payable after an offer of enrolment is made and, together with other documentation, confirms acceptance of the offer of enrolment. In addition, for families new to the School, Term 1 fees are required in advance, normally in October of the year before entry.

If an international student changes status and becomes an Australian Resident after the August School Census there will be no refund on full fees paid or adjustments made for full fees payable during that year.

There is a sibling discount whereby second and subsequent sisters receive a 10% discount on tuition fees only.

The Board of Studies requires a fee for international students to sit for the Higher School Certificate. This fee will be sent to you before your daughter enters Year 12.

The level of tuition, boarding and other fees, levies and charges are determined and notified by the School Council from time to time. Levies and charges related to particular School programmes are determined and notified by the School from time to time.

14. Medibank Private Health Cover is organised by the School for the first year of the student's visa. The cost for this is payable with other charges as confirmation of enrolment. After the initial year the onus is on the student to ensure she is covered throughout the period of validity of her visa. Failure to do so will lead to the student's visa status being terminated.
15. If an international student does not reside with her parents she must have an Australian Guardian who will be responsible for her welfare while she is in Australia. The Australian Guardian should be known to the student's parents and capable of providing care and accommodation especially during holidays and times of illness. The Headmistress must be immediately notified in writing if there is any change of Guardian.
16. An international student may reside with her parents if they live full time in Sydney otherwise she must reside in the School Boarding House during term time. During holiday breaks, if not returning home, she must reside with her Australian Guardian or other suitable adult as agreed by the School and Australian Guardian.
17. The School Council may alter these conditions of entry at any time by notifying parent/guardians in writing. Alterations will apply from the date of the notice.