St Catherine’s School
Waverley

Statement of Conditions of Entry

FULL FEE PAYING OVERSEAS STUDENTS (INTERNATIONAL STUDENTS)

Personal information is collected during the enrolment process in order to meet the school’s obligations under the ESOS Act and the National Code 2007; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the national Code of Practice for Registered Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you in the Application for Enrolment and Enrolled Student Information forms, and during the enrolment process, can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during the enrolment process can be disclosed without your consent where authorised or required by law.

1. Recruitment agents
   St Catherine’s has an agency agreement with select education recruitment agents.

2. The enrolment process at St Catherine’s

   **Step one: Lodgement of St Catherine’s School Application to Register for Enrolment Form**
   
   • Registration fee $400.00.
   • Copy of Passport and Visa.
   • Copies of last two (2) School Reports (translated with validation).
   • One passport sized photograph.
   • Copies of ESL Reports from Intensive Language Colleges where applicable, or copy of registration at an English Language College in Australia. (If further English language study is required we will recommend a reputable English College).
   • Details of guardian in Australia. The guardian MUST be over 25 and reside in Sydney 100% of the time and be English speaking.
Step two: Interview

• An interview with parents/guardian and student will be conducted by a member of the School Executive, either in person or on Skype.

Step three: Offer/recommendations

• Conditional letter of offer will be sent by the school to prospective students, where vacancies exist. Acceptance of the place requires payment of an invoice for the non-refundable enrolment fee of $2,500.00, one (1) Term’s tuition fee and $10,000.00 refundable deposit.

• Please note, in order to be granted a student visa, all applications must provide evidence that the student has Overseas Student Health Cover for the duration of their visa.

3. Additional fees payable

• Boarding fees will be sent out under a separate account in the year of entry.

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

• Other annual fees include: technology levy (IT equipment and infrastructure); stationery levy (school diary, calendar and The Catherineian); slate PC levy (lease includes insurance, software licences and maintenance costs); camp costs (Years 7-11 only).

4. Conditions relating to fees

• 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 Director of Finance 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 Director of Finance. An administrative charge and interest may be charged on overdue monies.

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

• The level of tuition, boarding and other fees, levies and charges are determined by the school Council and are subject to change from time to time. Levies and charges related to particular school programs are determined and notified by the school from time to time.

• If a student is to be withdrawn from the school at least one term’s notice is required in writing to the Headmistress, such notice being given no later than the last day of the previous term. In the absence of the required notice being given, one term’s fees (tuition and boarding as applicable) will be payable.

• Enrolments in and withdrawals from Beyond the Curriculum subjects must be made a minimum of three weeks prior to the end of each term.

5. Conditions relating to refunds

If your daughter’s student visa is refused by the Department of Immigration and Citizenship (DIAC), you will receive a refund from the school, calculated in accordance with the ESOS Act. The application fee of $400.00 and the enrolment fee of $2,500.00 are non-refundable and non-transferable, and will be retained by the school to cover administration expenses. The school will also retain tuition fees and boarding fees on a pro-rata basis to cover any part of the course already studied, and accommodation provided. The refundable $10,000.00 deposit will be refunded in full within four weeks of receiving your written request.

In the unlikely event the school stops teaching or cannot offer your daughter’s course (any time after she has enrolled), the course money will be refunded in full within two weeks, or your daughter will be placed in an alternative course at no extra cost to you, with the school or another provider. If you choose to accept placement of your daughter in an alternative course, you must agree to do this in writing.
If you wish to suspend, defer or cancel your daughter’s enrolment, tuition fees and the two term’s fee deposit will be returned within four weeks of the school receiving your written request. The application fee of $400.00 and the enrolment fee of $2,500.00 are non-refundable and will be retained by the school to cover administrative expenses.

If the school determines there is a need to defer your daughter’s entry date for up to three months, until she attains a stipulated proficiency level in the English language, the school will not issue a refund but will retain fees paid in order to secure the student’s offer of a place at the school. Tuition and boarding fees will be moved forward to cover the relevant date of entry.

If your daughter contravenes the school’s discipline policy the Headmistress, or any person deputising for the Headmistress, may consider suspending (temporary exclusion) or cancelling your daughter’s enrolment. (This is considered as a last step in a series of disciplinary issues and interventions. It follows only when the student and her parents have been involved in behaviour contracts and discussions of the issues and have been warned of the possibility of expulsion. It is usually preceded by an earlier suspension or suspensions and a letter to parents formally warning them of the seriousness of the situation). If your daughter’s enrolment is cancelled due to disciplinary issues, there will be no refund or remission of fees.

If the school council or Headmistress believes that a mutually beneficial relationship of trust and co-operation between a parent or guardian and the school has broken down, then the school, The school council or the Headmistress may require the parent to remove the student from the school. No refund or remission of fees will apply.

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

6. Conditions relating to your daughter’s welfare

- If your daughter is under the age of 18 she may live with you, her parents, if you live full time in Sydney, otherwise the school accepts responsibility for your daughter’s accommodation, support and general welfare. Please note, the school does not use home stay placements and your daughter is required to live in the school’s boarding house, which is located in the school grounds, during term time.

- The school is required to advise the Department of Immigration and Citizenship (DIAC) that it accepts responsibility for your daughter’s welfare through a DIAC pro forma letter which is submitted through PRISMS (The Provider Registration and International Student Management System), a secure database developed to assist the administration of the Education Services for Overseas Students (ESOS) Act 2000. It is also through PRISMS that the school complies with legislative requirements to prepare a Confirmation of Enrolment (CoE), required for the issue of your daughter’s student visa by DIAC. The system also facilitates the monitoring of student compliance with visa conditions, as well as the school’s compliance with the ESOS Act.

- If your daughter does not reside with you in Australia, and lives in the school’s Boarding House, she must have an Australian guardian (over the age of 25 years). This guardian will be responsible for your daughter’s welfare, and provide care and accommodation during boarders’ weekends, holidays and times of illness while she is in Australia. The Australian guardian should be known to you and is required to meet with the Headmistress and Director of Boarding. Guardian contact details must be provided and will be recorded on the school’s data base. The Headmistress must be immediately notified in writing if there is any change to the guardian’s contact details or change of guardian.

- If your daughter is to remain in Australia during a holiday break and cannot reside with her Australian guardian, another suitable adult (over the age of 25 years) can be nominated, as agreed by the school and Australian guardian.

- If the school sees the need to suspend or cancel your daughter’s enrolment, the school will retain responsibility for your daughter’s welfare until: your daughter is accepted by another registered provider and that registered provider takes over responsibility for approving the student’s welfare, accommodation, support and general welfare arrangements; your daughter leaves Australia; other suitable arrangements are made that satisfy the Migration Regulations, or, the school reports through PRISMS that your daughter has changed her living arrangements.

- If you move to Sydney on a permanent basis and request that your daughter changes her status from boarder to day student, you are required to give the school one term’s notice in writing or a term’s fees will be charged in lieu of notice. DIAC will be advised in the event that the under 18 year old student has changed her living arrangements using the DIAC pro forma letter available through PRISMS.

- Parents/guardians are obliged to disclose to the school all relevant information regarding any medical diagnosis or any form of assessment (including educational, psychological or physical assessment) relating to a student or her educational status prior to and during the period the student is enrolled.

- If a student requires urgent hospital or medical treatment of any nature whilst at school or involved in a school activity, and the school, after making reasonable efforts, is unable to contact the parent or guardian, then the parent or guardian will be taken...
to have authorised the school to give authority to the relevant health professional/s for such treatment. Parents and guardians will also indemnify the school, its employees and agents in respect of all costs and expenses paid by them or arising directly or indirectly out of such treatment.

- If you or your daughter requires assistance in matters pertaining to the day school, a student contact officer is designated from the school's ESL Department to be the official point of contact, while the Director of Boarding is the official point of contact for your daughter in boarding.

7. **Conditions relating to deferment, suspension or cancellation of study**

Please note: Suspension of enrolment is not necessarily due to misbehaviour - suspension of enrolment may also be initiated by the student.

- Your daughter’s enrolment may be deferred or suspended (studies temporarily put on hold), or cancelled under the following circumstances:
  - inability to begin studying on the course commencement date due to delay in receiving a student visa
  - if the school is unable to offer a pre-requisite course
  - on the grounds of compassionate or compelling circumstances, for example, illness or bereavement
  - on the grounds of ‘extenuating circumstances’, for example, refusal to maintain approved care arrangement’s (student is under 18 years) other school’s discipline policy is contravened (misbehaviour).

- Deferment, suspension or cancellation of enrolment may affect your daughter’s student visa. The school has an obligation to inform the Department of Education, Employment and Workplace Relations (DEEWR) via Provider Registration and International Student Management System (PRISMS) when a student’s enrolment is deferred, suspended or cancelled.

- If the school initiates suspension or cancellation of your daughter’s enrolment, she will be given 20 working days to access the school’s internal complaints and appeals process, unless extenuating circumstances relating to her welfare apply.

- If the school’s decision to defer, suspend or cancel is appealed by your daughter, the school will not notify DEEWR of a change to the enrolment status until the internal complaints and appeals process is completed.

8. **Transfer request between registered education providers**

- If you want your daughter to transfer from St Catherine’s to another education provider (school) before she has completed the first six months of her principal course of study at St Catherine’s, you must seek permission from the school.

The school would consider granting a letter of release, at no cost to you:

- if you present a valid letter of offer from your new school, which must be a registered education provider;
- if your daughter is not being cared for by you in Australia, the valid enrolment offer must also confirm the registered provider will accept that responsibility for approving your daughter’s accommodation, support and general welfare arrangements;
- if your daughter is under 18, you or your daughter’s legal guardian must provide a letter supporting the transfer;
- if you have provided the school with a term’s notice of withdrawal in writing;
- if St Catherine’s has had a sanction put on its registration by the Australian Government or state or territory government that prevents your daughter from continuing her principal course;
- if any government sponsor of your daughter considers the change to be in her best interest and has provided written support for that change.

The school will reply to your request for transfer within two weeks of receiving the documents required to support your request for transfer.

The school may not grant a letter of release, and you would be provided with written reasons for the refusal:

- if there is no confirmation letter from the new registered provider a valid enrolment offer;
- if the new provider does not accept responsibility for your daughter’s accommodation, support and general welfare, and you are not living full time in Australia;
- if the education provider is not registered or has had a sanction imposed on its registration by the Australian Government or state or territory government;
- if we consider the transfer would be detrimental to your daughter’s education.

Records will be kept of all documentation pertaining to student letter of request for release, as well as the school’s written reasons for refusing a request.

**Note:** if you are unhappy with the outcome of your request, you have the right to appeal the school’s decision. The school has a documented Complaints Policy for Students and Parents, which is included in the package you have received, and is also available to you from your designated support staff.
If you change your education provider at any time, it is your responsibility to contact DIAC to seek advice on whether a new CoE and student visa is required.

- St Catherine's will not knowingly enrol a student wishing to transfer from another registered provider's course prior to the student completing six months of her principal course of study except where: the original provider has ceased to be registered, or the course in which the student is enrolled has ceased to be registered; the original provider has provided a written letter of release; the original provider has had a sanction imposed on its registration by the Australian government or state or territory government that prevents your daughter from continuing her principal course.

9. General conditions

- In enrolling your daughter at the school, parents or guardians agree to support the programs of the school. All students are required to participate in all mandatory activities including: attendance at Christian Studies classes (Kindergarten to Year 6 and Biblical Studies classes (Years 7-12), chapel services, assemblies, camps and excursions.
- 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.
- 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, guardian or Director of Boarding is required for every absence on the next day of attendance at school.
- All students are required to wear the school uniform neatly and properly at the school, on school occasions and when travelling to or from the school.
- To enable suitable care for the student, any changes in family circumstances affecting the life of the student at the school are to be disclosed to the school.
- Students are responsible for their personal belongings and the school will not be liable for any loss of these belongings.
- Once enrolled, you are obligated to provide the school with any changes of address, phone numbers or other information on the Application to Register for Enrolment form.
- The school reserves the right to amend programs at any time without notice to parents. This may include the discontinuance of teaching subjects and other programs. Every effort will be made to minimise any adverse impact on the students of any such amendments, but nevertheless this right may need to be exercised from time to time.
- Information collected by the school is covered by the St Catherine’s School Privacy Policy.
- The school Council may alter these conditions of entry at any time by notifying parents/guardians in writing. Alterations will apply from the date of the notice.