

Business Notice

For International Students



IVANHOE
GRAMMAR SCHOOL

1. APPLICATION FOR ENROLMENT

- 1.1. The School enrolls international students at all Primary and Secondary levels.
- 1.2. 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 the date of the application.
- 1.3. Application must be made on the School's official application form.
- 1.4. A non-refundable Registration Fee and an Extract of Birth Entry (or similar documentary evidence of date of birth) must accompany each application.
- 1.5. An AEAS test, the School's approved testing service, must accompany each application, the cost of which shall be borne by the parents.

2. ADMISSION

- 2.1. Admission to the School is conditional upon the Principal being satisfied as to the suitability of the applicant.
- 2.2. A place is accepted by signing and returning the International Student Agreement Acceptance Form, together with the nomination of homestay and guardianship forms and the payment of the monies as detailed in the International Student Agreement.
- 2.3. If the enrolment does not proceed, except in exceptional circumstances, the Capital Levy will be retained by the School.
- 2.4. For students entering the School at the beginning of a year, a sum of money being not less than half and preferably the full amount of the Annual Tuition Fee will be due and payable in advance pursuant to the offer of a place being made by such date as is notified in writing by the Director of Admissions and Community Engagement, as a condition of admission. The making of this payment is also a condition for the issue of a Confirmation of Enrolment (eCoE).
- 2.5. For students entering the School in the course of a year, a sum of money being not less than half and preferably the full amount of the Annual Tuition Fee will still be due and payable in advance pursuant to the offer of a place being made by such date as is notified in writing by the Director of Admissions and Community Engagement, as a condition of admission. The making of this payment is also a condition for the issue of a Confirmation of Enrolment (eCOE). However, upon commencement, the Tuition Fee for the half of the year in which the student commences will be calculated on a pro rata basis and that amount deducted from the sum paid in advance, following which the balance thereof will be applied as a credit towards the tuition fees for the next billing period.
- 2.6. Any amount paid under 2.4 or 2.5 will be credited to the initial account as Fees in Advance. Should there be an increase in fees between making such payment and the admission of the student to the School, the amount representing the difference will be debited against the Fees paid.
- 2.7. Should a student, for whom a place at the School has been accepted and a deposit paid, subsequently be withdrawn from enrolment for some reason, excepting those which are beyond the parents' control, any amounts paid under 2.4 and 2.5 will be refunded, as follows:
 - Where notice of withdrawal is received within 15 days of the initial payment being made: refund in full;
 - Receipt of notice 16-30 days after initial payment: 75% refund;
 - Receipt of notice 31-45 days after initial payment: 50%;
 - Receipt of notice 46-60 days after initial payment: 25% refund.
 - Receipt of notice more than 60 days after initial payment: no refund.Refunds as stated above will be made within four weeks of notice of withdrawal.

If for any reason the School defaults, refunds will be made within two weeks of application. The International Student Agreement does not remove the right to take further action under Australia's consumer protection laws. Dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.

3. ACCOMMODATION

- 3.1. International students, irrespective of age, are required to obtain homestay accommodation approved by the School.
- 3.2. Homestay accommodation must provide the student with the security of a properly regulated home life. The School will not agree to students living independently or without adult supervision.
- 3.3. The School must approve the homestay arrangements prior to the issue of a Confirmation of Enrolment (eCoE) and Confirmation of Appropriate Accommodation/Welfare Letter (CAAW).

4. GUARDIANSHIP

- 4.1. International students, irrespective of age, are required to have a guardian approved by the School.
- 4.2. The School considers it important that each international student has a guardian in Melbourne, to provide personal and practical support outside the school environment. The Guardian would be expected to take a personal and parental interest in all aspects of the student's welfare.
- 4.3. The School must approve the guardianship arrangements prior to the issue of the Confirmation of Enrolment (eCoE) and Confirmation of Appropriate Accommodation/Welfare Letter (CAAW).

5. CONTINUED ENROLMENT

- 5.1. Subject to paragraphs 7, 11, 12 and 13, a student admitted to the School will remain enrolled as a member of the School until the completion of Term 4 of Year 12.
- 5.2. The failure for any reason of the School, the Board of Governors or Principal to exercise any right reserved in this Notice or the allowing of any time for compliance shall not be taken as a waiver of such right and no estoppel shall arise therefrom.

6. CAPITAL LEVY

- 6.1. Each family is required to pay a Capital Levy upon acceptance of a place and prior to entry at Ivanhoe Grammar School. The Levy is non-refundable and is charged on a per student basis. A sibling discount is available for year 9 or earlier.

7. TUITION FEES AND ACCOUNTS

- 7.1. The Board reserves the right to determine, at its discretion, the level of fees and charges. Fees and charges are subject to increase without notice. The Board publishes an Annual Tuition Fee Schedule in October for the following year. One half of the annual tuition is charged twice a year.
- 7.2. Accounts for tuition in any given year are due and payable in advance in February and July and are non-refundable. Progress accounts for fees payable may be rendered.
- 7.3. All fees and charges made by the School are due and payable by the parents or guardian/s of an enrolled student within fourteen (14) days of rendering the accounts.
- 7.4. An account outstanding by the due date will be charged a Late Fee at the rate specified in the Schedule of Fees as amended from time to time, together with any costs incurred relating to recovery of outstanding fees.

- 7.5. No student will be permitted to enter a new year while any part of the fees or charges for the previous year remain unpaid, unless the Board of Governors expressly agrees in writing to modify this condition in a particular case. Any such agreement will not absolve liability for fees or charges outstanding, either in whole or in part, unless so stated. Issues relating to the payment of fees should be referred to the Business Manager.
- 7.6. Students admitted to the School during a year will be charged tuition fees on a pro rata basis for that year.
- 7.7. No reduction is made on an account for student absences of less than one (1) full term as the expense incurred in maintaining the costs of the School is not lessened by the temporary absence of individual students. For absences of one full term or more, a charge per term will apply.
- 7.8. If a student is withdrawn at the insistence of the School, the parent/s or guardian/s is/are liable for all School fees and charges to the date of notification of the student's enrolment at the School being terminated. Withdrawal of a student for any other reason is subject to a term's written notice as set out below.
- 7.9. The Business Manager is authorised by the Board of Governors to take such action as deemed necessary to recover unpaid fees or charges, including costs of recovery.

8. SIBLING DISCOUNT

- 8.1. The sibling discount for tuition fees is applicable to any younger sibling attending the school simultaneously. The discount is calculated for the family at the rate of 5% for the second child and 10% for the third and subsequent children.

9. COMPOSITE FEE

- 9.1. The Composite fee covers compulsory extra charges applicable to a particular year level and is charged in two instalments in February and July. The fee includes year level educational camps, compulsory excursions and incursions, technology levy, Year 4-10 notebook computer program, the supply of some bookroom materials, School photographs, Cadet Unit and Co-curricular programs, OIGA life membership, Year 12 jumper and Valedictory and accident insurance protection.
- 9.2. The Composite fee excludes all non-compulsory items such as specific Round Square camps/conferences, music camps, any specific additional IB program costs, sporting tours and optional co-curricular activities.

10. ANNUAL ADMINISTRATION FEE

- 10.1. Each international student is charged an annual Administration Fee at the rate specified in the Schedule of Fees as amended from time to time. The Administration Fee is debited to the account at the beginning of Term One each year.
- 10.2. An international student starting at the School after the beginning of Term One will be charged the full amount of the Fee at the time of commencement.
- 10.3. The Administrative Fee is a non-refundable charge.

11. DISCIPLINE OF STUDENTS

- 11.1. The School reserves the right to discipline any student. A student may be suspended or expelled, if in the opinion of the Principal, the student is guilty of breaking the School's rules or standing orders, or is guilty of behaviour prejudicial to the welfare of the School, its staff or students
- 11.2. When the Principal suspends a student, the parent/s or guardian/s shall be notified to that effect and of the duration of the suspension. A student who has been suspended shall not enter upon any of the School grounds for any purpose during the period of suspension without the express permission of the Principal and shall

be the sole responsibility of his/her parent/s or guardian/s during such period. Suspension shall debar a student from any entitlement expressed or implied to sit for public or any other examinations conducted by or at the School.

- 11.3. If, in the opinion of the Principal, it is in the interests of the School, its staff or students that a student should no longer remain enrolled, the student's name shall be removed from the School Roll. The student shall be debarred from attendance at the School for any purpose, and the Principal shall notify the parent/s or guardian/s to that effect. Any student so expelled shall not thereafter enter upon the School grounds or have any entitlements thereafter expressed or implied to sit for public or any other examinations conducted by or at the School.
- 11.4. When a student has been suspended or expelled, and parents notified, the School has no further obligation or liability in relation to the guardianship or personal arrangements for the student. The parents will be required to immediately make arrangements for either the student to return home, or to be supervised by others, and the parents will have full responsibility for the welfare and well-being of the student from the time they are notified of suspension or expulsion. For students subject to visa conditions, the School will be obligated to notify the relevant government department and the parents may be responsible for any trouble or other consequences of any variation or cancellation of visa.
- 11.5. The attention of parents and guardians is drawn to the rules contained in the School Handbook.

12. ATTENDANCE

- 12.1. Students returning to the School after holidays must join their classes on the dates fixed for resuming.
- 12.2. Students are not permitted to leave School at the end of term until the published closing date.
- 12.3. A student who fails to join a class by or leaves before the date stipulated unless such absence is approved in writing by the Principal (or delegate) or due to illness notified according to the Handbook, may jeopardise entitlement to continued enrolment in the School.

13. WITHDRAWAL OF STUDENT

- 13.1. One full terms notice in writing to the Principal is required prior to any student leaving the School. Such notice must be received before the first day of the Student's last term, otherwise a term's fees will be charged. If a student leaves during a term without the appropriate notice, no refund will be made for the remaining portion of the term.

14. CANCELLATION POLICY FOR OUTDOOR EDUCATION

- 14.1. The Outdoor Education and Adventure Program is compulsory and attendance is mandatory. However, non-attendance in exceptional circumstances may be appropriate. Non-attendance requires at least 11 working days' notice in writing to the Head of Campus and the Director of Outdoor Education and Adventure. A doctor's certificate is required by the School when the reason for non-attendance is medical. Where a full or pro-rata refund of the Annual Cost is authorized by the Head of Campus and the Director of Outdoor Education and Adventure, the refund will be credited to the School fee account after the event. No refund will be granted where the appropriate notice or a suitable reason has not been given.

