

St Brigid's College

CRICOS Provider Code: 00451F



Written Agreement with Students

1. Contact Details

a. Student details

Student name:	
DOB:	
Nationality:	
Passport No and Expiry Date:	
Visa No: (if applicable)	
Address:	
Phone No:	
Mobile No:	
Email address:	

b) Parent(s)/legal guardian details:

Parent or Legal Guardian name:	
Address:	
Phone No:	
Mobile No:	
Fax No:	
Email address:	

- c) **Other contact details** (e.g. Relative or friend who can speak English and who can be contacted if Parents do not speak English)

Name:	
Contact Details:	

2. Change of Address and Current Contact Details

- a) The student is obliged to notify the school of any change of address while enrolled at the College. This is to ensure that any notifications sent to the student advising of visa breaches are sent to the student's current address.
- b) Where St Brigid's College has approved the student's welfare and accommodation arrangements, the student requires both the school and the parent's approval for any changes to welfare and accommodation arrangements.
- c) St Brigid's College is required by law to request confirmation of current address and contact details in writing for each student and parent/legal guardian at least every six months.

3. Preferred method of contact for confirming contact details in writing every six months (as required by law)

	Fax		Email

4. Course enrolment details

a) **CRICOS Course Code:**

b) **Course Type and Entry level** _____

International Baccalaureate Middle Years Programme (MYP) (7 – 10) Specify entry year _____

Senior Secondary (11 – 12) Specify entry year _____

5. Course Start and End Date

Course start date: _____

Course end date: _____

6. Conditions on enrolment/preliminary requirements

- a. Depending on the student's English language ability, the student may be required to successfully complete an ELICOS course. [Evidence of English language competency and/or test scores will be required prior to confirmation].
- b. As a condition of enrolment, the student authorises St Brigid's College to check visa entitlements electronically via VEVO for the duration of enrolment on the Department of Immigration and Citizenship website: http://www.immi.gov.au/e_visas/vevo.htm
- c. As a condition of enrolment the student agrees to abide by all school policies for the duration of their enrolment and to disclose any medical or health conditions that may affect studies or student welfare. These could include;
 - Accommodation and Boarding Policy
 - Complaints and Grievances Policy
 - Course Progress and Attendance Policy
 - Student Transfer Request Assessment Policy
 - Deferment, Suspension and Cancellation Policy
 - Refund Policy.

7. Course fees and other charges (course monies)

a. Tuition Fees

Semester 1	2014	A\$12,718
Semester 2	2014	A\$12,718

b. Non Tuition Fees - 2014

- i. Overseas Student Health Cover (OSHC): A\$225 per semester (A\$450 per annum) for visa duration
- ii. Boarding fees: A\$9,825 per semester (A\$19,650 per annum)
- iii. Other course related Fees:
 - Year 7 A\$3,728
 - Year 8 A\$3,728
 - Year 9 A\$3,698
 - Year 10 A\$3,698
 - Year 11 A\$3,962
 - Year 12 A\$4,074
- iv. Estimated cost of school uniform: A\$1,000

c. Estimated Total Cost of Course

Year 7	A\$50,264
Year 8	A\$50,264
Year 9	A\$50,234
Year 10	A\$50,234
Year 11	A\$50,498
Year 12	A\$50,610

8. Payment of Course Fees and Refunds

- a. Fees are payable as per St Brigid's College Overseas Students Fees and Charges policy.
- b. All fees must be paid in Australian dollars.
- c. If the student changes visa status (e.g. becomes a temporary or permanent resident) he/she will continue to pay full overseas student's fees for the duration of that calendar year.
- d. Any refund of tuition fees in the event of visa refusal or school default is prescribed by legislation (Education Services for Overseas Students (ESOS) Act 2000 and regulations 2001).
- e. Any refund of tuition or non-tuition fees for student default will be paid as per St Brigid's College Refund Policy, which is part of this agreement.
- f. Refunds will be reimbursed in Australian dollars and the payment sent to the applicant's home country unless otherwise requested in writing.
- g. Refunds will be paid to the person specified in the written agreement.

9. Refund Policy

- 1) This refund policy applies to all course fees paid to St Brigid's College. Please note that St Brigid's College does not collaborate or have agreements with Education Agents.
- 2) The application fee is non-refundable.
- 3) Payment of Course Fees and Refunds
 - a. On acceptance of a place at St Brigid's College, an initial payment being 50% of the Annual College Fees is to be made to cover charges for first semester.
 - b. An itemised list of school fees is provided in the school's written agreement.
 - c. All fees must be paid in Australian dollars. Refunds will be reimbursed in Australian dollars.
 - d. If the student changes visa status (e.g. becomes a temporary or permanent resident) he/she will continue to pay full overseas student's fees for the duration of that calendar year.
 - e. Refunds will be paid to the person specified in the written agreement.
- 4) All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to the College Principal.
- 5) Unsuccessful Enrolment/Visa Rejection
 - a. The school will refund within 28 days all unspent pre-paid fees where the student's application for enrolment is refused by the school. [Applicable only if payment of fees has accompanied the application/enrolment form and lodgement of the written agreement.]

- b. The school will refund within 28 days all unspent pre-paid fees where the student produces evidence that the application made by the student for a student visa has been rejected by the Australian immigration authorities.

6) Student Default

- a. Refunds for student default apply to all unspent fees. Unspent pre-paid fees will be refunded on a pro rata basis proportional to the amount of time the student was studying in the course, except where a non-refundable payment on behalf of the student has been made.
- b. If the student does not provide written notice of withdrawal and does not start the course on the agreed starting date, only one term's (or ten weeks) tuition fees will be refunded from the pre-paid tuition fee. Unspent Course fees and Boarding fees will be refunded.
- c. The school will refund within 28 days of the receipt of written notification of withdrawal by the student (or parent(s)/legal guardian if the student is under 18) unspent fees paid by or on behalf of the student less the \$250.00 administration fee.
- d. No refund of tuition fees will be made where a student's enrolment is cancelled for any of the following reasons;
 - i. Failure to maintain satisfactory course progress (visa condition 8202).
Please see the St Brigid's College – International Student Course progress and attendance policy.
Failure to maintain satisfactory attendance (visa condition 8202).
Please see the St Brigid's College – International Student Course progress and attendance policy.
 - ii. Failure to maintain approved welfare and accommodation arrangements (visa condition 8532). See the Policy Document included in enrolment pack.
 - iii. Failure to pay course fees.
 - iv. Any behaviour identified as resulting in enrolment cancellation in the St Brigid's College Behaviour Policy/Code of Conduct. See Policy Document included in enrolment pack.

7) School Default

[Any default by the school must be compliant with the provisions of the ESOS Act 2000 and the ESOS regulations 2001 (as amended 2013).]

- a. If for any reason the school is unable to offer a course, a full refund of any unspent pre-paid fees will be made within 14 days of notification of course cancellation.
 - b. If for any reason the school is unable to continue offering a course after commencement of a course, a full refund of the unexpended portion of the pre-paid fees will be made within 14 days of notification of course cancellation.
- 8) This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

9) Definitions

- a. *Course money* – includes tuition fees, any amount received by the school for Overseas Student Health Cover (OSHC) and any other amount the student has to pay in order to undertake the course.

10. Welfare and accommodation requirements for students under the age of 18

Overseas students at St Brigid's College are accepted into the College on the clear understanding **that they will be boarders. If places are not available in the Boarding Section, students may stay in Homestay only until a vacancy in the Boarding Section occurs.** Students under the age of 18 are required to maintain adequate welfare and accommodation requirements as a condition of their student visa.

Parents must nominate a Guardian (and an Acting Guardian) on the Guardian Nomination Form. The Guardian must be a relative or friend permanently residing in Western Australia within easy access to the College and at least 25 years of age. The Acting Guardian will be required to assume full responsibilities for the student if the Guardian is absent from their usual domicile for any significant period of time. It is essential that Parents discuss the Guidelines for the Guardian document (provided with the enrolment package) with the intending Guardians to ensure they are fully aware of their responsibilities.

ST BRIGID'S COLLEGE CANNOT ACCEPT ENROLMENT OR RESPONSIBILITY FOR ANY STUDENT WHO DOES NOT HAVE SUITABLE GUARDIAN ARRANGEMENTS.

Will the student be in the care of

a parent

Yes No

suitable relative

Yes No

Details of approved welfare and accommodation arrangements if temporarily accommodated in Homestay:

Dates for approval of welfare and accommodation arrangements:

From: _____

To: _____

11. Privacy

Information is collected on this form and during your enrolment in order to meet our 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 Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment 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 your enrolment can be disclosed without your consent where authorised or required by law.

For more information on privacy, please refer to St Brigid's College Privacy Policy at www.stbrigids.wa.edu.au.

12. Declaration

All students and **parent(s)/legal guardian** (if student is under 18 years of age) must read and sign this written agreement.

- I confirm I have received and understood information from the school regarding the following:
 - the course(s) in which I am to be enrolled
 - conditions on enrolment in the course(s)
 - all course and course-related fees
 - St Brigid's College Refund Policy
 - the sharing of personal information
 - change of address obligations
 - grounds on which my enrolment may be deferred, suspended or cancelled
- I hereby declare that the information supplied by me is true and correct
- I agree to pay all fees owing and by the due date
- I have read, understood and agree to be bound by the above conditions of enrolment

Signed (student)	Date
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Signed (parent(s)/legal guardian)	Date
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