



Clayfield College

# International Students Enrolment Procedures & Business Regulations

# Enrolment Procedures & Business Regulations (Full Fee Paying Overseas Students)

## Application for Enrolment

Parents and/or Guardians are required to complete the online Enrolment Registration Form at [www.clayfield.qld.edu.au](http://www.clayfield.qld.edu.au) OR complete, in full, a hard copy Enrolment Registration Form which must be signed by both parents/guardians.

## Enrolment Registration Fee

A fee is required with each Enrolment Registration Form (please refer to current fee schedule). This registration fee is non refundable, except in the case of a student default due to visa refusal. Where it is required to defer the year of entry, every effort will be made to accommodate the change but no guarantee can be given. In addition, an administration fee (non-refundable) is charged.

## Enrolment Registration List

Once registered, a review of your child's school reports and English level will take place to consider if the registration has progressed to an interview. Your child will then be invited to an interview with the relevant Head of School. Following a successful interview a formal offer of place will be issued.

## Offer of a Place

A formal Offer of a Place at Clayfield College will be made in writing. It will normally be valid for three weeks from the date of the letter of Offer. Where a formal offer is not accepted within the nominated period, that offer may be withdrawn without notice and the vacant position offered to the next student on the waiting list. The Acceptance of Offer/Written Agreement form must be completed in full and signed by both parents/guardians. This form encompasses undertakings relating to business regulations and disciplinary matters which enrolling parents/guardians are required to give before their child can take up a place at the College. In addition, parents/guardians are required to take joint liability for the payment of all school fees for their child.

## Confirmation of a Place Offer

The completed Acceptance of Offer/Written Agreement form must be lodged together with a Confirmation Fee and a payment of at least 50% of one year's fees in advance before the nominated date in order to secure the enrolment (please refer to the current fee schedule for the current confirmation fee). If these requirements are not complied with, the Acceptance of Offer/Written Agreement will not be valid and the place offered to the student will be forfeited.

Please note that all parents/guardians are also required to advise the College of any changes to information regarding the enrolment of their child. Failure to disclose information may result in cancellation of the child's enrolment/place at the College.

## Confirmation Fee

The Confirmation Fee is a non-refundable fee that indicates the acceptance of a place held for their child for commencement on a nominated date.

## College Fees: Full Fee Paying Students

The College receives funding in the form of Per Capita Grants from the State and Commonwealth Governments for all students not defined as "Full Fee Paying Students" (overseas students). Therefore, tuition fees for students who are defined as "Full Fee Paying Students" by the Commonwealth Government are higher to reflect the loss of both the State and Commonwealth Per Capita Grants.

The College fees can be found on the College website.

Commencing students are required to pay 50% of one year's fees in advance in order for the College to issue an electronic Confirmation of Enrolment (eCoE). Fees thereafter are required to be paid one semester (half year) in advance.

Payment of the full year's College fees by 4pm on the first day of the school year attracts a discount. Parents who wish to take advantage of this discount should refer to the current fee schedule. There is a higher discount available for parents who pay the full year in advance by 30 November in the prior year.

The College Council reserves the right to vary the Fee Schedule, upon notice to the Fee Payer. If an account is outstanding without formal arrangement, a late payment charge of \$55 (inc GST) may be applied in the first instance 14 days after the due date and then every 30 days thereafter.

A student for whom there are outstanding or unpaid fees may be asked to be withdrawn from the College until the outstanding amount is paid and is not entitled to participate in co-curricular trips and tours.

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Commencing students are required to pay their Overseas Health Cover in advance for the full period of their visa.

## Overseas/Interstate/Intrastate Trips

Increasingly, our students are proceeding on these trips either at end of term or end of year as an addition or an extension to the school program. It is a College rule that students will not be permitted to participate in these trips if there are school fees outstanding or overdue.

## Deferred Enrolment

Where it is necessary to defer a confirmed enrolment to a subsequent year, written notice addressed to the Enrolments Office must be received from the parents/guardians at least one term prior to the nominated commencement date of the child at the school. Every effort will be made to defer a confirmed enrolment to a later year. If a place is not found or the child does not ultimately commence at the College, then the Confirmation Fee will be forfeited.

## Early Departure/Change of Enrolment Status

Notice of withdrawal of a student after commencement must be provided in writing to the Enrolments Office.

A term's notice of the student's withdrawal from the College or change from Boarder to Day Girl must be provided in writing as per the Enrolment Procedures and Business Regulations (to avoid fees being charged in lieu of notice + GST). Notice must be received by the first day of Term 4 where changes are proposed from Term 1 in the following year.

## Discounts and Scholarships

**Sibling Discount:** In the case of two or more siblings attending Clayfield College at the same time, a concessional discount of 10% off the tuition fees applies automatically to the younger sibling or siblings and, in the case of a fourth or subsequent sibling, the discount is increased to 15%. The same concession is allowed for a younger sibling who has a sister or brother enrolled at another PMSA school. The Application for Sibling Discount form is available from the Business Office.

## Clayfield College Building Fund

The continued delivery of a superior quality education to our students is the highest priority for the College. Your donation to the Building Fund is important in assisting the College to implement the College Master Plan.

A suggested voluntary donation is indicated on each fee statement. This contribution is modest in amount but is a valuable contribution to the fund. Your contribution is voluntary and is fully tax deductible. An official receipt will be issued for tax purposes.

## International Student Policies

International families are advised to become familiar with the following documents and policies which are located on the Clayfield College website [www.clayfield.qld.edu.au](http://www.clayfield.qld.edu.au):

- Accommodation and Welfare Policy;
- Complaints & Appeals Policy;
- Course Progress and Attendance Policy;
- Critical Incident Policy
- Deferment, Suspension & Cancellation Policy;
- Entry Requirements Policy;
- Student Transfer Request Policy.
- Code of Behaviour
- Refund Policy;



## Clayfield College

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**Let your light shine**