



Terms and Conditions for Summer School Program International Students 2018

Billanook College

CRICOS 00131M

This document sets out the terms and conditions under which International Students are enrolled in the Summer School Program at Billanook College.

The information is current at the time of publication, but the College retains the right to amend these terms and conditions at any time. A place in the College Summer School Program is subject to agreement by parents/guardians and students to abide by the College's policies. Such policies are designed to enhance and assist in the delivery of educational.

In this document:

- The Board refers to the Billanook College Board
- Billanook College, Billanook and The College refers to Billanook College Ltd, ABN 37 005 705 555
- Parents means the parent/s or guardian/s of the student/s being enrolled
- Fees means Summer School Program Fees and other charges invoiced by the College
- MyConnect means Billanook College's intranet site

APPLICATION PROCESS

Parents/agents should prepare well in advance for applying to enrol in the Summer School Program at Billanook College as there are limited places available in the Program each year.

To commence the application process please contact the International Programs Manager directly.

Email: steven.lingard@billanook.vic.edu.au Phone: 61 3 9724 1166

ENROLMENT

To enrol your child in the Summer School Program at Billanook College:

- Complete and return the College's official **International Student Summer School Program Application for Enrolment** form signed by both parents or guardian/s to the Registrar email: registrar@billanook.vic.edu.au
If signatures of all parents/guardians are not included on this form, please indicate the circumstances to our College Registrar.
- Provide a copy of all supporting documentation as outlined in the **International Student Summer School Program Application for Enrolment** Form and the payment of monies as detailed in the Letter of Offer including:
 1. A copy of the student's Passport/Birth Certificate;
 2. Certified copies of Academic Reports for the previous two years of schooling, translated to English;
 3. A Letter of Recommendation from the Principal/Key Teacher at the applicant's current school;
 4. Evidence of English language proficiency.

To support the applicant's claim that they have sufficient English language competency to extract benefit from the Summer School Program, objective evidence must be provided. This could include but may not be limited to IELTS, TOEFL, TOEIC or ASAS assessments. In the event that objective assessment of English language proficiency is not available, Billanook College reserves the right to utilize other modes of assessment of readiness for the Summer School Program.

ACCEPTANCE OF ENROLMENT

Once the **International Student Summer School Application for Enrolment** form and supporting documentation has been received the enrolment application will be assessed. This must include you and your child participating in an interview with the International Program Manager in person or via SKYPE.

This interview is a mandatory element of the application process and provides Billanook College with an opportunity to learn about your child and his/her needs so that Billanook can ensure that an appropriate course of study is available.

An application is a pre-requisite to, but not a guarantee of admission to the Billanook College International Student Summer School Program.

Billanook College reserves the right to:

- offer a place to any applicant irrespective of the date of the application;
- or refuse any Enrolment Application without providing a reason.
- Once the assessment process has been completed, parents will be informed in writing of the application outcome either directly or via the agency through receipt of a formal Letter of Offer, requesting payment in advance in full of the invoiced fees by the due date.
- Confirmation of the enrolment place shall not occur until all required additional documentation is received by the Registrar including:
 1. Completed **International Student Summer School Program Acceptance of Enrolment** form
 2. Completed **Student Medical Information** form
 3. Completed **International Student Profile** form
- Confirmation of enrolment will be communicated to Parents in writing within two weeks of receipt of the **International Student Summer School Application for Enrolment** form, all supporting documentation and payment of fees in full.

Should you subsequently cancel the enrolment prior to commencement of the Program and arrival of the student in Australia, fifty percent of the Summer School Program fee is not refundable.

TERMS AND CONDITIONS OF ENROLMENT

Important information you need to tell us:

This agreement is entered into in the utmost good faith. You must:

- before or at the time of Enrolment Application process, advise Billanook College of any matters relating to the learning, emotional or physical needs of your child;
- and advise Billanook College of any change to the above information as soon as possible

This information is important as it allows Billanook to assess the needs of your child.

If you fail to provide this information Billanook College reserves the right to discontinue your child's enrolment, either:

- without notice if Billanook would not have accepted the enrolment if the information had been provided,
- or with reasonable notice in all other cases.

Billanook College policies apply to you and your child

Enrolment of a student in the Summer School Program is conditional upon students and parents adhering at all times to all relevant College policies and directions from the College. By applying for enrolment, students and parents accept these Terms and Conditions. These policies may be varied at times by the College and will be published on *MyConnect* or provided upon request to the College.

If your child breaches a Billanook policy or fails to meet the required standards of good conduct or satisfactory performance the Principal may, at his absolute discretion, cancel the enrolment of a student.

Refer to the **Termination of Enrolment** section in this document available on the College Website for more information.

PAYMENT OF FEES AND CHARGES

You agree to pay by or before the due date, all of the fees and charges payable in connection with your child's enrolment in the Summer School Program at Billanook College. All signatories to the International Student Summer School Program Enrolment Confirmation Form are jointly and severally liable for all fees and charges payable as a result of your child's enrolment in the Summer School Program at Billanook, even if payment is made by only one of the signatories or a third party. This joint and several liability continues even if there are any:

- changes to the relationship;
 - court orders;
 - child support arrangements;
 - other arrangements;
- between or affecting the co-signatories.

If signatures of all parents/guardians are not included on the International Student Summer School Program Enrolment Confirmation Form, please indicate the circumstances to our College Registrar.

FEES AND CHARGES

Please refer to our website for the current year **International Student Summer School Program Fee Schedule** (www.billanook.vic.edu.au). International Student Summer School Program fees are set by the College Board each year.

Fees are billed and payable in full in advance on enrolment.

Block Program Fee: The Block Program Fee covers the following for the **four** week program

- Tuition
- Activities
- College uniform
- Learning resources
- Excursion costs
- Airport transfers
- Homestay fees

The following items are not covered by the Block Program Fee and must be arranged and funded directly by the Parents/Guardians:

- Costs of flights to and from Melbourne
- Travel & Health insurance
- Discretionary spending money

PAYMENT OF FEES

Fees and charges must be paid by the due date and may be paid by:

- Credit card – parents/ guardians may present their credit card details via telephone, in person, or by completing the payment slip on the back of the statement.
- BPAY facilities are also available for fee payment. Please refer to your statement for details.
- EFT deposits can be made directly to the College bank account. Please refer to your statement for details.

AUSTRALIAN ENTRY VISA

Parents are advised to allow the necessary time to complete and submit the application for an Australian Entry Visa.

Students may undertake the Summer School Program while being the holder of an Australian Tourist/Visitor Visa.

Advice should be sought from the Officer at the Consulate or Embassy on all steps required and time to be allowed for these processes to occur.

It is the responsibility of the parent to provide the Registrar with a copy of the Visa Grant Notification for inclusion in the student file once it has been received by the applicant.

It is the responsibility of the parent to notify the College immediately of any change to the student's original Visa grant status prior to and during the Summer School Program.

INITIAL ARRIVAL TRAVEL ARRANGEMENTS

As soon as travel plans to Australia are confirmed, the parent must notify the International Programs Manager by email and provide the following information to the College:

- copies of air tickets and a certified travel itinerary

Billanook College shall respond through communication to the parent/agent of arrangements for:

- Airport greeting
- Homestay selection and placement

ACCOMMODATION AND HOMESTAY

In all cases, the only form of residential accommodation that is applicable for Summer School students shall be College approved Homestay.

It is the responsibility of applicants and their parents to have read and understood **the International Student Homestay Sourcing, Screening and Monitoring Policy and Procedures** for accommodation and welfare prior to accepting the enrolment place.

It is College policy that all enrolled students, regardless of age, must continue to reside in College-approved Homestay until the Summer School Program enrolment has been completed.

Please refer to the **International Student Homestay Policy Handbook** on the College website for further information.

TERMINATION OF ENROLMENT

Billanook may end the enrolment of your child and terminate this agreement if any of the following occur:

- you have not paid any fees or charges due in accordance with this Agreement;
- you do not provide us with important information about your child;
- you or your child breach a Billanook College Policy (available on *MyConnect*)

The Principal reserves the right to remove any student from the College on the grounds of unsatisfactory conduct, unsatisfactory performance or a serious breach of Billanook policy

In this situation it is the parent/guardians responsibility to make immediate arrangements for the student's return to their home country at the parent/guardians expense.

VOLUNTARY WITHDRAWAL OF STUDENTS

Parents are to provide to the Principal, in writing, notice of their intention to withdraw their child/children from the Summer School Program at the College. This notice must be received no less than one month prior to the commencement of the Summer School Program.

Any refund you may be entitled to will be sent to you within a month of receipt of withdrawal notice.

REFUND POLICY

Voluntary withdrawal of Students

Cancellation of enrolment prior to commencement of the Program and arrival of the student in Melbourne will result in a fifty percent refund of the Summer School Program fees.

There will be no refund of fees where cancellation is advised to the College after commencement of the Summer School Program and arrival of the student in Melbourne.

College enrolment termination

In the event that the College terminates the enrolment of your child there will be no refund of fees. Please refer to section *Termination of Enrolment for further information*.

Billanook College accepts no responsibility for any additional costs incurred by the parent/guardian due to voluntary withdrawal of students or College enrolment termination.

Summer School Program Cancellation

If for some unforeseen reason Billanook College is unable or unwilling to complete the Summer School Program either in part or in full, the College shall agree to provide a refund of the fees to each participant calculated on a pro-rata basis.

In such an instance, Billanook College shall not accept any responsibility for any additional costs incurred by the parent due to the non-completion or non-delivery of the Program and shall only be liable for refund of pre-paid fees in part or in total.

STUDENT AND FAMILY DETAILS

In accepting enrolment at Billanook College, the parent agrees to provide Updated Personal and Family Details data on an ongoing basis without delay.

Personal and family details required to be updated include but may not be limited to:

- Residential address of the parent/s;
- Phone Contact number of the parent/s;
- Email address of the parent/s or Nominated Account Payee;
- Change to communication/information rights between the College and either parent arising from a Court Order;
- changes in student medical and/or health conditions, including any formal documentation provided by Health Professionals in the home country

Details of any changes in Parent contact details should be emailed to the Registrar and details of any student medical changes should be communicate to the International Programs Manager. The accuracy of the data on College records is essential for ongoing communication with the parent.

LOSSES DUE TO THEFT, DAMAGE, ACCIDENT OR INJURY AT SCHOOL

Billanook prides itself on the level of care and the provision of a safe learning environment for all students. However, even in the safest environment thefts, damage, accidents and injuries can still occur. Billanook does not accept liability for such events, and recommends that parents consider appropriate insurance to cover any losses.

STUDENT BEHAVIOUR

It is a condition of enrolment in the Summer School Program that your child is aware of and adheres to all College policies and in particular that they:

- Accept and follow all reasonable instructions of the Homestay Parent and accept all Homestay requirements as specified in the Summer School Homestay Manual.
- Accept and follow all reasonable instructions by Billanook College Staff.
- Display respect for all College policies and regulations applicable to all students of the College – including but not limited to :
 - Punctuality of Attendance
 - Preparedness for, and commitment, to learning and contribution to a constructive learning environment.
- Do not act in an aggressive manner or unfairly towards other students, staff and Homestay families. .
- Do not possess any unlawful items at any stage of the Summer School Program ; such as alcohol, cigarettes, illicit drugs, weapons or any other items considered to be inappropriate or unlawful.
- Do not undertake any inappropriate use of the Billanook College and Homestay ICT systems.
- Display respectful and positive conduct toward all other members of the Billanook College community and indeed members of the wider community.
- Participate constructively in all Learning Opportunities and to be proactive in seeking Teacher / Staff Assistance when any uncertainties arise with any elements of the learning.
- Communicate openly and honestly with any adults responsible for the welfare and supervision of the student at that time inclusive of the Billanook College appointed Local Support Person and any Public Officials.

LOCAL AND INTERNATIONAL STUDENTS

This document relates to the enrolment of International Summer School students only. Local students should refer to the document entitled 'Terms and Conditions for Local Students' and International students should refer to the document entitled "Terms and Conditions for International Students" available at www.billanook.vic.edu.au.

PRIVACY NOTICE

The College is bound by and adheres to the Australian Privacy Principles contained in the Commonwealth Privacy Act 1988 and Privacy Amendment (Enhancing Privacy Protection) Act 2012 (referred to as the Privacy Act). In relation to health records, the College is also bound by the Victorian Health Privacy Principles as contained in the Victorian Health Records Act 2001.

Billanook collects personal information, including sensitive information about you and your child, before and during the course of your child's enrolment at Billanook. The primary purpose of collecting this information is to enable Billanook to:

- provide schooling for your child/children, including satisfying the needs of parents and guardians and the needs of the student throughout the whole period he/she is enrolled;
- satisfy Billanook's legal obligations, particularly to enable it to discharge its duty of care.

If the information referred to above is not obtained, Billanook may not be able to enrol or continue the enrolment of your child/children.

Please refer to the College's Privacy Policy at www.billanook.vic.edu.au/privacy-policy/ for further details

CHILD SAFETY

Billanook College is committed to promoting and protecting the interests and safety of children, and to ensuring that those people who care for our students act in their best interests and take all reasonable steps to provide a safe and secure school environment. We have zero tolerance for child abuse.

Please refer to the College's Child Safety Policy at www.billanook.vic.edu.au/child-safety/ for further details.