# The Peninsula School

# *International Students*

Enrolment Process

Fee structure
Refund Policy

Application to Register
for Enrolment form

(a School in association with the Anglican Church of Australia)
Wooralla Drive, Mt Eliza, Victoria, Australia 3930
Telephone: 613 9788 7819 Fax 613 9787 0465
ABN 28 004 451 192 CRICOS No. 00333A

Updated December 2011

Enrolment Process & Application

# ENROLMENT PROCESS

Enrolment process

## Step One: Initial Contact With The School

1. Enquiries are welcomed by International Admissions Staff, by telephone (either + 613 9788 7734 or +613 9788 7819) by email or in person.

2. Extensive information is available on our web-site www.tps.vic.edu.au.

3. If requested a prospectus together with an Application for Enrolment for each child will be forwarded to you together with a DVD.

4. We will be happy to arrange a personal tour of the School if you wish. You are welcome to attend our Open Days in February and July.

5. Please return the Application for Enrolment to our International Admissions Office. Please do not delay as positions are limited and your early response may assist your application.

6. Kindly familiarise yourself with the details of our services, our obligations to you and your rights and responsibilities in relation to the enrolment before making an application. By applying, being accepted and later signing our Enrolment Agreement, you are agreeing to all of our terms. Details are available on our web-site www.tps.vic.edu.au. Hard copies will be forwarded upon request.

7. We are governed by an Act of the Federal Government of Australia. The Act is known as the ESOS Act. You can access it at www.dest.gov.au/esos.

## Step Two: Registration

1. On receiving your Application for Enrolment form your child's name will be placed on our waiting list.

## Step Three: Confirming Enrolment

1. Prior to the year of entry, depending on placement availability, a Letter of Offer will be forwarded to you.

2. You are welcome to meet key people prior to acceptance of an offer of a place, if you wish. Please note our International Staff travel overseas throughout the year – countries and travel dates can be found on our website, www.tps.vic.edu.au/pages/School_International.htm.

3. We will confirm your child's place in the School on receipt of a non-refundable Entry fee plus Registration, Tuition & Boarding fees (see next page) and a signed Enrolment Agreement plus all completed medical forms. Again, your timely response will help to assist your child's enrolment.

# BOARD OF DIRECTORS
# REGULATIONS AND FEES 2012

Fees

**1 TUITION FEES –**

(Non Australian citizens or students without permanent residence status not entitled to Government Grants)

Tuition Fees are charged in three instalments per year. These instalments are issued on 19/1/12, 5/4/12 and 19/7/12. Extras are charged with each instalment. There is a fourth instalment issued on 1/11/12 for extras only.

| Level | Net Cost to Parents Per Instalment | Annual Fee |
|---|---|---|
| Year 5 | $7,152 | $21,456 |
| Year 6 | $7,295 | $21,885 |
| Year 7 | $8,135 | $24,405 |
| Year 8 | $8,509 | $25,527 |
| Year 9 | $8,917 | $26,751 |
| Years 10-12 | $8,815 | $26,445 |

**2 BOARDING FEES**

| | | Per Year | Per Instalment (3) |
|---|---|---|---|
| Accommodation | | $12,238 | |
| Catering | | $6,128 | |
| Includes GST on food | **TOTAL** | **$18,366** | **$6,122** |

**3 REGISTRATION FEE - Payable with Application Form**

| | |
|---|---|
| Day students and Boarders | $100 per student |
| Xs {~¬3xww3{x3s~~3student¦ registered at the same time | $150 |
| Includes GST | |

**4 ENTRY FEE - Payable on acceptance into the School**

| | |
|---|---|
| Years 5 to 9 | $800 Not refundable |
| Years 10 to 12 | $950 Not refundable |

**5 PAYMENT OF FEES**

Credit card payments are due within two weeks of issue date. Visa and Mastercard are the only credit cards accepted. Other forms of payment are due and payable within 30 days of issue date. Fees unpaid at the end of 30 days after the date of issue of each account will be subject to an **ADMINISTRATION CHARGE OF $300**. No student may commence a new term unless the previous fee instalment has been paid.

**A term's notice is required prior to the withdrawal of a student or an amount of 12.5% of the net annual tuition and, if applicable, boarding fee is payable.**

**If annual tuition fees are paid in advance on or prior to Friday 23 December 2011, a 4% discount on the 2012 tuition fees will apply. If annual tuition fees are paid in advance after 23 December 2011, a 3% discount will apply. Payment must be made on or prior to Friday 13 January 2012.**

Please contact the Accounts Department for further details.

**6 COMPULSORY CHARGES**

(a) Computer Expenditure

Students in Years 7 to 12 are required to lease or purchase a Notebook computer. The laptops need to meet our specifications, copies of which are available from the Information Technology Department.

Software Licensing Fee
(All students Year 7@DC, all new students Years DD@12,
all students purchasing new laptops)
To be charged with Billing 1 — $110 per student approx

(b) Transport Fee

This fee is payable with the first instalment and is an inclusive charge for all bus travel for the year to sporting fixtures, academic excursions, the Outdoor Education camps and off@campus lessons.

| | |
|---|---|
| Years 5 to 6 | $225 per student |
| Years 7 to 12 | $275 per student |
| (c) Years 5 to 6 Camps (Term 1) | To be advised |
| (d) Years 5 to 6 Study Tours (Term 4) | To be advised |
| (e) 5 Day Outdoor Ed Camp Year 7<br>Charged with Billing 1 | $450 per camp |
| (f) 5 Day Outdoor Ed Camp Year 8<br>Charged with Billing 1 | $550 per camp |
| (g) 10 Day Outdoor Ed Camp Year 9<br>Charged with Billing 1 | $900 per camp |
| (h) Year 10 Expedition<br>(costs vary according to activity chosen) | To be advised |
| (i) Activities (Personal Development Program, kws¥¦3J@L3including cadets. | Charged per semester.<br>Cost to be advised. |

**7 VOCATIONAL EDUCATION TRAINING (VET)**

| | |
|---|---|
| Years 10 and 11 | $700 |
| Year 12 | $650 |

**8 VICTORIAN CERTIFICATE OF APPLIED LEARNING (VCAL)**

| | |
|---|---|
| Course Fees | Included in tuition fees |

**9 OPTIONAL CHARGES**

(a) Music

| | |
|---|---|
| Instrument hire | $65 per term |
| Individual tuition | $37 per half hour lesson |
| Accompanist's fees | $37 per half hour session |
| Charges to be billed in advance | |

*Missed lessons for reasons not related to school activities or illness will be charged*

(b) Tennis

| | |
|---|---|
| Charged to the following instalment | $14 per group 30 min lesson<br>$35 per private 30 min lesson<br>$20 per semi-private 30 min lesson<br>Includes GST |

**11** **PARENTS' ASSOCIATION CONTRIBUTION** $40 per year, per family

This contribution is optional and is charged with each billing ($10 per billing), to assist with the on-going support to the School of the Peninsula School Parents' Association (PSPA).

**12** **TOPSA (The Old Peninsula Students Association)** $200 per student

This is an optional one-off charge for life membership to TOPSA, to be charged with the second billing for all Year 12 students.

Year 12 students who leave the School prior to billing 2, and Year 10 and 11 students who leave during 2012, will be offered the option of Life Membership to TOPSA.

**SN Johnston**
Principal
For the Board
30 November 2011

## Electronic Banking Details for The Peninsula School

**BSB** **083253**
**Account** **684505746**

National Australia Bank
Collins Street
Melbourne Vic Australia 3000

School SWIFT Code for Funds Transfer is NATAAU3303M

***Please note: Make sure you identify student's name on Funds Transfer***

## Refund Policy

Notification of cancellation, withdrawal, leave of absence, or deferral of enrolment at the School or enrolment in an Extra Subject must be made in writing to the School.

Refund in the event of default by Student:

| | | Refund/ Cancellation Fee | Additional Requirements |
|---|---|---|---|
| Cancellation of enrolment prior to commencement | One Term's notice<br><br>Less than one Term's notice | No fee payable<br><br>12.5% of the net Annual Tuition and Boarding fee payable | |
| Cancellation of an Extra Subject | One Term's notice<br><br>Less than one Term's notice | No fee payable<br><br>50% of the Term subject fee payable | |
| Cancellation of enrolment after commencement | Anytime | No refund | Should a student become seriously ill or be required to return home due to exceptional circumstances of a compassionate nature (such as death or severe illness in the family) and as a consequence can no longer continue their study, the School may refund the balance of unused fees. This fee refund is wholly at the discretion of the School. Appropriate evidence, such as a medical certificate, will be required. |
| Cancellation of Student Visa by the Department of Immigration and Citizenship | Anytime | No refund | |
| Visa refused by the Department of Immigration and Citizenship | Prior to arrival | Full refund | The School must be supplied with the relevant letter of visa rejection from DIAC |
| Student expelled from the School | Anytime | No refund | |

Fees will not be refunded for any reason other than the above.
Refund in the event of default by the School (sections 27 - 31 ESOS Act 2000)

The School will pay a full refund to the Student within two weeks should:

- the course being offered not commence on the agreed starting day
- the course cease to be provided after it starts and before it is completed, or
- the course is not provided fully to the student because of a sanction imposed on the School.

The Student will be provided with a statement explaining how the refund amount has been calculated. In the event that an Extra Subject ceases to be provided after it starts and before it is completed, the School will endeavour to arrange for another subject to be provided to the student as an alternative. Should the alternative course of study/ program be acceptable to the student, no refund of fees for the original enrolment will be made by the School, nor will any additional fees be charged to the student for the alternative program.

**How and when to apply for refunds**

In the event of course cancellation or a student withdrawing or being asked to withdraw from a course, the refund policy will be initiated by the School.
Students requesting a refund of fees must submit a written request to the School. Before applying for a refund of fees, all students must read the School's Refund Policy.
This agreement does not remove the right of the student to take further action under Australia's consumer protection laws, and does not restrict the student's right to pursue other legal remedies. The Education Services for Overseas Students Act 2000 and Education Services for Overseas Students Regulations 2001 provide further information if an Extra Subject offered by the School is cancelled either prior to commencement or after commencement of the subject.
If you wish to lodge an external appeal or complain about this decision, you can contact the Overseas Students Ombudsman. The Overseas Students Ombudsman offers a free and independent service for overseas students who have a complaint or want to lodge an external appeal about a decision made by their private education or training provider. See the Overseas Students Ombudsman website www.oso.gov.au or phone 1300 362 072 for more information.

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Wooralla Drive, Mt Eliza, Victoria, Australia 3930
Telephone: 61 3 9788 7777 Fax 61 3 97887894
ABN 28 004 451 192 CRICOS No. 00333A

# APPLICATION TO REGISTER FOR ENROLMENT

TO: The Director of Admissions

I/We request that my/our son/daughter be considered an applicant as a student at The Peninsula School.
I/We acknowledge that:

- This is an application only and our child will be placed on a waiting list.
- On offer of a placement, we will be required to sign an Enrolment Agreement which must be submitted with payment of the prescribed Entry Fee.
- In the case of Boarders, one instalment's boarding fee as prescribed is required to be paid in advance together with the Entry Fee and is not refundable if a student fails to take up the place offered other than in exceptional circumstances.

## DETAILS OF STUDENT APPLYING FOR REGISTRATION

| Current School/Kindergarten/Childcare Facility | | | |
|---|---|---|---|
| Year Level Applied for | | | |
| Current Year Level | | Expected Year of Commencement | 20 __ __ |
| Student's Family Name | | | |
| Student's Given Names | | | Male O Female O |
| Student's Preferred Name | | | |
| Date of Birth | | Language Spoken at Home: | |
| Country of Birth | | Nationality: | |
| Student's Current Address: | | | |
| | | Postcode | |
| Religion: | Denomination: | | |
| Student resides with Mother [ ] Father [ ] Guardian [ ] Other [ ] | | | |

To whom will the School send accounts?_____

To whom will the School send reports?_____

Brother(s) or sister(s) either registered, currently attending, or former student(s) at Peninsula

Names:_____ _____

Is either parent a former student of Peninsula? If so, who? Mother O Father O

Past House Affiliation _____ Year level _____ Calendar year left _____

## PARENT/CAREGIVER DETAILS

| Caregiver 1 | |
|---|---|
| Full Name | |
| Home Address | |
| | Postcode |
| Home Telephone | |
| Business Name | |
| Address | |
| | Postcode |
| Business Telephone | |
| E-mail | |
| Mobile | |
| Relationship to student | |

| Caregiver 2 | |
|---|---|
| Full Name | |
| Home Address | |
| | Postcode |
| Home Telephone | |
| Business Name | |
| Address | |
| | Postcode |
| Business Telephone | |
| E-mail | |
| Mobile | |
| Relationship to student | |

_____ and/or _____

Signature of Caregiver 1 Signature of Caregiver 2

Date _____

The School reserves the right to contact previous schools attended by the applicant

## INFORMATION FOR BOARDERS (International students)

Name of Local Guardian in Melbourne _____

Residential Address _____

_____ Postcode _____

Business Address _____

_____ Postcode _____

Telephone (Home) _____ (Bus) _____

What type of Visa does the student possess?_____
(Please send photocopy of current Passport, if unsure)

Will the local Guardian accept responsibility in case of any hospital, medical or dental care that may be necessary?
Yes [ ] No [ ]

Has the student ever boarded before?
Yes [ ] No [ ]

If Yes - Where? _____

Why? _____

If currently in a Boarding School, explain why you would like the student to come to The Peninsula School.

_____

_____

*Information provided to the School may be made available to Commonwealth and State agencies and the Fund manager of the Education Service for Overseas Students Assurance Fund.*