

The Peninsula School

International Students

Enrolment Process

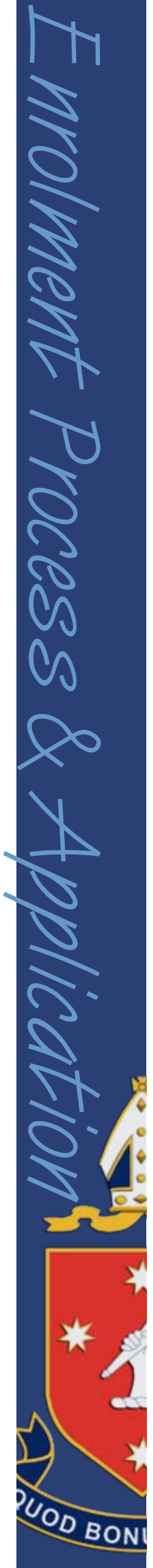
Fee structure
Refund Policy

Application to Register
for Enrolment form



(a School in association with the Anglican Church of Australia)
Wooralla Drive, Mt Eliza, Victoria, Australia 3930
Telephone: 61 3 9788 7777 Fax 61 3 9787 0465
ABN 28 004 451 192 CRICOS No. 00333A

updated 19/8/08



ENROLMENT PROCESS

Enrolment process

Step One: Initial Contact With The School

1. Enquiries are welcomed by International Admissions Staff, by telephone (either 9788 7734 or 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 or video.
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, 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 2008

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 21/1/08, 3/4/08 and 21/7/08. Extras are charged with each instalment. There is a fourth instalment issued on 6/11/08 for extras only.

Level	Per Instalment Net Cost to Parents	Annual Fee
Year 5	\$5,907	\$17,721
Year 6	\$6,035	\$18,105
Year 7	\$6,484	\$19,452
Year 8	\$6,685	\$20,055
Year 9	\$6,839	\$20,517
Years 10, 11 & 12	\$7,005	\$21,015

2 BOARDING FEES

		Per Year	Per Instalment (3)
Additional to the above:	Accommodation	\$9,600	
	Catering	\$4,800	
Includes GST on food	TOTAL	\$14,400	\$4,800

3 REGISTRATION FEE - Payable with Application Form

Day students and Boarders	\$66 per student
Each additional student registered at the same time	\$33
Includes GST	

4 ENTRY FEE - Payable on acceptance into the School

Year 5 to 9	\$800 Not refundable
Year 10	\$900 Not refundable
Year 11	\$900 Not refundable
Year 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 \$250**. No student may commence a new term unless the previous fee instalment has been paid. **A term's notice is required on the removal of a student or an amount of 12.5% of the net annual tuition and, if applicable, boarding fee is payable.** If tuition fees are paid a year in advance, a 3% discount will apply. Payment must be made on or prior to 1 February 2008. 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, all new students Years 8 - 12)
To be charged with Billing 1

\$67 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 School Camp at Glenmaggie and off-campus lessons.

Years 5 to 6

\$165 per student

Years 7 to 12

\$185 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) Outdoor Ed Camp Years 7 - 9 Charged to Billing 1

\$275 per Camp

Includes GST on food of \$5

(f) Year 10 Camp

To be advised

7 ELECTIVES

(a) Cadets

Charges made with each instalment

\$160 per semester

8 VOCATIONAL EDUCATION TRAINING (VET)

(a) Year 11

\$500

(b) Year 12

\$520

9 VICTORIAN CERTIFICATE OF APPLIED LEARNING (VCAL)

Course Fees

VET charges absorbed

Included in tuition fees

10 OPTIONAL CHARGES

(a) Music

Instrument hire

\$40 per term

Individual tuition

\$28 per half hour lesson

Accompanist's fees

\$25 per half hour session

Charges to be billed in advance

(b) Tennis

Charged to the following instalment

\$12 per lesson. 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 SCHOOL ASSOCIATION)

\$150 per student

This is an optional one-off charge for Life Membership to TOPSA, to be charged with the third billing for all Year 12 students

MW Massey

Business Manager
For the Board
28 November 2007

Electronic Banking Details for The Peninsula School

BSB **083922**
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

Fees



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	No fee payable	
	Less than one Term's notice	12.5% of the net Annual Tuition and Boarding fee payable	
Cancellation of an Extra Subject	One Term's notice	No fee payable	
	Less than one Term's notice	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 Multicultural Affairs & Indigenous Affairs	Anytime	No refund	
Visa refused by the Department of Immigration, Multicultural & Indigenous Affairs	Prior to arrival	Full refund	The School must be supplied with the relevant letter of visa rejection from DIMIA
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 2 weeks should:

- the course being offered not commence on the agreed starting day
- the course ceases 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.





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APPLICATION TO REGISTER FOR ENROLMENT

(To be accompanied by a non-refundable Registration Fee of \$66.00 for each additional child registered at the same time - \$33.00)

TO: The Director of Admissions
The Peninsula School
Wooralla Drive
MOUNT ELIZA VIC 3930

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 within 30 days of offer.
- 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 _____ If 3 year old kinder, number of days 2 or 3 _____

Current Year Level _____ Expected Year of Commencement 20

Student's Family Name	
Student's Given Names	Male/Female
Student's Preferred Name	
Date of Birth	
Place of Birth (country)	
Language Spoken at Home	
Current Address	Postcode
Religion/Denomination	
Student resides with Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian <input type="checkbox"/> Other <input type="checkbox"/>	

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 Father Past House Affiliation _____



PARENT/GUARDIAN DETAILS

Father of Student	Mother of Student
Full Name _____	Full Name _____
Home Address _____ _____ Postcode _____	Home Address _____ _____ Postcode _____
Home Telephone _____	Home Telephone _____
Business Name _____	Business Name _____
Address _____ _____ Postcode _____	Address _____ _____ Postcode _____
Business Telephone _____	Business Telephone _____
Fax/e-mail _____	Fax/e-mail _____
Mobile _____	Mobile _____
Marital status _____	Marital status _____

Signature of Mother

Signature of Father

Signature of Guardian

Date _____

Please note: This Application requires the signature of both parents.

The Guardian's signature is required only when the proposed student has no living parent.

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.

