



St. Andrew's Grammar

St. Andrew's Grammar is a co-educational school and is run under the
Auspices of the Hellenic Community of WA Inc.

INTERNATIONAL STUDENTS REFUND POLICY

The aim of this policy is to:

- Ensure that parents are aware of fees and charges payable in the event their child is unable to commence at the St. Andrew's after accepting an offer of enrolment, or withdraws from the School after commencement at the School.
- Provide information to parents that enable them to make informed decisions about their children's education

Notice of Intention to Withdraw

A full term's (10 weeks) notice in writing to the Principal is required of the intention to withdraw a student from the School. Failure to do so will necessitate the charge of one quarter of the annual tuition fee.

Non-Attendance

The Enrolment and Acceptance Fees are non-refundable and will not be refunded regardless of the reason for non-attendance. The Enrolment fee is \$50.00(AUD) and the Acceptance fee is \$500.00(AUD).

School fees paid at interview are non-refundable (in lieu of one term's notice) if the student does not attend after interview.

Withdrawal of Student

Should a student be withdrawn prior to the conclusion of the course no penalty fee will be charged providing the requirement of a term's notice has been met.

Should this notice not be provided a charge of one term's fees, being one quarter of the annual tuition fee will be imposed.

Any payment over and above this amount, having been received, will be refunded.

Visa Refusal

If a student's visa application is refused by the Department of Immigration and Border Protection and the student cannot undertake the course, the school will refund within four weeks any unspent pre-paid fees where the student produces evidence that the application made by a student for a student visa has been refused by the Australian immigration authorities, minus the lesser of 5% of the amount of pre-paid fees received or \$500, as prescribed by the relative Legislative Instrument.

Enforced Departure

Should a student be required to withdraw from the School due to a breach of international student visa conditions, a full term's fees, being one quarter of the annual tuition fee will be imposed and must be paid within six (6) weeks of withdrawal.

Should a student be required to withdraw from the School due to a breach of the institution's rules a full term's fees being one quarter of the annual tuition fee will be imposed and must be paid within six (6) weeks of withdrawal.

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Refunds by the School

The School will refund to the student's family within two weeks, any pre-paid course money that is above and beyond the equivalent of one quarter of the annual tuition fee in the event of a withdrawal without notice.

The School will refund to the student's family within two weeks all pre-paid course money that was required to be paid less the amount to be withdrawn under the Regulations, as a minimum refund if:

- the course offered by the School does not start on the agreed starting date; or
- the School ceases to provide the course during its term; and
- the student has not withdrawn before the default date.

To claim a refund, please contact the school by phone or email.

Change of visa status

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 year.

Exceptions

Exceptions to the above refund procedure may be made when the reason for withdrawal of a student is of a compassionate nature such as:

- Death or serious illness of a family member;
- Serious illness or disability of the student;
- Political or civil event that prevents continuation of studies; or
- Natural disaster in home country preventing continuation of studies.

A partial refund may be considered in these circumstances on a case-by-case basis. Supporting documentary evidence must be provided for a refund to be considered by the Principal.

*****Please note that 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.*****



Mr Simon Midson
School Principal

Tel: (08) 9376 5850

Fax: (08) 9376 5859

Email: admin@sag.wa.edu.au

Web: www.sag.wa.edu.au