



## Refund Policy

Effective from 1 January 2022

### **Enrolment Application Fee**

The Enrolment Application fee of **\$110.00** (GST included) per child is to be paid when the Application form is submitted to the school and is **non-refundable**. This fee covers the administrative cost of enrolment and the **initial** interview. The Enrolment Application form will not be processed without payment of the application fee.

### **Enrolment Offer Fee**

The Enrolment Offer Fee of **\$350.00** per child is **non-refundable** and holds a position for the child in the class. Enrolment confirmation is subject to payment of the Enrolment Offer fee. Your enrolment is not completed until the Enrolment Offer fee has been received.

The Enrolment Offer Fee covers the administration costs associated with processing your child's application. This involves registering and reviewing your child's documents, organising and holding interviews with the Class Teachers and School Principal, trial session within class, evaluation of your child's needs and the suitability of the school to your child. This also covers the preparation and submission of student data to the government so that we can receive funding and keep the tuition fees at a reasonable level to be able to provide your child with a quality education and resources.

### **Tuition Fees**

Tuition fees will be charged quarterly at the beginning of each term or annually if requested.

### **Early Withdrawal from School**

We require a school-term's notice, in writing, from the person responsible for the payment of school fees and addressed to the Principal for the intended withdrawal of a student from school. **Full fees are payable in lieu if this notice is not provided.**

#### **Annual Payment**

If Annual Tuition Fees have been invoiced to the parent and the required withdrawal notice is received by the school, the pro-rata fees paid in advance will be refunded to the parent's bank account.

### **Fees Variation**

It is the intention of the School Board that the fee levels set prior to the start of each school year will remain in force for the whole of the year. However, the right is reserved to change the level of fees during the year, if factors outside the control of the School Board impact significantly upon the cost of operating the school. As per the Enrolment Contract if the fees increase by more than 10% from the preceding term, you may terminate your enrolment contract by notice in writing within 14 days of the date we notify you of the increase.