



## Terms of Enrolment – Overseas Student

### 1. Aims of the School

#### VISION STATEMENT

*To see parents and children experience  
the benefits of Bible-based, Christ-centred,  
Parent-controlled education  
in order that they might be prepared  
and equipped for a life of service  
as disciples of Jesus Christ.*

#### MISSION STATEMENT

*To serve Christian families by operating one or more schools,  
as the Lord enables and prospers us,  
and that while remaining faithful to our vision,  
and to the Reformed faith and worldview of our founders,  
to provide Christian education of the highest quality  
for as many as desire it for their children.*

### 2. Complying with the school's requirements of students

We agree to uphold the rules of the School and other requirements as communicated to us from time to time and as set out in the Junior/Middle/Senior School Handbooks and will encourage our child/ren to uphold the School's standards of behaviour.

We agree to allow our child/ren to share fully in the life and program of the School.

#### **Parents' support for the School's Policies, Rules and Codes of behaviour**

We agree to support all School policies and to cooperate with teachers and administrators in this regard and to support the principles, ethics and aims of the School. Where possible, we will participate in parent activities of the School.

#### **Appearance and school uniform**

We will support the School Uniform Policy and ensure that our child/ren's uniform is worn correctly and is kept in good repair.

#### **Attending school activities**

We will ensure that our child/ren attends all the activities of the School as required, including attending classes, extra curricular activities, and special school functions.

### ***Drugs and alcohol***

We will support the Safe School and Drug Policy. We acknowledge that any student possessing, using or distributing any illicit drugs (including illicitly using and distributing prescription drugs) may be immediately expelled from the school.

## 3. Communication between parents and the school

### ***School Communications***

We acknowledge that under Australian law where this is relevant both parents must receive information and be involved in decision-making about their child/ren's education unless the courts have indicated otherwise.

We understand that the school will send communications (such as newsletters and School Reports) to us at the address or addresses we supply on the Application to Enrol and as modified from time to time in ***Student Information and Health Form***.

The School will notify all parents/guardians in writing within a minimum of 20 working days if:

- a) there is any change to Executive staff (Principal, Deputy Principal)
- b) it intends to relocate the School's premises
- c) any prospective changes to the ownership of the School

### ***Advising the school of changes***

We will inform the School as soon as possible about anything that could affect our child/ren's participation in the school's program and activities, including health issues or family circumstances.

We will advise the School immediately of any matter which affects our child/ren attending the School including our child/ren's absence from the School for any reason including illness or accident. We will contact the School on these occasions in keeping with the School's Attendance Policy.

We will advise the school of any changes to contact details or residential addresses. We understand that all overseas students must receive written approval from the Principal before they can change residential address if the school has arranged homestay accommodation and has issued a Welfare Letter (CAAW) for an child under the age of 18 years.

### ***Privacy and use of photographs***

We acknowledge that the School will use the personal information it holds about our child and our family for any lawful activity and in keeping with the School's Privacy Policy as up-dated from time to time.

In keeping with the School's Privacy Policy we consent to our child's photo appearing in school related publications such as the school newsletter, brochures, magazine and website.

We acknowledge that the School may share personal information with the Australian Government and designated authorities in regards to the enrolment of our child/ren. This personal information can include contact details, course enrolment details and changes, and any suspected breaches by our child/ren of their visa conditions.

## 4. Medical matters

When necessary, and when the school requests it, we will provide current health and medical information that is relevant to our child/ren participating in and attending School and School-related activities.

We understand that the School reserves the right to send a child/ren home from the School or require the child/ren to be collected from School if he or she is too ill to remain at the School, and that the School can decide if this is the case.

We understand that if our child/ren is a full paying overseas student that we must retain overseas student health cover for the duration of their studies at the School.

### **Medical Emergencies**

In the event that our child/ren needs urgent hospital or medical treatment of any nature and the School is unable to contact us after making reasonable efforts we authorise the School to obtain ambulance and other emergency assistance. We indemnify the School, its employees and agents in respect of such action.

If our child/ren is in care arrangements then we authorise the Guardian to act for us in an emergency, accident or illness during the period of time that our child/ren is part of the overseas student program.

## 5. School fees

### **Paying fees**

We agree to pay the School Fees, including school tuition and other ancillary charges in accordance with the timetable set out in the Overseas Student Fee Schedule. We acknowledge that if the School Fees are not paid within the period specified then our child/ren's enrolment may be at risk.

We acknowledge that if the School Fees are not paid at the end of any term to which those fees apply the Principal has the right to suspend or terminate our child/ren's enrolment for the next term.

If the course our child/ren has enrolled in is not delivered we understand that we will receive a refund for the School fees paid for this course. Please refer to the *Full Fee Paying Overseas Student Withdrawal, Deferral and Refund Policy* (attached) for further details about how the school refund fees paid.

We acknowledge that the agreement, and the availability of complaints and appeals processes, does not remove our right to take action under Australia's consumer protection laws.

### **In the event of hardship**

We acknowledge that in enrolling our child/ren at Tyndale Christian School we have committed to paying School Fees for the period of the student's education at the School and that we have carefully considered the financial commitment involved. We understand that the School may approve a partial remission of fees in exceptional cases of genuine hardship but that such fee remissions will normally only be considered where a student has been enrolled at the School for at least two years and after parents apply in writing for assistance. We understand that fee remissions are only intended to assist families through a temporary period of need and, if granted, will normally only apply for a maximum of twelve months.

### **Withdrawing our child/ren from the School after enrolling at the School but before starting at the School**

We acknowledge that if, after paying the Enrolment Fee, we withdraw our child/ren from the School and do not notify the School of our intention at least four weeks before the start of the term in which he or she was due to commence, 30% of the annual course fee will be payable.

### **Withdrawing our child/ren from the School after he or she has started attending the School**

We acknowledge that if, after our child/ren has started attending the School, we decide to withdraw our child/ren from the School, we will give at least one full term's notice in writing before withdrawing our child/ren from the School. We understand that if we do not give this notice the full term's School Fees will be payable. Please refer to the *Full Fee Paying Overseas Student Withdrawal, Deferral and Refund Policy* (attached) for further details about how the school refunds fees paid.

### **If our child/ren is absent from the School for an extended period**

We acknowledge that School Fees will not be refunded if our child/ren is absent from the School for extended periods due to sickness or injury. However, in this case, we may approach the School to be considered for fee relief. We may approach the School regarding deferment of a course. Please refer to the *Full Fee Paying Overseas Student Withdrawal, Deferral and Refund Policy* (attached) for further details about how the school deals with deferral.

We also acknowledge that if we wish our child/ren's place to be held open for reasons such as overseas travel, we will still be liable to pay the normal School Fees.

***If our child/ren is suspended from the School***

We acknowledge that the Principal may, at his discretion at any time suspend our child/ren from attending the School and that we will continue to pay all School Fees and other charges during any period when our child/ren is suspended.

***If our child/ren is expelled from the School***

If our child/ren is expelled from the School we acknowledge that we remain liable to pay all School Fees up to the end of the term in which our child/ren is expelled as well as all other charges incurred up to the date on which he or she is expelled.

***If the School ends its relationship with us***

We acknowledge the School's right to require us to remove our child/ren from the School if the School should conclude that the necessary relationship of trust and cooperation between us and the School is irreparably damaged. We understand that in these circumstances the School Fees already paid for the term in which the student is required to leave will not be refunded. If School Fees are still outstanding for the term during which we remove our child/ren, we acknowledge these Fees will remain payable. For further details please refer to the *Full Fee Paying Overseas Student Withdrawal, Deferral and Refund Policy* (attached).

## 6. Joint and several liability

We understand that both parents in signing the Confirmation and Terms of Enrolment accept joint and several responsibility for paying all School Fees and ancillary charges.

We understand that "Joint and several" responsibility for payment means that both parents are responsible to pay School Fees. Accordingly, if one parent fails to pay the School Fees the other parent can be held responsible, irrespective of any arrangement between the parents or with another person (for example, a grandparent) as to who is to pay. We accept that the School will not enter into disputes arising from disagreements between parents over responsibility for paying School Fees.

We accept that the School will not enter into disputes arising from disagreements between parents and the Agent/Guardian over responsibility for paying School Fees.

## 7. Indemnifying the school

We agree to indemnify the School against any claim, cost, damage or suit which another party brings against the School arising out of our child/ren failing to comply with the School Rules and Conditions or any reasonable direction of a School employee while at the School or travelling to or from the School.

We agree to be responsible for the cost of any damage our child/ren causes to School property.

## 8. Changes to rules and conditions of enrolment

We understand the School may amend the Terms of Enrolment from time to time and that any changes will be communicated to the School community and will apply from the date on which they are communicated.

## 9. Overseas Students

***Offer of place***

We acknowledge that our child/ren's enrolment is based on an assumption of reasonable written and spoken English from documentation supplied to the school by the parents and/or guardian/agent. Your child/ren's level of English will be tested upon arrival along with numeracy and literacy to ensure that he or she is placed in the appropriate class/subjects.

### **Course Requirements**

We understand that our child/ren must satisfy the course requirements or their visa will be cancelled. To satisfy these requirements

- Our child/ren must maintain enrolment at a registered institution
- Our child/ren must attend at least 80% of all scheduled classes/tutorials
- We must make appropriate arrangement for the payment of tuition fees as set out in these terms of enrolment
- We must advise of our child/ren's home address within 7 days of arriving in Australia
- We must advise the school if our child/ren's home address changes within 7 days
- If our child/ren is living with a guardian or in care arrangements we must provide written approval to change our child/ren's accommodation, support and general welfare arrangements. We understand that our child/ren's change in living arrangement must also be approved in writing by the School Principal prior to any change occurring.
- We understand that our child/ren must stay at the approved care arrangements until written approval the School Principal is received.
- We understand that the change in living arrangements can only take place from the date the School approves.

We understand that the school is required to report breaches of attendance and academic requirements and under 18 years accommodation, support and welfare arrangements to the Department of Immigration and Citizenship.

### **Special Circumstances for Termination of enrolment**

We understand that the school reserves the right to terminate the enrolment of our child/ren in the following circumstances:

- Our child/ren fails to attend school, or any school activity, without authorisation
- Our child/ren fails to meet course guidelines as a result of non-attempted work
- The school is not notified within 7 days of changes of address and residential arrangements.

### **Health Insurance**

We understand that we must obtain Overseas Student Health Cover for our child/ren. This cover must be taken out so that it applies from when our child/ren arrives and must be maintained throughout their stay in Australia. We understand that Tyndale Christian School can arrange this health cover for our child/ren and if requested, the fee payable will be added to our child/ren's school fee account. We understand that if the School arranges health cover for our child/ren that it will be for the duration of our child's/ren's student visa.

The Terms of Enrolment – Overseas Students should be read in conjunction with the *Full Fee Paying Overseas Student Withdrawal, Deferral and Refund Policy* (attached).