



ST STEPHEN'S SCHOOL

UNITING CHURCH IN AUSTRALIA | DUNCRAIG & CARRAMAR.
WESTERN AUSTRALIA

CRICOS PROVIDER NUMBER 02807M

INTERNATIONAL STUDENTS: REFUND POLICY

1. An Application Fee of \$A200 must accompany your application for admission when enrolling. This fee covers administration costs and is non refundable. If a request is made for the school to arrange accommodation, a booking fee of \$A500 is payable. This fee is not refundable.
2. A non refundable Confirmation of Acceptance Fee of \$A2500.00 is payable on receipt of receiving a written offer of a position in the school
3. Should the School withdraw an offer or be unable to provide an education service to overseas students, the default provisions of Section 28 of the ESOS Act 2000 will apply.
4. If a student's application for a student visa is unsuccessful, and the school is notified before the semester commences, any fees paid which relate to tuition will be refunded in full. The Application and Confirmation of Acceptance Fees are not refundable. Any monies paid in advance for accommodation will also be refunded in full unless the student has spent some time in home-stay, in which case the accommodation costs payable for that length of time must still be paid.
5. If the student withdraws from the course the following charges will be made:
 - (a) Notification more than 10 weeks before the commencement of the semester: Full refund of the semester's tuition fees.
 - (b) Notification less than 10 weeks before the commencement of the semester: Refund of 80% of the semester's tuition fees.
 - (c) Within the first 4 weeks of the start of the semester: Refund of 40% of the semester's tuition fee.
 - (d) After the fourth week of the semester: No refund.
 - (e) Any monies paid in advance for accommodation will also be refunded in full, unless the student has spent some time in home-stay, in which case the accommodation costs payable for that length of time must still be paid.
6. If St Stephen's School asks the student to leave the school due to a serious breach of the school's rules a percentage of the tuition fees will be refunded. This will be calculated as a percentage of the number of weeks of the course not completed. Any accommodation costs paid in advance will be refunded pro rata.
7. If the student is asked to leave the school or Western Australia due to a serious breach of the international student visa conditions, a percentage of the tuition fees will be refunded. This will be calculated as a percentage of the number of weeks of the course not completed. Any accommodation costs paid in advance will be refunded pro rata.
8. Refunds will be paid within four weeks of the student leaving St Stephen's School. This agreement does not remove the right to take further action under Australia's consumer protection laws.
9. Information provided by the student to the school may be made available to Commonwealth and State agencies and the Fund Manager – ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and The National Code of Practice.

St Stephen's School is also required, under Section 19 of the ESOS Act 2000, to advise Commonwealth agencies about changes to the student's enrolment and breaches of student visa conditions relating to academic performance and attendance.