



# Christ Church Grammar School

PERTH, WESTERN AUSTRALIA

## Conditions of Enrolment: Full Fee Overseas Students

Parents of full fee overseas students are asked to carefully read the Conditions of Enrolment listed below. Having read and understood the conditions, you are asked to sign and date the parental declaration on page 3 and return this entire document, together with the offer acceptance forms, to the School. Where parents do not understand English, a copy of this agreement should be explained to them in their own language. Please retain a copy for your records.

## Conditions of Enrolment

1. Parents will have read and understood the Terms and Conditions, the Privacy Policy, available on our website, the Fees Policy, the Full Fee Overseas Student Handbook and the Fees Refund Policy.
2. An overseas student must have achieved the specified level of English determined by the academic year into which he is enrolling. Should your son not reach the required level of English prior to entry, final enrolment may be deferred or denied. In the latter case, monies already paid will be refunded.
3. Unless otherwise agreed with the Principal, a full fee overseas student is required to board at the School until the completion of his course of study, which is usually at the end of Year 12.
4. A full fee overseas student holding a valid 571 student visa may only become a day student if he is living with a parent or close relative who holds a valid Student Guardian visa 580.
5. Full fee overseas students may be withdrawn only at the end of first or second semester (end of Term 2 or Term 4). This condition also applies if your family's visa status changes and you become Australian residents based in Perth, and you wish your son to become a day boy. The Principal or Admissions Registrar must receive notification of withdrawal, in writing, at least one semester (two terms) in advance otherwise a fees penalty will apply.
6. Parents are required to appoint an adult relative or friend of the family who resides in Perth to act as their son's local carer while he is a student at the School. The appointed local carer must be over the age of 25, be able to communicate well in English and be prepared to sign the local carer nomination form, which includes having a recent photograph. The School must also be immediately advised of any change of address.
7. All fees must be paid by the due date. The boarding and tuition fees are payable two weeks before the first day of each semester.
8. Full fee overseas students are required to have a current student visa. Holders of a 571 student visa must comply with a number of [visa conditions](#). One of the more important visa conditions is 8202 - Meeting Course Requirements. This relates to issues such as poor attendance or unsatisfactory academic progress. Any absenteeism from classes will be documented as per school policy including informing the Registrar of any unauthorised absences.
9. Unsatisfactory academic progress may result in your son's enrolment being cancelled, which would mean he would be in breach of this visa condition. Breaching this condition has serious implications for your son's visa and will affect his possibilities for future study in Australia.

## Unsatisfactory academic progress

Christ Church Grammar School uses a variety of means to determine whether a student has made satisfactory progress. To seek further information related to your son's course, please contact the Studies Office.

In general, if your son fails subjects or is identified as a student at risk of making unsatisfactory progress, his teachers and relevant executive staff will inform you in writing and seek a meeting. This meeting will provide you and your son the opportunity to explain his circumstances and discuss strategies to assist him with achieving satisfactory results. If your son continues to make unsatisfactory progress, the School will ask you to make a written submission and/or attend a meeting with the Principal. It is important that you make every attempt to attend this meeting and provide all the relevant information as to why your son is not progressing satisfactorily as it is at this meeting that the School may recommend cancellation of your enrolment. A decision will be made, even if you do not attend.

The School will notify you in writing if it decides to recommend cancellation of your son's enrolment. This letter will include information about appealing the recommendation and the School's obligation to report you to the Department of Education and Training (DET) and the Department of Immigration and Border Protection (DIBP) if your son has not made satisfactory academic progress. When you receive this letter, you have 20 working days to decide on one of the following options:

- 1) You discontinue your son's enrolment within 20 working days of having received the letter; or
- 2) You appeal the School's decision within 20 days of having received the letter.

If you do not respond, the Principal will make a decision in your absence. The Principal's decision is final and no further review will be made available from within the School.

The School's *Complaints and Appeals Policy Procedure*, also featured in the International Student Handbook, is available on the school website at [www.ccgswa.edu.au](http://www.ccgswa.edu.au) and contains information about the appeal process.

Cancellation of your son's visa can have serious implications. If he discontinues his course after you have received the written notice from the School, the School will cancel your son's Confirmation of Enrolment (COE) and inform DET and DIBP that your son has ceased his studies. If you want to extend your son's stay in Australia for further study, you will need to apply for a new student visa. If you have chosen to access the School's appeals processes and you withdraw from the process or the process is completed in support of the School, the School must notify DET and DIBP that your son has not achieved satisfactory academic progress. Your son will be sent a non-compliance notification with instructions to report to a DIBP office and information about the consequences of failing to do so. DIBP could cancel your son's student visa if he has breached visa condition 8202 relating to academic progress and the breach of the condition is not due to exceptional circumstances. In addition, your son may not be granted another temporary visa for a period of three years.

If you wish to lodge an external appeal or complain about this decision, you can contact the Overseas Students Ombudsman. The Overseas Students Ombudsman offers a free, impartial and independent service for overseas students who have a complaint or want to lodge an external appeal about a decision made by the School. For information, visit the Overseas Students Ombudsman website [www.ombudsman.gov.au](http://www.ombudsman.gov.au) or call 1300 362 072 within Australia or call +61 2 6276 0111 from outside Australia.



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Grammar School  
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**Parent/Legal Guardian Declaration**

Please complete this section and return the entire document to the School.

**Student:** [insert student name]

**Parents:** [insert names of parents]

*confirm that we have read and understood the Conditions of Enrolment for full fee overseas students, as detailed in this document, the general Terms and Conditions, the agreed length of expected course and the tuition fees for each study period as stated in the Fees Policy. If we do not understand English, we confirm that the terms and conditions of this offer have been explained to us in our own language. We agree to be bound by these conditions once our son enters Christ Church Grammar School.*

Date: \_\_\_\_\_

Signature of [Parent 1] \_\_\_\_\_

Signature of [Parent 2] \_\_\_\_\_

*'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'*