



This document sets out the terms and conditions under which International students are enrolled at Billanook College and forms part of the written Agreement for enrolment. This document relates to the e.3 (l)3.1 (at)-1.1 (cTD[C]-2.9 (c

## **1. EDUCATIONAL SERVICES PROVIDED**

Billanook College is listed on the



The parent further acknowledges that continued enrolment is at the absolute discretion of the Principal, having regard to the best interest of other students, Staff and the College community.

The College reserves the right to require students to participate in mandatory educational and co-curricular programs as considered appropriate to specific year levels of enrolment, both in and out of regular school hours

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**Airport Transfer Transport Fee:** The College facilitates all transport to and from the homestay residence and Melbourne Airport for International students unless authorized in advance for an alternative method of transport to be used.

**Homestay Relocation Fee:** In the event that an International student is required to relocate to a new residential (homestay) address on a permanent basis, the first relocation will not incur a fee, however all subsequent relocations will incur a fee.

**Homestay Welfare Levy:** An annual payment to contribute to the cost of providing welfare and support by Billanook College to the child in homestay and their family within and outside school hours.

**Information and Communication Technology (ICT) Levy:** A \$210 ICT levy is charged for all Years 5 to 11 students. This fee contributes to the maintenance of our existing infrastructure network and the supply of relevant hardware and software.

**Overseas Student Health Cover Fee:** The College facilitates mandatory Overseas Student Health Cover (OSHC) through a

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- x changes to the relationship;
- x court orders;
- x child support arrangements;
- x other arrangements;

between or affecting the co-signatories.

Any request to vary this joint and several liability must be expressed in writing by the parents to the Chief Financial Officer of the College and any decision to accept such requests will be at the sole discretion of the Chief Financial Officer.

If signatures of all parents/guardians are not included on the **International Student Letter of Offer/Enrolment Confirmation**, please indicate the circumstances to the College Registrar.

It is the responsibility of the parent to ensure that Billanook College has up to date email communication details for the nominated Account Payee at all times.

## **11. PAYMENT METHODS**

Fees and charges must be paid by the due date and may be paid by:

- x Credit card – parents/guardians may present their credit card details via telephone, in person, or by –p

Where necessary the College reserves the right to refer overdue accounts to a debt collection agency or its legal representatives without notice to you. In addition to any overdue fees and charges, the applicant may be liable for all reasonable costs incurred by the College in seeking to recover any overdue monies.

#### 14. TERMINATION OF ENROLMENT

The College may end the enrolment of the student and terminate this Agreement if any of the following occur:

- x you have not paid any fees or charges due in accordance with this Agreement;
- x you do not provide us with important information about your child;
- x you or your child breach a Billanook College Policy or Code of Conduct (available on *MyConnect*)

You agree and acknowledge that at the discretion of the Principal, the College has the absolute right to dismiss or suspend a student for any act of serious misconduct, major infringement of College policies (including *Student and Parent Codes of Conduct*) or continuous unacceptable behaviour.

You agree and acknowledge that unsatisfactory student attendance, unsatisfactory student conduct or unsatisfactory academic performance, are grounds for termination of this enrolment Agreement.

Without limiting the generality of the foregoing, you acknowledge that the Principal has the absolute right to dismiss or suspend the student owing to the failure by the student to behave in a socially acceptable manner outside school hours, inclusive of functioning within the homestay setting and in the wider community.

In all such cases as identified in **Section 12**, the College undertakes to implement appropriate intervention strategies to support and guide parents and students prior to termination. The College shall have full and sole responsibility for the determination of appropriate intervention strategies on a case-by-case basis.

The right of appeal is available to Applicants against a decision to suspend or cancel a student enrolment.

Termination of enrolment will result in cancellation of the CoE issued by the College.

The College is required to report Failure to Maintain Satisfactory Course Progress and Failure to Maintain Satisfactory Attendance to the Commonwealth Department of Home Affairs which may result in Student Visa cancellation.

Refer to the *International Student Deferring, Suspending or Cancelling Enrolment Policy* available on the College website for more information.

#### 15. STUDENT VISA

Applicants are advised to allow the necessary time to complete all required student visa application processes. Advice should be sought from the Officer at the Consulate or Embassy on all steps required and time to be allowed for these processes to occur.

It is the responsibility of the parent or Agent to provide the College Registrar with a copy of the Visa Grant Notification for inclusion in the student file once it has been received by the Applicant.

It is the responsibility of the parent or their or Agent to notify the College immediately of any future student Visa changes, including Visa status and Visa 1 (mm)-12.4 ( G)-7.1 (4 (ent)-13.1 ( )-1.1 ( ( tu)3.2 (us)-8A8.1 (t)-1.( ( tu)m)-12.4 TJ0

- x Homestay selection and placement
- x Airport greeting

In cases where the student falls under the initial CAAW responsibility of an approved ELICOS Centre, it is the responsibility of the parent or their Agent to ensure full awareness of, and satisfaction with, all arrangements for homestay placement and airport greeting through direct communication with the ELICOS Centre.

The College undertakes to complete a detailed Orientation Program for all International students prior to formal commencement of studies. The date and requirements for this Orientation Program shall be communicated in writing to the parent or Agent in a timely manner to allow for effective planning of travel arrangements.

## **17. ACCOMMODATION AND HOMESTAY**

In all cases where Billanook College has issued a CAAW for the Applicant, the only form of residential accommodation that is applicable shall be Billanook College approved homestay.

It is the responsibility of Applicants and their parents to have read and understood the *International Student Homestay Policy* and the *Homestay Policy Handbook* available on the College website prior to accepting the enrolment place.

It is College policy that all enrolled students, regardless of age, must continue to reside in College approved homestay until Year 12 studies have been completed and enrolment has been finalised.





Laws governing or relating to the operation of schools require that certain information be collected and disclosed. These include relevant Commonwealth and State Education Acts, Child Protection laws and Public Health laws. You may contact the College if you have a question about these obligations.

Health information about students is sensitive information within the terms of the *Australian Privacy Principles (APP's)* under the *Privacy Act 1988*. We require medical reports about students from time to time. If you do not consent to us obtaining this information you must advise us.

Personal information in the form of imagery (e.g. photographs, video) of students may be used by the College and its Agents. The College seeks permission (annually) from parents/guardians in relation to the publishing of their child's image. To enable the College to undertake its primary purpose, it is a condition of enrolment that parents/guardians provide permission to publish images of their child/ren enrolled at the College internally. If for any reason you do not wish your child's image or works to be used, or you would like to modify your child's publishing permissions, please notify [marketing@billanook.vic.edu.au](mailto:marketing@billanook.vic.edu.au)

If the information referred to above is not obtained, Billanook may not be able to enrol or continue the enrolment of your child/children. This is particularly so where the information is relevant to the health and safety of the student, other students and/or Staff.

The College's *Privacy Policy* sets out how parents or students may seek access to personal information collected about them. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the student, where students have provided information in confidence or where the College is otherwise required or authorised by law to refuse access. Any refusal will be notified in writing with reasons

Child safety is a shared responsibility. Every person involved in our School has an important role in promoting child safety and wellbeing and promptly raising any issues or concerns about a child's safety.

We are committed to regularly reviewing our child safe practices, and seeking input from our students, families, Staff, and volunteers to inform our ongoing strategies.

**Please refer to the College's Child Safety and Wellbeing Policy at [www.billanook.vic.edu.au/child-safety/](http://www.billanook.vic.edu.au/child-safety/) for further details.**

## **26. EDUCATION SERVICES FOR OVERSEAS STUDENTS REGULATIONS**

Billanook College is committed to the promotion of International understanding and cultural respect within our School and in the wider community.

The College has an established International Student Program designed to offer support and assistance whilst integrating International students among their peers. The College is bound by and adheres to the *Education Services for Overseas Students Regulations (ESOS) Act (2000)* and the *2018 National Code*. It is the responsibility of parents to be familiar with these provisions.

Please refer to the following websites for further information on studying in Australia:

<https://internationaleducation.gov.au/>

<https://studyaustralia.gov.au>

## **27. RELATED POLICIES**

The following policies form an integral part of this written Agreement and should be read in conjunction with this Agreement. Refer to Billanook College website [www.billanook.vic.edu.au](http://www.billanook.vic.edu.au)

International Student Application and Enrolment Policy

International Student Homestay Policy

International Student Academic Progress and Attendance Policy

International Student Transfer Assessment Policy