



**BDC**  
BISHOP DRUITT COLLEGE  
COFFS HARBOUR

*Firm  
Foundations  
Bright  
Futures*

111 North Boambee Road  
PO Box 8004  
Coffs Harbour NSW 2450

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www.bdc.nsw.edu.au

## FFPOS ENROLMENT PROCEDURE

### Application for enrolment

For overseas students whose first language is other than English, Bishop Druit College may require a student to complete an Australian Education Assessment Services test (AEAS). Costs and details can be found on the AEAS website: [www.aeas.com.au](http://www.aeas.com.au)

Bishop Druit College relies on the test results (assessment report) to provide information about each student that is independent of the students' school reports. This assists the school when deciding to accept the students' application.

While Bishop Druit College will assess each student's AEAS results on an individual basis, as a guide students in primary will be expected to achieve a score of 46 or above, Year 7 – 10 will be expected to achieve a score of 71 or above, and years 11 -12 a score of 80 or above to be accepted without the need for ELICOS studies before enrolment at the college.

Please be aware that if it is necessary for you to complete an ELICOS course that this will be an additional cost, may require a separate visa and could extend the duration of your time in Australia.

**There are no ELICOS courses available for students in Coffs Harbour at the present time.** So if a student needs to complete an ELICOS course it will have to be at another location.

The college's enrolment application form must be completed in full and be signed by both parents or both guardians of the student seeking entry to the school. Joint and several responsibilities for the enrolment of the student at Bishop Druit College is necessary for all enrolments to proceed.

A copy of the parents'/legal guardians' passports, driver's licenses, or similar document providing verification of their signatures must be provided with the application form. This documentation will also be used for verification of signatures on a written agreement should the enrolment proceed.

It is college enrolment policy that the name of a student appearing on the enrolment application form is identical to that which appears on the birth certificate or passport of the student, unless court documents of name changes are provided.

Where possible, notification to enrolling parents/guardians that a student's enrolment application has progressed will include an invitation to an interview with the Principal. This interview may be conducted by telephone, or SKYPE, FaceTime, or other similar medium.

### Application fee

A fee is required with each enrolment application form (please refer to current fee schedule). This application fee is not refundable. Where it is required to defer the year of entry, every effort will be made to accommodate the change but no guarantee can be given.



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### **Application process**

Acknowledgement that an enrolment application has been processed shall include notification that the student's name has been included in the college's application for entry pool (AEP). The offer of a place at the college will be dependent on the availability of a position within the relevant year group.

Placement onto the waiting list indicates that positions for that year have been filled. Where vacancies subsequently become available, they will be allocated from the waiting list on the basis of the date applications have been received or as otherwise determined by the Principal. Parents/guardians will receive written notification when a vacancy becomes available for their student.

### **Offer of a place**

A formal offer of a place at Bishop Druit College will be made in writing and signed by the Principal. It will normally be valid for one month from the date of the letter of offer. The formal offer will include an invoice of all fees due prior to the commencement of the course, with the option for payment of additional fees in advance where this is relevant. Where a formal offer is not accepted within the nominated period, that offer may be withdrawn without notice and the vacant position offered to the next student on the waiting list.

### **Confirmation of a place**

The Student written agreement form must be completed in full for all details and signed by both parents/guardians. This form encompasses undertakings relating to rules and regulations of the college, which enrolling parents/guardians are required to give before the student can take up a place at the college. In addition, parents/guardians are required to take joint and several liabilities for the payment of all school fees for the student.

This completed form must be lodged together with payment of fees in advance before the nominated date, in order to secure the enrolment (please refer to the current fee schedule). Where both of these requirements are not complied with the confirmation of enrolment will not be valid, a place may not be held and the student may not commence at the college.

### **The above procedures need to be completed BEFORE applying for a visa.**

Please note that all parents/guardians are also required to advise the college of any material changes to information regarding the enrolment of the student. Failure to disclose information may result in cancellation of the student's enrolment/place at the college.

### **Deferred enrolment**

Bishop Druit College will only grant a deferment of commencement of studies for compassionate and compelling circumstances.

Where it is necessary to defer a confirmed enrolment to a subsequent year, written notice addressed to the Principal must be received from the parents/guardians at least two months prior to the nominated commencement date of the student at the college.



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Every effort will be made to defer a confirmed enrolment to a later year. If a place is not found or the student does not ultimately commence at the college then the application fee will be forfeited.

### **Early departure/change of enrolment status**

Notice of withdrawal of a student after the commencement of a course must be provided in writing to the Principal.

### **Refund of course fees**

Bishop Druit College's refund policy applies to all course fees paid to the college by full fee paying overseas students and includes any fees paid to an education agent to be remitted to the college.

Course fees include:

- (i) Tuition fees – fees related to the delivery of the enrolled course (ii)  
Non-tuition fees – other fees charged by the college

The policy has been developed in accordance with the *Education Services for Overseas Students Act 2000*.

- a. Eligible refunds will be calculated according to the *Education Services for Overseas Students (Calculation of Refund) Specification 2014*.
- b. Refunds will be reimbursed in Australian dollars and the payment sent to the applicant's home country unless otherwise requested in writing. Refunds will be paid to the student or the person specified in the written agreement. Refunds for which the student is eligible will be paid within four weeks after receiving a written request from the student, or in the case of a student under 18 years of age, their parents or guardians.
- c. All notifications of withdrawal from a course, or applications for refunds, must be made in writing and submitted to the Principal, Bishop Druit College.
- d. Where the college is unable to provide all or part of the course in which the student has enrolled, and the student does not accept enrolment in any alternate course offered by the college, the college will refund any tuition fees that have been paid in advance for the undelivered component of the course.
- e. Where the student defaults on their enrolment, and the college has not entered into a written agreement with the student in relation to refunds of course fees, the college will refund the tuition fees that have been paid in advance for the undelivered component of the course.
- f. Where the student defaults by failing to start the course in which they are enrolled due to visa refusal the college will refund course fees paid in advance by the student, minus the lesser amount of the following amounts:
  - (i) 5% of the amount of course fees received by the college before the default day
  - (ii) \$500



- g. Where the student defaults for any other reason, the college will refund any tuition fees that have been paid in advance for the undelivered component of the course. A student defaults in any of these cases:
- (i) The student does not start on the agreed course date and has not previously withdrawn.
  - (ii) The student withdraws from the course either before or after the agreed starting date.
  - (iii) The college withdraws from the provision of the course to the student because of any of these reasons:
    - The student fails to pay course fees for which they are liable to pay to the college, either directly or indirectly, in order to undertake the course
    - The student breaches a condition of their student visa.
    - Misbehaviour by the student.
- h. The college will report to the Secretary of the Department of Education through the Provider Registration and International Students Management System (PRISMS) and the Tuition Protection Service (TPS) Director whether they have provided a refund to a student in cases of student default, where:
- (i) A student's visa is refused
  - (ii) There is no compliant written agreement in place.
- i. The report to the Secretary and the TPS Director of the discharging of the college's obligations to the student in the cases of refund outlined in clause (h), shall be made within 35 days of the default occurring.
- j. 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.

#### DOCUMENT ADMINISTRATION

Date of Policy Formulation	2011
Date of Adoption	2011
Date of Last Review	January 2019
Date of Next Review	January 2020
Name	Nick Johnstone
Position Held	Principal

CRICOS Provider Code 02333G, Bishop DrUITT College Council Inc. This document will be reviewed periodically, or in the event of any information or incident that indicates the need for a review, or following relevant legislative or organisational change.