



**BDC**  
BISHOP DRUITT COLLEGE  
COFFS HARBOUR

*Firm  
Foundations  
Bright  
Futures*

111 North Boambee Road  
PO Box 8004  
Coffs Harbour NSW 2450

Phone (02) 6651 5644  
Fax (02) 6651 5654  
secretary@bdc.nsw.edu.au

www.bdc.nsw.edu.au

Bishop Drutt College Council Inc.  
CRICOS Code 02333G

## FULL FEE PAYING OVERSEAS STUDENTS - WRITTEN AGREEMENT

### 1. Student details

Student name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone number: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax no: \_\_\_\_\_

Email address: \_\_\_\_\_

### 2. Parents/legal guardians details

Parent/legal guardian 1

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone no: \_\_\_\_\_

Fax no: \_\_\_\_\_

Email address: \_\_\_\_\_



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Parent/legal guardian 2

Name:

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Address:

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Phone no:

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Fax no:

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Email address:

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### 3. Course enrolment

- a. Course location: Bishop DrUITT College, 111 North Boambee Road, Coffs Harbour, NSW, Australia
- b. Provider: Bishop DrUITT College Council Inc. CRICOS code: 02333G
- c. Course code, type and entry level: \_\_\_\_\_
- d. Course start and end date
  - Course start date: \_\_\_\_\_
  - Course end date: \_\_\_\_\_

### 4. Conditions of enrolment/preliminary requirements

- a. Depending on the student's English language ability the student may be required to successfully complete an ELICOS course. (Please supply a certified copy of any English language test scores that you have done.)



- b. As a condition of enrolment the student agrees to abide by all school policies for the duration of their enrolment. The following Bishop Druit College policies are included in the enrolment package:
- (i) [Accommodation and welfare policy](#)
  - (ii) [Complaints and appeals policy](#)
  - (iii) [Course progress and attendance policy](#)
  - (iv) [Respect for all](#)
  - (v) [Behaviour management policy](#)
  - (vi) [Student transfer request assessment flowchart](#)
  - (vii) [Deferment, suspension and cancellation policy](#)
  - (viii) Refund policy (see 7. below)

## 5. Course Fees (in Australian dollars)

a.	Application fee (non-refundable)	A\$	
b.	Enrolment fee (non-refundable)	A\$	
c.	Capital building fund payment (non-refundable)	A\$	
d.	Total tuition fees	A\$	
e.	HSC fee (for Year 12)	A\$	
f.	Home stay fee	A\$	per week

### PLEASE NOTE:

- Fees are subject to change without notice
- Overseas health cover (not included in the above fee schedule) must be maintained until the end of the course. Students are responsible for arranging their health cover before the commencement of studies.

## 6. Payment of course fees

- a. All fees must be paid in Australian dollars.
- b. All fees invoiced at the time of offer, other than tuition fees, must be paid in full prior to the commencement of the course. Tuition fees are protected under the Australian Government's Tuition Protection Service. This service ensures that students are able to receive eligible refunds of tuition fees.



- c. Tuition fees will be charged as follows:
- (i) For an enrolment of 25 weeks or less 100% of tuition fees must be paid prior to commencement of the course.
  - (ii) For an enrolment of more than 25 weeks 50% of tuition fees must be paid prior to the commencement of the course.
  - (iii) The balance of tuition fees owing will be charged prior to the commencement of the second semester of study.
  - (iv) Students may choose to pay more than 50% of their tuition fees in advance.
- d. If you, the student, change your visa status (e.g. you become a temporary or permanent resident) you will continue to pay full overseas student's fees for the duration of the calendar year in which your visa status changes.

## 7. Refund policy

Bishop Drutt College 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 that the student is eligible for 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 Drutt 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.



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## 8. Welfare and accommodation requirements for students under the age of 18

Students under the age of 18 are required to maintain adequate welfare and accommodation requirements as a condition of their student visa.

Where a student under the age of 18 is not in the care of a parent, legal guardian or nominated relative their accommodation arrangements must be approved by the college.

Will the student be in the care of a parent, legal guardian or nominated relative?

Yes  No

Details of approved welfare and accommodation arrangements:

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Dates for approval of welfare and accommodation arrangements:

From: \_\_\_\_\_ To: \_\_\_\_\_

## 9. Contact details and change of address

At least every six months the school will seek information from you regarding your current contact details (address, mobile phone number and email address). If you are under 18 years of age the contact details of your parents/legal guardians will also need to be updated. You are obliged to notify the school of any change of address while enrolled at the school. This is to ensure that any notifications sent to you and, where you are under 18 years of age, your parents / legal guardians advising of visa breaches are sent to the correct address.

Where Bishop Druit College has approved your welfare and accommodation arrangements, you require approval from both the school and your parents/legal guardians for any changes to welfare and accommodation arrangements.



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## 10. Privacy

Information is collected on this form and during your enrolment to meet the college's obligations under the *Education Services for Overseas Students Act 2000* and the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007* to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally.

Information collected about you on this form and during your enrolment can be provided in certain circumstances to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service Director. Such information may include, but not be limited to, personal and contact details, course enrolment details and changes, and the circumstances of any suspected breach by the student of a student visa condition.

In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

The [Bishop Drutt College privacy policy](#) and [Information collection notice](#) can be found on the college website.

## 11. Declaration

All students and parents/legal guardians (if student is under 18 years of age) must read and sign this written agreement.

- I confirm I have received and understood information from the school regarding the following:
  - The course(s) in which I am to be enrolled
  - Conditions on enrolment in the course(s)
  - All course and course-related fees
  - Bishop Drutt College's refund policy
  - The sharing of personal information
  - Change of address obligations
  - Grounds on which my enrolment may be deferred, suspended or cancelled.
- I hereby declare that the information supplied by me is true and correct.
- I agree to pay all fees owing by the due date.
- I have read, understood and agree to be bound by the above conditions of enrolment.
- I DO / DO NOT (please circle) give permission for my photograph to be taken and published in any advertising publication by the school.



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- In the event of the student being eligible to receive a refund of pre-paid course fees, the refund is to be paid to:

The student OR  to: \_\_\_\_\_ (name)

Signed (student)	Date:
Signed (parents/legal guardians)	Date:
	Date:

Please note that Bishop Drutt College requires the provision of a copy of the parents'/legal guardians' passports, driver's licences, or similar documentation to verify their signatures. These should have been provided at the time of lodgement of the enrolment application.