



**JOHN PAUL COLLEGE LTD**

**WRITTEN AGREEMENT**

**1. Student details**

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

**2. Parent(s) Name (s):** \_\_\_\_\_

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

**3. Enrolment details**

Primary Prep \_\_\_\_\_ weeks Term 200      High School Preparation Course \_\_\_\_\_ weeks Term 200

Primary (1 – 7) \_\_\_\_\_ Term \_\_\_\_\_ 200

Junior Secondary (8 – 10) \_\_\_\_\_ Term \_\_\_\_\_ 200

Senior Secondary (11 – 12) \_\_\_\_\_ Term \_\_\_\_\_ 200

EAP \_\_\_\_\_ Term \_\_\_\_\_ 200      UEP \_\_\_\_\_ Term \_\_\_\_\_ 200

**4. Conditions of enrolment/preliminary requirements – per Provisional Offer**

**5. Tax invoice – see attached**

**6. Refund Policy – see attached.**

**7. 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 or suitable relative, as defined by the Department of Immigration and Citizenship (DIAC), his/her accommodation arrangements must be approved by the College. In the event that a student Under 18 years of age changes his/her living arrangements without approval of the College and the College no longer approves the now living arrangements and the student refuses to maintain approved arrangements, it is the College's responsibility to advise DIAC of its Non-Approval. As such the student would be in breach of his/her mandatory Visa Conditions. This may lead to cancellation of the student's visa.

Is the student in the care of a parent or suitable relative?      Yes       No

If no, type of accommodation approved for the student:

John Paul College Homestay       Approved Private Homestay       Other

Details of approved welfare and accommodation arrangements:

\_\_\_\_\_

**Dates nominated for approval of welfare and accommodation.** From: \_\_\_\_\_ To: \_\_\_\_\_

**8. Change of Address**

The student is obliged to notify the school of a change of address while enrolled at the school. This is to ensure that any notifications sent to the student advising of visa breaches are sent to the student's current address. Where John Paul College has approved the student's welfare and accommodation arrangements, the student requires school approval for any changes to welfare and accommodation arrangements.





**John Paul College**  
Unity | Christ | Learning



**9. Privacy**

Information is collected on this form and during your enrolment in order to meet our obligations under the Education Services for Overseas Students (ESOS) Act and the National Code 2007; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the ESOS Act 2000, the Education Services for Registration Authorities and Providers of Education and training to Overseas Students 2007. 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 Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

For more information on privacy, please refer to John Paul College's Privacy Policy as at [www.jpc.qld.edu.au](http://www.jpc.qld.edu.au).

**10. School policies**

As a condition of enrolment, the student agrees to abide by all College policies for the duration of their enrolment. These are:

Accommodation, Support & Welfare Policy	Complaints and Appeals Policy
Course Progress and Attendance Policy	The Code of Conduct
Student Transfer Request Assessment Policy	Deferment, Suspension and Cancellation Policy
Refund Policy	

**11. Declaration**

All students and parent(s) (where the student is under 18 years of age) must read and sign this written agreement.

- I confirm I have received information from the College about:

The course(s) in which I am to be enrolled	Conditions of enrolment in the course(s)
All course and course-related fees	John Paul College's Refund Policy
The sharing of personal information	Change of address obligations

- I hereby declare that the information supplied by me is true and correct
- I agree to pay all fees owing and by the due date
- I have read, understood and agree to be bound by the above conditions of enrolment and College Policies which are published at [www.jpc.qld.edu.au](http://www.jpc.qld.edu.au) and [www.jpica.com.au](http://www.jpica.com.au)
- I hereby give my permission for my son/daughter to open a Learning Account to gain a Queensland Certificate of Education (Years 11 & 12).

Signed (Student)	Date
------------------	------

Signed (Student)	Date
------------------	------





**John Paul College**  
Unity | Christ | Learning



## **POLICY STATEMENT**

### **REFUND POLICY (PRIOR TO ADMISSION)**

1. The Application fee is non-refundable.
2. If your visa application is rejected, tuition and administration charges will be refunded in full, within four weeks of a written claim. Should cancellation, for any reason, be made within 28 days prior to the commencement of academic study, a fee equal to one term's tuition and administration fee will be retained. Notification of cancellation must be given in writing, with evidence provided of the visa refusal, and the balance of funds will be refunded within four weeks of a written claim.
3. No refund will be given after the commencement of your course, except in exceptional circumstances and upon written application to the Director, within two weeks of withdrawal, giving a full explanation of the reason for cancelling your course. Any refund of tuition fees approved will be sent to your home country and is not payable in Australia. Refunds will be paid to the person who enters into the contract, unless otherwise stated, and in the same currency as fees were paid unless this is impractical.
4. Change of Visa Status (ie: student becomes a temporary or permanent resident). When a FFPOS student has change of visa status, he/she will continue to pay full overseas student's fees for the duration of that semester.
5. If the College is unable to deliver the course for which the student has enrolled, all prepaid fees will be refunded in full, within two weeks. Provider default is covered by the provisions of the ESOS Act 2000 and the ESOS Regulations 2001. Provider default cannot be covered by a written agreement between the provider and the student.
6. This agreement does not remove the right to take further action under Australia's consumer protection laws. The College's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.

### **CANCELLATION POLICY**

The College will cancel the enrolment of a student under the following conditions

1. Failure to pay course fees
2. Failure to maintain approved welfare and accommodation arrangements (visa condition 8532)
3. Any behavior leading to cancellation as per The College 'Code of Conduct'.
4. The College is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to DIAC which will result in automatic cancellation.

### **TRANSFER POLICY**

1. Tuition fees are normally not transferable. Tuition fees may be transferred between institutions at the discretion of the transferring institution, provided that the student's transfer is approved by both institutions, *an offer has been cited*, subject to government requirements. Under such circumstances, fees will be transferred directly to the institution. A transfer fee of AUD250 will be charged. There is no obligation on John Paul College to agree to a transfer.
2. The Overseas Student Section of the Department of Education, Science and Training must be notified of the intending transfer.
3. The institution from which the student is transferring should provide a confirmed record of the student's attendance and Letter of Release.
4. Tuition fees are not transferable after the commencement of an ELICOS course.
5. Funds will not be transferable to other ELICOS courses.

### **WITHDRAWAL/LEAVE POLICY**

1. Once a course of study has commenced, leave will not normally be permitted.
2. Students who take leave will normally be regarded as absent.
3. In accordance with the refund policy above no refund will be given after the commencement of a course of study.
4. A term's notice, in writing by the parent, will be necessary if at any time you choose to remove your child from the school. If this notice is not given, it is school policy that you will be charged for the subsequent term's fees. Such a policy is necessary to allow the school time to adequately replace those students who may move out without giving sufficient notice.
5. Reports, Certificates of Attendance and Graduation Certificates will not be issued until outstanding monies have been paid to the College. This outstanding fee will be recorded on your Letter of Release and will also be reported to DIAC.

### **DEFERRAL POLICY**

Deferral of any part of a student's course of study is not normally permitted. Only under very exceptional circumstances will a student be given leave of absence during a course. Such circumstances may include illness (evidenced by a registered medical practitioner) or exceptional compassionate circumstances beyond the student's control.

John Paul College Ltd ABN 14 010 160 371 CRICOS 00500B

John Paul Drive Daisy Hill Queensland 4127 Tel +61 7 3826 3826 Fax +61 7 3826 3475 [www.jpcc.com.au](http://www.jpcc.com.au)

Version 2: 30 November 2011

