Conditions of Enrolment

ADDENDUM FOR INTERNATIONAL STUDENTS

This addendum forms part of Meriden’s Conditions of Enrolment for International Students:

1. Where a student is not in the care of a parent while living in Australia, the parent/s must provide their written approval of a nominated suitable relative to act as the student’s carer. In the event of a change to this arrangement, written notification must be provided to the School by the parent/s.

The Department of Immigration and Border Protection (DIBP) defines a ‘suitable relative’ as a person who is:

- a grandparent, brother, sister, aunt, uncle, niece or nephew, or a step-grandparent, step-brother, step-sister, step-aunt, step-uncle, step-niece or step-nephew;
- nominated by a parent of the applicant or a person who has custody of the applicant;
- aged at least 21; and
- of good character.

2. The accommodation, support and welfare arrangements of a student who is under 18 years of age and is not in the care of a parent or suitable relative, must be approved by the School. Accommodation with full adult supervision must be within a reasonable travelling time to the School. Meriden or its nominee reserves the right to inspect the accommodation to ensure that it is safe and suitable and in the best interest of the student. This condition will also apply to any student who is over 18 years of age. The School still wants to ensure that students over 18 years of age are living in a suitable environment.

3. (i) A screening of all homestay arrangements will be carried out by the School’s nominee at the beginning of each year. These screenings take place for each girl in homestay, and are organised for the safety and comfort of these girls. Parents/guardians will be invoiced on their Term 1 account for the cost of the screening. This arrangement will also apply to students over 18 years of age.

(ii) If the homestay arrangements change during the year, the new homestay will be screened as soon as possible and an invoice sent to the parents/guardians for the cost of the screening.

4. The School must be notified by the parent/s or suitable relative of any intention to change accommodation arrangements or address. Where Meriden has approved the student’s welfare and accommodation arrangements, the student must obtain both Meriden’s and the parent’s approval for any changes to these arrangements. False information in this regard or failure to maintain approved arrangements could mean cancellation of the student’s enrolment. If a student changes her arrangements without approval by the School, the Department of Immigration and Border Protection (DIBP) will be informed and this could affect the student’s visa.

5. Parent/s written approval is required for the student to undertake a level of study nominated by Meriden (with signed translation where appropriate).

6. Evidence of overseas health cover must be supplied. In the event that it is not supplied, the School will arrange the appropriate overseas health cover and the cost will be billed with the tuition fees. Overseas health cover must be for the proposed duration of the student’s visa.

7. The student must satisfy three facets of English language competency:

(i) Documented evidence of satisfactory completion of an AEAS or IELTS test or equivalent.

(ii) Demonstrated English speaking capacity during a personal interview held at the School.

(iii) Demonstrated evidence of ability to respond in written form to Meriden tests in English (not literature based) and Mathematics.

8. A student may be required to undertake additional intensive English tuition at their own expense until a satisfactory level is reached including colloquial spoken English.

9. Course credit is not awarded to international students as the differences between each country’s education system can be too difficult to align. However, the Principal may exercise discretion in this matter within the parameters set by the NSW Board of Studies.
10 Attention is drawn to the visa conditions imposed by the Department of Immigration and Border Protection (DIBP), in particular, that students are not to work during school term and must meet the course requirements (that is, make satisfactory academic progress, have an attendance record of at least 85 percent and comply with School rules).

11 (i) Attendance at Meriden from the first day to the last day of each term is mandatory. Extended leave for overseas home visits is not given. Parents must inform the School where and with whom the student will spend their holidays. The School checks arrangements for the holiday period each term. The School does not authorise any other holidays that involve leaving the student’s homestay family.

(ii) Where an overseas student is living in a homestay environment, the homestay family is not to leave the student on her own overnight during term time and non-term time. Should the homestay family go on leave for any reason including holidays, the School needs to be notified 28 days prior to the family’s departure so that alternative arrangements can be made for the student. All changes to accommodation arrangements need to be approved by the School.

12 The non-refundable enrolment fee must be paid by the student’s parent/s or approved carer upon acceptance of a place at Meriden.

13 (i) Tuition fees are to be paid in advance at the date nominated, prior to commencement. On receipt of this payment, the School will issue a Confirmation of Enrolment document which is required to obtain a student visa.

(ii) Meriden provides a Letter of Offer (written agreement) that indicates length of each study period and the tuition fees for each study period for the course.

(iii) Meriden does not receive more than 50 percent of the student’s total tuition fees for a course before the student has begun the course unless the course has only one study period. Meriden does not require any remaining fees to be paid earlier than two weeks before the start of the student’s second study period. A study period is equivalent to two terms or one semester.

14 Additional costs incurred by the student during each term will be billed at the end of each term. These include, but are not limited to, extra-subject lessons, excursions, and outdoor education.

15 If a student leaves Meriden during the course of a year, regardless of the reason, no refund will be made in respect of the remaining portion of the year. If a student does not intend to continue at Meriden the following year, one term’s notice must be received in writing from the parents. A refund will be made upon receipt of the written notice, and after all outstanding expenses have been deducted. If one term’s notice is not given, one term’s fees will be retained by the School. No refund will be given if a student changes their student visa status to Temporary/Permanent Resident or Residency.

The School will refund within 28 days all tuition fees paid where the student produces evidence that the application for a student visa has been rejected by DIBP. Parents are required to make the request for a refund in writing to the Principal.

There will be no refund if a student has:

(i) Failed to maintain satisfactory course progress
(ii) Failed to maintain satisfactory attendance
(iii) Failed to maintain approved welfare and accommodation arrangements
(iv) Failed to pay course fees
(v) Behaved in a way that results in her enrolment at the School being cancelled (refer to the Meriden Code of Conduct).

16 Procedures and circumstances under which a transfer from Meriden to another school will be granted to a student are set out in Meriden’s Student Transfer Request Assessment Policy. International students are restricted from transferring to another school for a period of six months of their principal course.

17 If Meriden, for whatever reason, is unable to deliver the tuition offered to the student, prepaid fees for that tuition will be refunded to the student in full within two weeks of cancellation. This agreement does not remove the right to take further action under Australia’s consumer protection laws.
18 Any personal information about the student may be shared between Meriden and the Australian Government and designated authorities and, if relevant, the Tuition Protection Service.

19 Meriden can only defer or temporarily suspend the enrolment of the student on the grounds of:
   (i) Compassionate or compelling circumstances (eg, illness where a medical certificate states that the student is unable to attend classes), or
   (ii) Misbehaviour by the student.

Meriden will inform the student of its intention to suspend or cancel the enrolment where the suspension or cancellation is not initiated by the student and notify the student that she has 20 working days to access Meriden’s internal complaints and appeals process. Meriden will notify the Secretary of DIBP via PRISMS where the student’s enrolment is deferred, temporarily suspended or cancelled.

Additional Information

i. Students entering Years 9, 10 and 11 will only be accepted subject to the availability of appropriate elective subjects.

ii. Students must also participate fully in the co-curricular program.

iii. Meriden will not confirm a place unless it believes that it is able to support the student’s academic program.

iv. Meriden will not confirm a place if there is any evidence of the student being unable to enter fully into the academic program of the School.

v. Meriden offers three courses:
   a) Primary (Years K to 6) – Course Code: 041562D
   b) Junior Secondary (Years 7 to 10) – Course Code: 041563C
   c) Senior Secondary (Years 11 and 12) – Course Code: 041564B