



Enrolment and Admissions Policy

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1. Scope

This policy outlines the enrolment philosophy and enrolment processes for students seeking entry to Oxley Christian College (the College). This policy also covers some general financial matters.

2. Rationale

Life Ministry Church (LMC) operates Oxley Christian College as a ministry in education. This policy reflects the mission of LMC and the College mission to provide excellent educational opportunities and a nurturing environment for girls and boys, from Prep to Year 12, through affordable Christian education for students and families who embrace and support the LMC and College's Christian vision, beliefs and objectives.

As a coeducational Christian school, the College considers several broad principles regarding priority of admission. Among other things, these include:

- Family support for the Christian vision and mission of the LMC and College
- A preferential enrolment of Christian families who wish their children to undertake the distinctively Christian education offered by the College
- Enrolling families who understand the College is a Christian setting in which there is a requirement to support its policies and the teaching of Biblical principles, Christian beliefs, traditions and values, and to participate in Christian practices
- Maintaining a male – female enrolment balance across year levels
- An ability to provide appropriate programs and support to meet educational and social needs and interests of students
- Enrolment of siblings at the College
- The status of parents as current or former Oxley staff members, or former Oxley students
- Compassionate grounds

- Support to Christian missionaries
- A student's potential to positively contribute to the culture and reputation of the College.

3. General Enrolment Conditions and Procedures for Local Students

3.1 Application

An Application for Enrolment form should be fully completed and submitted with the non-refundable Application Fee (per family) as advised on the current year Fee Schedule. All information provided by the parent(s) / guardian(s) must be truthful, accurate and complete.

If a family is applying more than 2 years prior to the desired date and year of entry, the family will be asked to complete the latest Application for Enrolment Form prior to continuing the enrolment process or an offer being made.

3.2 Required Enrolment Documentation

Copies of the following documents must be provided with the completed Application for Enrolment form, before an application will be processed:

- A copy of the student's Birth Certificate or Passport
- Any Change of Name Certificate (for student or their parents)
- Evidence of Permanent or Temporary Residency Visa / Australian Citizenship Certificate for the student and one (1) parent, confirming the parent has residency for the duration of the student's study at the College
- NAPLAN test reports (where applicable)
- Latest Semester school report(s)
- Immunisation History Statement (available from the Australian Immunisation Register, MyGov or Medicare) Court Orders and Parenting Plans detailing any custody or access arrangements
- Medical information listing all known medical and psychological conditions, allergies and all other relevant information
- Management Plan(s) approved and signed by the treating medical practitioner for such illnesses as asthma, anaphylaxis, diabetes, heart conditions or other illnesses
- A Victorian Student Number
- Any other relevant specialist reports, certificates or documents as may be requested
- Students transferring from Interstate are required by law to complete an Interstate Student Data Transfer Note ("ISDTN")

The enrolment process cannot proceed if the required medical information is not provided or documentation is not properly completed. If students have:

- a. serious medical conditions and the treating medical practitioner's management plans have not been received; or
- b. learning difficulties and have not provided specialist reports from the treating practitioner

the enrolment process will be impeded and students may be refused entry to the College.

Dual families (where parents / guardians of a student do not cohabit) are required to complete the same Application for Enrolment form to ensure both parents / guardians advise the College of their wishes regarding enrolment, but particularly the acceptance of legal and financial responsibilities.

The College reserves the right to refuse an Application for Enrolment if any of the above criteria for enrolment are not met.

3.3 Enrolment Interview

An enrolment interview with parent(s) / guardian(s) and the student(s) is required. This interview provides an important opportunity for families and the College to exchange information and clarify expectations.

For students entering Years 1 to 6 or Years 8 to 12, the student may be invited to attend an interview prior to offer. Places are not automatically guaranteed and staff will advise after the interview process if the College is able to make an offer of enrolment.

For students entering Prep or Year 7 who have a confirmed place, interviews are conducted in the year prior to entry.

All interviews are conducted by Heads of School and / or Senior members of teaching staff.

The College may also require prospective students to undergo additional assessments to provide information about learning needs. (Please refer to the Year 7 enrolment process in section 4.3.)

3.4 Children with Special Learning Needs and / or Disabilities

The College does not discriminate against students with disabilities and during the enrolment process will seek to clarify the extent of additional support a student may require.

Assessment, reviews and requests for specialist reports will be carried out under the supervision of the College Inclusive Education staff, in consultation with the parents.

The College will discuss student learning needs with parents and make recommendations as to an appropriate way forward. The College will determine whether it is able to continue with an offer of enrolment based on the level of support required by the student. If necessary and appropriate, the College may offer enrolment on the condition that the family bears additional costs to cover the required specialist support.

3.5 Enrolment Offer

Subject to suitable vacancies, covered under the rationale of this policy, the College may make an offer of a place, if:

- the application for enrolment is for two years or less before the proposed enrolment date,
- the enrolment application is complete and meets the enrolment requirements including provision of documents (e.g. school reports, specialist reports, medical reports and management plans); and
- the student has been invited to attend an interview.

When an offer is made, parent(s) / guardian(s) will need to accept the offer within the required period and pay the full Family Bond, before the College will confirm the student place. Specific details of how this may affect individual year levels are included in the following paragraphs.

If an application is received more than two years in advance of the requested enrolment year, the student will be placed on a waiting list and the family contacted two (2) years prior to the proposed year of enrolment.

Interviews with families and any required assessment of students will take place during the one (1) year before enrolment. For applications received within two (2) years before the requested enrolment date, interviews with parent(s) / guardian(s) will be conducted at the first appropriate opportunity.

Offers of enrolment at the College are at the Principal's discretion, based on recommendations from Heads of School. The College reserves the right to not disclose information about enrolment decisions.

In the event the College does not have a suitable vacancy, and at a parent's request, a student may be placed on the enrolment waiting list for 12 months only. The enrolment application will not be transferred to following years without written agreement from the College.

Deferring enrolments is at the discretion of the Principal and Registrar.

3.6 Student Progression

Students are required to maintain a satisfactory level of learning in order to progress through the College. Factors considered may include a student's perceived commitment to learning, satisfactory assessments of learning, satisfactory attendance and behaviour at the College. Given the high level of commitment and academic demands, progression into the VCE years is at the discretion of the College and may involve discussion with families about recommended alternative pathways.

3.7 Request for Homestay Accommodation

Homestay Accommodation is available to international students studying on a student visa. On rare occasions, the College may be asked to provide Homestay Accommodation to a student whose parents are Australian Citizens residing overseas. Parents and the student will be required to complete an Application to Enter Homestay Accommodation. The completed application form will be reviewed by the College Registrar and the Principal will sign accepting responsibility of welfare, if the application is approved. The Homestay Coordinator will work with the parents to organise the safe transfer into our Homestay Program. All normal policy and procedure related to the College Homestay Program must then be followed and complied with.

3.8 Fees

All new families to the College are required to pay for two (2) terms' Tuition Fees and the current Family Bond in advance of the student's entry. Families with a current student attending the College are only required to pay one (1) term's Tuition Fees in advance of the student's entry and will not be required to pay an additional Family Bond.

Fees, levies, and other charges must be paid in accordance with the College Fee Schedule and Business Statement, and as advised in confirmation of enrolment documentation. Non-payment of fees is a trigger for the cancellation of an offer and acceptance of an enrolment. Certain fees will not be refundable should an offer have been accepted and the student does not take-up their enrolment.

4. **Enrolment for Specific Year Levels (Local Students)**

4.1 Prep

Prep is a major intake year. Families applying for this year level will receive an offer prior to interview. This offer will be conditional upon acceptance of the offer, payment of Tuition Fees and Family Bond, requested prior to entry and readiness for school interview. The readiness for school interview will be conducted in the year prior to entry and the student will be assessed by the Head of Junior School or the Prep – Year 2 Coordinator (in conjunction

with the Junior School Learning Enhancement Coordinator) during the interview process. In the event the student is deemed not ready to commence Prep due to social or academic reasons, their enrolment will be deferred to the following year and any Tuition Fees already paid will be refunded.

Prep applicants must turn five (5) years of age by 30 April of year of entry. The student must be at school in the year they turn six (6) years of age, as this is the compulsory school starting age in Victoria.

4.2 Years 1 to 6

Years 1 to 6 are not major intake years. Some year levels are fully enrolled and vacancies will depend on the withdrawal of students. Families applying for these year levels will be waitlisted until an actual vacancy arises and an offer can be considered. This may be after the entry year applied for.

4.3 Year 7

Year 7 is a major intake year with 50% of the year level being students new to the College. Applications may be received many years in advance of the proposed enrolment year and the enrolment procedure already outlined in section 3.5 above will be followed in these circumstances.

The Registrar will arrange interviews with families one (1) year prior to requested enrolment, in consultation with the Head of Senior School or other senior education staff, to determine dates for students to undertake any further assessment and advise prospective applicants of the details.

4.4 Years 8 to 12

Applications are accepted from prospective students in Years 8 to 12, subject to vacancies in the requested year levels. Years 8 to 12 are not major intake years. Some year levels are fully enrolled and vacancies depend on the withdrawal of other students. Families applying for these year levels will be waitlisted until a suitable vacancy arises. Subject to a suitable vacancy, the student will be invited to attend an interview, before an offer may be made. In these year levels, the College will also reserve places for International Students in accordance with current policy.

Local applicants: Please move to clause 6.

5. General Enrolment Conditions and Procedures for International Students

The College is registered under the Education Services for Overseas Students (ESOS) Act 2000 and the ESOS Framework to provide educational services to international students and actively recruits such students through an annual program of attendance at international educational trade fairs, working with established agents and from applications received independently through the College web site. Up to 10% of student places may be set aside for international students.

International students applying for enrolment to the College will be required to provide evidence of English language ability and the level achieved (e.g. AEAS Test Results) or undergo the College English Written and Grammar tests to establish their English competency and readiness for a particular course of work. Applications are considered once all relevant documentation has been received and the Head of International Students' Studies or the Head of School has confirmed that the applicant has a suitable level of English proficiency. Where enquires are made at exhibitions or through one of the College's overseas agents, it is usual for students and their parents to attend an interview with either

the Head of International Students' Studies or a member of the College's overseas agency staff.

A binding agreement will be created by the student / parent / guardian for a place at the College upon returning the signed Oxley 'Letter of Offer and Acceptance' and the payment of the initial fees and incidental charges (in Australian dollars) as requested in the official Oxley 'Letter of Offer'. The College will then issue a 'Confirmation of Enrolment' (CoE) and Confirmation of Appropriate Accommodation & Welfare letter (CAAW) for students under the age of 18 years, to enable the student to complete the Visa application process. Prospective applicants will be advised of the ESOS Framework via a link through the College website.

5.1 Enrolment Conditions (International Students)

There are a number of special enrolment conditions required by Department of Home Affairs (DHA) and under the ESOS Act 2000, National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code), and the Victorian Registration and Qualifications Authority (VRQA) Guidelines 2018, with which applicants must comply, as detailed below.

- The student shall attend all applicable lessons, classes, tests and examinations during a course and abide by the rules and regulations of the College that are in force at any time. Please refer to the Monitoring Student Attendance Policy.
- The College International Student Homestay and Welfare Policy specifies that no international student, irrespective of age, may live in accommodation other than that provided through the official Oxley Homestay program. However, there may be acceptable alternatives as follows:
 - Permission may be granted for a student to live with a parent or appropriately aged and responsible blood relative (over the age of 21 years) provided the parents have given approval in writing for the person to be appointed as the guardian and the home is located within close proximity to the College. DHA approval for this arrangement must be sought and given in writing before a move is made.
 - Students 13 years and above are eligible to join the College Homestay program.
 - Students under the age of 13 years will only be enrolled if one or other of their parents lives with them full time (in accordance with State and Federal Government regulations), in close proximity to the College.
- The College reserves the right to require the student to leave a course at any stage if the student does not, without good reason, fulfil the above requirements (expressed in the first bullet point above), or if the student's misconduct is such that their continued presence would, in the opinion of the College, be detrimental to the satisfactory conduct of a course. For the purpose of this condition, any fee refund is wholly at the discretion of the College.
- The DHA rules require new students coming from overseas to remain with their first principal course of study for the first six (6) months. The principal course is usually the first registered school sector course of study and the sixth month period is calculated from the date the student commenced at the College. A transfer will only be considered if the transfer meets any of the exceptions in Standard 7.2.2 of the National Code. Please refer to the College International Student Handbook for further details.
- Once a course of study has commenced, the withdrawal from that course of study requires a full school term's notice in writing from the Parent / Guardian to the Principal and should be received before or on the first day of the Term prior to the proposed date of withdrawal.

5.2 Delivery of Course to International Students

In accordance with the National Code, Standards 8.18-8.22, the College:

- will not deliver a course exclusively by online or distance learning to an international student
- will not deliver more than one-third of the units (or equivalent) of a VET course by online or distance learning to an international student.
- will ensure that in each compulsory study period for a course, the international student is studying at least one unit that is not by distance or online learning, unless the student is completing the last unit of their course
- ensures that any online or distance learning must be in addition to minimum face-to-face teaching requirements approved by the VCAA and the VRQA as part of the registration of the course, if applicable
- takes all reasonable steps to support international students who may be disadvantaged by:
 - additional costs or other requirements, including for international students with special needs, from undertaking online or distance learning
 - inability to access the resources and community offered by the education institution, or opportunities for engaging with other international students while undertaking online or distance learning.

5.3 Deferral, Suspension or Cancellation of Enrolment (International Student Default)

In the event that a Visa is not approved, all fees and charges except the Application Fee, and the cost of an International Bank Draft will be refunded.

After the acceptance of an Offer (before arrival in Australia) if the student cancels their enrolment at the College prior to the commencement of a course, one school term's fees at the ruling rate shall not be refunded to the student, unless the student, through no fault of him / her is refused the requisite visa. This includes any course money collected by education agents on behalf of the College.

If, after arrival in Australia, the student cancels their enrolment prior to the commencement of the course, no fees will be refunded.

If the student leaves after the commencement of the course in the first six (6) months of study, the balance of any initial fees and charges paid for the first year of the study course will not be refunded. This includes any course money collected by education agents on behalf of the College.

If the student wishes to withdraw from the College after the first six (6) months of enrolment and has not given to the College at least one full school term's written notice of intention to withdraw from the College, a full term's fees at the then ruling rate will be payable. This includes any course money collected by education agents on behalf of the College.

In the event of dismissal, the maximum amount considered for refund will be not greater than 50% of any unused initial fees at the time of dismissal.

5.4 Course extensions

Where an international student's performance is likely to impact on the course duration, the matter will be reviewed by the Head of International Students' Studies in conjunction with faculty staff and the Monitoring Student Academic Progress Policy.

The College will not extend the duration of an international student's enrolment if the international student is unable to complete the course within the expected duration, unless:

- there are compassionate or compelling circumstances, as assessed by the College on the basis of demonstrable evidence; or
- the College has implemented, or is in the process of implementing, an intervention strategy for the international student, because the international student is at risk of not meeting course progress requirements; or
- an approved deferral or suspension of the international student's enrolment has occurred under Standard 9 of the National Code (Deferring, suspending or cancelling the overseas student's enrolment).

5.5 Provider default (International Students)

In the unlikely event that the College is no longer able to provide the selected course for whatever reason, it will refund all monies paid but not yet utilised for the enrolled course. The College will inform the student and the ESOS agency in writing within three (3) business days of the default occurring. The College and the Tuition Protection Service ("TPS") will work with the student to arrange an alternative course, or pay a refund of the student's unspent Tuition Fees.

5.6 Student default

a. Under Section 47A of the ESOS Act 2000, the College reserves the right to cancel a student's enrolment for non-compliance with any of the following student visa conditions:

- Unsatisfactory Course Progress
- Unsatisfactory Attendance
- Misbehaviour
- Non-payment of Tuition Fees and Charges

The student will be given 20 working days to appeal this decision prior to the cancellation of their CoE.

b. Under Standard 5 of the National Code 2018, the College has the right to withdraw welfare for a student under the age of 18 years if they have gone missing from their homestay accommodation and cannot be found or contacted and the College has implemented its critical incident procedures. In this event, the College will immediately inform the student's parents, Police and relevant Government agencies, that the student is absent without permission and non-contactable (e.g. they have chosen to switch off or not answer their mobile phone). The College will withdraw its CAAW letter and notify the DHA as soon as possible, but within 24 hours, that it is no longer able to accept responsibility for the student's welfare. This is a serious matter and may lead to the cancellation of the student's visa.

5.7 Siblings and Other Dependents (International Students)

Please note that if parents are accompanied by other school aged dependents who will study in Australia at either the College or another school, they will be charged the full fees for all courses of study, as scheduled by the school in which those students enrol. Sibling discounts do not apply for international students.

5.8 Course Credits (Recognition of Prior Learning)

Applicants applying to study at the College need to have their prior learning qualifications assessed. Qualification assessment will normally be carried out by the Head of International

Students' Studies, or in their absence by designated senior educational staff, but still to be approved by the Head of International Students' Studies **before** an offer is made. The student must provide certified copies of latest school reports (transcripts) and certificates of public examinations. The College requires the current school results and the two (2) years prior (i.e. results for 3 years). All international students must bring their original school reports (transcripts) from their home country for both Junior and Senior Schools.

5.9 International Student Welfare

- a. The College will generally manage student welfare matters through the provision of the Homestay Program, a Homestay Coordinator and College pastoral care services.

Parents will be asked to sign a Parent / Guardian Consent and Indemnity Form and where students are under 18 years of age, the College will advise DHA using its standard CAAW letter that the College accepts responsibility for the student's accommodation arrangements.

- b. Updating the Board of Elders and Directors of Life Ministry Centre Ltd. The College Registrar will prepare a comprehensive document confirming:
- How many international students are studying at the College (e.g. 500 Student Visa (subclass 500) visa holders).
 - How many international students are studying on a CoE and for whom we have issued a CAAW letter.
 - All international students living with a parent / guardian.
 - If there are any students who are Australian Citizens whose parents live overseas and the student requires Homestay Accommodation.
 - Any international student to be considered 'at risk'. 'Students at risk' is usually an item reported on directly by the Principal.

5.10 International Student Orientation and Information Handbook

The College will clearly outline and inform international students, before they commence the course, of the requirements to achieve satisfactory course progress, and also, attendance in each study period. Details are included in the International Student Handbook, provided both prior to arrival and upon arrival at the College. Staff will be guided by the following policies / guidelines:

- Reporting and Satisfactory Progress Guideline – Senior School
- Consolidation / Acceleration Guideline – Junior School
- Monitoring Student Attendance Policy

Students will be provided with the College International Student Handbook explaining College and Homestay requirements and expectations, advice about Australian culture and other appropriate information. Families may also refer to the International Student Homestay and Welfare Policy, the International Students After Hours Call Out Policy, and the Homestay Selection and Monitoring Policy. Orientation will be provided on entry to the College and the student will be provided with an orientation booklet. Late arrivals will receive an individual orientation program.

5.11 Dispute Resolution Regarding Refunds of Fees and Charges

In all disputes concerning international tuition fees and student refunds, the contact person shall, in the first instance, be the Business Manager.

Where a dispute cannot be resolved to the satisfaction of either the College or the individual complainant, the issue will be referred to the College Principal for review.

If the dispute is not resolved by the Principal to the satisfaction of the complainant, then the dispute should be referred to the Board of Elders and Directors of Life Ministry Centre Ltd.

A student may lodge an external appeal or complaint about this decision, with the Overseas Students Ombudsman. The Overseas Students Ombudsman offers a free and independent service for overseas students who have a complaint or want to lodge an external appeal about a decision made by their private education or training provider. See the Overseas Students Ombudsman website; <https://www.ombudsman.gov.au/making-a-complaint/overseas-students>, by using the online form or phone 1300 362 072 (for calls within Australia) for more information.

The right to make complaints and seek appeals of decisions and actions, under various processes, does not affect the rights of the student to take action under the Australian Consumer Law, where the Australian Consumer Law applies.

6. Financial Support (Bursary)

6.1 General

Generally, the College will not approve financial support to parents when students are first enrolled to the College and where support is required as a condition of entry. Support is reserved for families who find themselves in unpredictable financial hardship from time to time, or if parents are from missionary backgrounds. However, the College reserves the right to provide financial support for any other reason it may see fit.

The College will review and approve appropriate requests for financial support as they are received.

6.2 Supporting documentation

Parents / guardians seeking financial assistance must complete the official Oxley Application for Bursary and provide detailed budgets and information about their assets, include the latest Centrelink income assessment (if applicable), copies of bank statements, credit cards statements, details about mortgage and / or rent payments, and a copy of their latest pay slips.

If parents are not able to provide all of the above information, they should provide copies of documents that can be substantiated (providing details of income streams and current cash on hand) and be prepared for an interview. Failure to provide the information may lead to non-approval or discontinuance of the bursary.

All information will be treated in accordance with the privacy conditions and as per the College Privacy Statement.

6.3 Conditions of the Student Bursary

All requirements in relation to College policies and standards apply to families who receive financial assistance. In particular, the following additional conditions also apply to a bursary provided.

- Both the parent(s) / guardian(s) and the student(s) agree to be bound by the conditions of enrolment and College regulations as they apply from time to time.
- The parent(s) / guardian(s) agree to provide and present student(s) in the appropriate College uniform.
- At the completion of the agreed period, a review will take place to determine the need for continuance of the Student Bursary.

- The parent(s) / guardian(s) of the student(s) agree to provide a minimum of one (1) full school term's notice of the intention to leave the College, otherwise a full term's fee is payable in lieu of one term's notice.
- If the parent(s) / guardian(s) have any important issue of concern on any matter affecting the student or the College at any time during the agreed period, then the parent(s) / guardian(s) are to communicate that concern in accordance with the process detailed in the College Resolution of Complaints and Appeals Policy.
- It is expected that the parent(s) / guardian(s) will keep the details of the Student Bursary strictly confidential.
- The Student Bursary may be cancelled if the student fails to meet College expectations and regulations with regard to completion of work requirements, behaviour and support of the College ethos.

6.4 Review of Student Bursary

The parent(s) / guardian(s) of the student(s) agree to participate in a yearly review of the Student Bursary with the intention of determining whether there is a continuing need for a bursary, and if so, whether the parent(s) / guardian(s) can increase their contribution of the fee. To assist in this process, the parent(s) / guardian(s) will be asked to provide updated information and a statement of all income and expenditure for the family and a statement of assets and liabilities.

If it is decided that a further family contribution can be made toward College fees, a request will be made in writing. However, the College will only guarantee a position for the agreed period of time subject to all conditions of this agreement being met.

If the parent(s) / guardian(s) fail to meet the College's payment terms, then this will automatically result in a review as to whether the Student Bursary will continue to be provided. The result may be that the parent(s) / guardian(s) are asked to remove their child(ren) from the College before the completion of the agreement.

If the parent(s) / guardian(s) wish another child not mentioned in the agreement to attend the College, the College reserves the right to decide whether it will approve additional financial support or require full payment for the additional student.

If one of the students mentioned in the agreement leaves the College before the conclusion of the agreement, financial support will be reviewed.

6.5 Increased Payments

Once a bursary is granted, it is expected that if families are able to pay more because circumstances have improved, they will contact the College Business Manager to arrange the increased payment.

Where a student in receipt of a bursary completes their education at the College, and where the family has other students in receipt of a bursary enrolled at the College, the total fees payable in the following year will remain the same as in the previous year (including the fees that applied to the student that has completed their education at the College). This gradually reduces the value of the bursary over time.

7. **Scholarships**

Each year, the College will review the extent of scholarships that may be offered for the various year levels for the following year. Scholarships may be offered for a variety of reasons such as academic, general excellence, sport, music, or art, and may be for various levels of sponsorship, as determined from year to year.

Academic scholarships will include a testing day, which will be held at the College and will normally be conducted through Edutest. Details of proposed scholarship testing times will be published in the College Vine Newsletter and through other media. The test will be assessed by Edutest and returned to the College for review.

After review of the test results, the College will arrange interviews with prospective recipients and scholarships will be offered ranging from 10% to 100% of the published tuition fee. A scholarship will generally be offered for the remainder of the school years of the student, but the College reserves the right to alter this period. Special one-off scholarships (of \$1,000 - \$2,000) may also be offered, where a standard scholarship may not be considered appropriate.

The continuation of a scholarship is also subject to the conditions in the following section. Parent(s) / guardian(s) will be expected to complete an agreement accordingly.

7.1 Conditions of the Student Scholarship

A scholarship will be offered on the basis that the recipient will complete their studies at the College for the entire period of the scholarship. Should a recipient of the scholarship leave the College before the completion of the period of the scholarship, the College may require the repayment of a proportion of the value of the scholarship to be repaid.

The formula for the repayment of tuition fees will be based on a percentage of the current fee for the number of years of the scholarship that have been utilised against the total number of years of the scholarship. The formula for the repayment of tuition fees is:

$$\frac{R}{S} \times T$$

Where: R = the number of remaining years of the Scholarship
S = the number of years of the agreed Scholarship
T = the tuition fee reduction already provided in each year of the scholarship already used

Additionally, a recipient of an academic scholarship is expected to:

- support the Christian ethos and values of the College
- be conscientious in their studies and demonstrate general academic progress commensurate with their abilities
- be an ambassador for the College, speak well of the College and wear the uniform correctly
- be respectful and supportive of staff members and fellow students
- be involved in the co-curricular life of the school
- uphold the College standards and expectations of student behaviour

Both the parent(s) / guardian(s) and the student(s) must agree to be bound by the conditions of enrolment and College regulations as they apply from time to time and agree:

- to provide the student(s) with the appropriate College uniform
- to provide a minimum of one (1) school term's notice of the intention to leave the College if it be before the end of the agreed period, otherwise a full term's tuition fee at the non-discounted rate is payable in lieu
- where possible, to assist the College in whatever capacity they may be qualified to do so
- to keep the details of the student scholarship strictly confidential

The College reserves the right to withdraw the scholarship if any of the requirements of the scholarship agreement are not met.

8. Dispute Resolution

8.1 General Issues

In summary, if parent(s) / guardian(s) have any issue of concern on any matter affecting the student or the College at any time during the enrolment period, then the parent(s) / guardian(s) should communicate that concern in the first instant to the student's Home Group Teacher.

If parent(s) / guardian(s) are not satisfied with the outcome, the matter is to be raised with the Year Level Co-ordinator and then with the Head of School. If still not satisfied, the concern needs to put in writing to the attention of the Principal.

For additional information, please refer to the Resolution of Complaints and Appeals Policy (for local students), or the International Student Handbook (pages 32-33) and International Student Enrolment Application and Conditions (sections 13-14 for International students).

8.2 Financial Issues

For disputes concerning fees, levies, charges and refunds, the contact person shall in the first instance be the Business Manager. Where a dispute cannot be resolved to the satisfaction of the individual complainant, the issue will be referred to the Principal and then to the Directors of Life Ministry Centre Ltd.

If the student or parent is not satisfied with the Directors' decision, the student or parent may, at their discretion and cost, refer the matter to an external authority for mediation or other assistance.

This process will not remove the right for either the parent / guardian / student or the College to take further action under Australia's consumer protection laws.

Refer also to the College Resolution of Complaints and Appeals Policy and Business Statement (section 25).

9. Related Documents

- Oxley Christian College Business Statement
- Application for Enrolment
- Application for Enrolment for International Students
- International Student English Assessment test
- Fee Schedules
- Scholarship application
- Financial assistance (Bursary) application
- Disability and Discrimination Act
- ESOS Act 2000
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Victorian Registration and Qualifications Authority Guidelines 2018
- Oxley Christian College Privacy Policy
- International Student Homestay and Welfare Policy
- International Students After Hours Call Out Policy
- Monitoring Student Attendance Policy

- International Student Handbook
- Monitoring Student Academic Progress Policy
- Resolution of Complaints and Appeals Policy
- Reporting and Satisfactory Progress Guideline – Senior School
- Consolidation / Acceleration Guideline – Junior School