Full Fee Paying Overseas Students
Policies and Conditions for Enrolment

1. Entry Criteria

Overseas students applying for enrolment in the College must undertake studies on a full-time basis, be academically qualified for the proposed course, be proficient in English and have the financial capacity to cover all expenses including return air fares and living costs. They must be in good health, with the necessary health insurance cover.

Overseas students applying for enrolment in the College are required to provide certified copies of a current school report, translated into English, their current passport and evidence of English language skills. All students are required to have an enrolment interview with the Principal and pass an English Test set by the College’s ESL Department. If the necessary level is not achieved the student will be requested to attend an ELICOS centre for three to six months English language study until the required level is reached.

Overseas students are expected to abide by the College’s Code of Conduct and Rules as set out in the Parent/Student Handbook. Students will attend all applicable lessons and examinations for the duration of the enrolled course. They are expected to submit all assignments as required by their chosen subjects.

Overseas students are required to start on the first day of each term and finish on the last day of each term, participating in school life for the entire school year. Exceptions can be made only upon written request to the Principal.

Overseas students must comply with all requirements of the Department of Immigration and Multicultural and Indigenous Affairs (DIMIA) regarding regulation governing international student entry to Australia.

Overseas students must supply the information as requested, and must complete the Application for Enrolment Form accompanied with the Application Fee. Applications from overseas students are processed according to established policy and procedures and are dealt with on their merits. If a place is offered, the applicant’s parents must complete the Enrolment Agreement Form and return it to the College accompanied by the necessary Student Deposit prior to commencement.

Overseas students must notify the College in advance of any change of living conditions. The student must also notify DIMIA.
2. Registered Courses

Mount St. Bernard College is registered in the State of Queensland as a provider in accordance with Section 9 of the Education (Overseas Students) Act 1996 and Section 8 of the Education Services for Overseas Students (ESOS) Act of 2000 with the CRICOS Registered Provider Code 00637G.

Mount St. Bernard College is registered to provide the following courses:

- 006564D Junior Secondary Years 8-10
- 006565C Senior Secondary Studies 11-12

All subjects undertaken by overseas students have specified outcomes that are outlined in Course Handbooks for Years 8 to 12. These handbooks contain a summary of subjects and courses that are available at the College and are given to students prior to their taking up the place offered to assist them in making a suitable selection.

The Principal, Year Level Coordinators, ESL Co-ordinator or Career Advisor assists overseas students in making the correct subject selection. All students are expected to demonstrate continuing progress and achieve to the best of their ability. Levels of achievement required are dependent on the requirements for gaining entry to the tertiary course or other post-secondary school pathway selected by the overseas student.

3. Fees, Charges and Refund Policy

The current Fee Schedule for Overseas Students, together with conditions relating to payment of fees is available for anyone requesting information on the enrolment of overseas students. This information is included with the Prospectus of the College and is repeated with the account sent at the beginning of each Semester. The Semester account sets out our terms and conditions relating to the payment of fees.

An Application Fee must be paid upon the submission of each Application for Enrolment Form. This fee is non refundable and does not guarantee a place at the College.

A Student Deposit must be paid prior to the commencement at the College. This fee is refunded upon the completion of the course undertaken or providing that the College is given one (1) term’s notice of withdrawal in writing to the Principal. A signed Enrolment Agreement Form accompanies this payment and is the official agreement with the College undertaken by the parents.

Accounts are sent twice a year, prior to the commencement of each Semester. Fees are paid one (1) Semester in advance. Evidence must be supplied that adequate health cover has been taken out to cover any medical expenses the overseas student might have.

The Student Deposit will not be refunded if after acceptance of a place at the College the student does not commence studies. If a student leaves prior to the completion of the course selected, the deposit is not refunded unless a term’s notice is given in writing to the Principal. Once the course is completed a refund will be made, subject to meeting all outstanding debts.

Any refund payable will be made:

- To the person who entered into the contract with the College unless written instruction is given to the Principal for the amount to be paid to a third party.
- In Australian Dollars.
- No later than four (4) weeks after the College receives receiving written application or the completion of the undertaken course.
If the College is not able to provide the course for which the student enrolled, provisions of the ESOS Act 2000 and ESOS Regulations 2001 apply and any refund owing will be made to the person with whom the College has a signed Agreement within four (4) weeks, unless an arrangement to provide an alternative course is made under Part 3 Division 2, Section 31 of the ESOS Act 2000.

Under the National Code of Practice, Section C43.2, a person holding a written Agreement with the College should be aware that the College’s dispute resolution processes do not circumscribe the student’s right to pursue other legal remedies.

The College acts in compliance with the requirement of the Department of Consumer Affairs. This agreement does not remove the right to take further action under Australia’s consumer protection laws.

4. Dispute Resolution

The College has formulated a Dispute Resolution Policy, which encompasses the 3 main areas for students to access internally. (i) Academic concerns are through the Heads of Departments as listed in the College Handbook. (ii) Personal problems are through the Deputy Principal or the College Liaison Officer (iii) Boarding problems through the Head of Boarding.

The students are also advised through the policy of where to seek professional Dispute Resolution Agencies in the Cairns region. It also lists a Toll Free number.

In cases where the College provides Home stay facilities for Overseas students, we undertake to pay Home stayParents each per fortnight in arrears at a predetermined dollar amount per week. If a student is in a Home stay situation and leaves or is expelled, the College will pay Home stay fees up to and including the date of termination of the student residing on those premises.