

## International Students – Refund Policy

- All of Brighton Grammar School's policies are intended to be up to date and be consistent with all relevant laws.
- Employees are expected to comply with all applicable policies.
- Various parts of the policies require managers and staff to exercise discretion and the policies are not intended to be applied in a legalistic or prescriptive manner.
- These policies may be varied by Brighton Grammar School from time to time, at its absolute discretion.
- Brighton Grammar School is fully committed to the protection of children and young people during all School activities and environments both within and outside of School hours.
- This is a whole of school policy and there may, from time to time, be variations in different parts of the School. In such circumstances, advice will be issued by the relevant Head of School
- All Policies are fully reviewed and endorsed by the schools Governing Bodies (School Council, Governance and Risk Committee, Finance Committee, Foundation Committee, Property Committee)

### Introduction

The Education Services for Overseas Student (ESOS) Act sets out the legal framework governing delivery of education to overseas students studying in Australia on a student visa. Within the ESOS legislative framework are the standards to ensure quality with which Brighton Grammar School must comply in order to retain registration as an educational provider for an International Student.

### Purpose

Brighton Grammar School acknowledges that there may be circumstances that arise that would require an enrolled family to require a refund for school fees already paid to the school.

This policy outlines the requirements and processes in place should a request for refund be required and should be read in conjunction with the School's Business Notice and General Regulations and the Conditional Letter of Offer and Written Agreement (if signed and in place)

## Refund policy and calculations due to provider default

Under section 47B and D of the ESOS act Brighton Grammar School is obligated and will provide refunds to International Students where:

- The student is unable to commence the course due to withdrawal of the offer by the School
- The student is unable to continue in an already commenced course due to default by the School

Refund Scenario	Refund Calculation
The student is unable to commence the course due to withdrawal of the offer by the School	All payments that have been made in advance (tuition and non-tuition fees)
The student is unable to continue with an already commenced course due to default by the School	Pro rata calculation of all payments, including Tuition and non-Tuition fees made in advance to the school <i>See below formula under 'Visa refusal after commencement' for calculation of refund</i>

## Refund policy and calculations due to student default

If a student has enrolled at BGS but fails to commence study at Brighton Grammar School due to Visa refusal or must cease study due to Visa refusal the family may be entitled to a full or partial refund of any upfront tuition costs less administration fees.

Refunds will be calculated using the following formula:

### Calculation 1

$$\frac{\text{Total paid tuition fees for the semester}}{\text{Number of calendar days in the semester}} \times 7 = \text{Weekly tuition fee (rounded up to the nearest \$)}$$

### Calculation 2

$$\frac{\text{Number of Calendar days from the default day to the end of the semester}}{7} = \text{Weeks in default period (Round up to the nearest whole number)}$$

$$\text{Refund amount} = \text{Weekly tuition fee (calculation 1)} \times \text{Weeks in default period (Calculation 2)}$$

## Application for a refund

All applications for refund must be made in writing via email to the Business Manager, [fees@brightongrammar.vic.edu.au](mailto:fees@brightongrammar.vic.edu.au) for consideration and calculation.

The school will refund any agreed amounts within 4 weeks of the written request for a refund. The refund will be paid in AUD and directly to the person who made the initial payment to the school.

## Documents to further support this Policy

- Business Notice and General Regulations
- Conditional Letter of Offer and Written Agreement

This Policy is a controlled document. Any printing of this document is uncontrolled. Please refer to the school portal for the latest version of this policy	
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