

ST THOMAS MORE COLLEGE

INTERNATIONAL STUDIES

CRICOS NO. 02516M

ENROLMENT POLICIES AND PROCEDURES

FEEES FOR INTERNATIONAL STUDENTS – 2017

1. Legislation regarding amount payable in advance and dates by which fees can be required.
 - a) Upon enrolment students will be required to pay a semester's tuition in advance. This amount will not be more than 50% of the student's total tuition fees (unless the course has only one study period of 24 weeks or less.)
 - b) Thereafter, tuition fees remain payable in advance and must be paid two weeks before students are able to commence classes for each subsequent semester. Fee statements will be invoiced in twice yearly in April and October. All tuition fees and associated charges are reviewed annually and so may vary from year to year.

2. Fees for International Students

Name of fee	Amount	Details
Tuition fee – Yrs 7 – 10	\$ 19 600	All tuition fees, text book hire, compulsory levies, subject specific camps
Tuition fee – Yrs 11 – 12	\$ 19 900	All tuition fees, text book hire, compulsory levies, subject specific camps

3. Non-tuition fees

Name of fee	Amount	Details
Overseas Student Health Cover –	From \$498.00 p/a for the length of the visa	Collected by college and forwarded in full to relevant Medical Insurance Company to assist student, if evidence of sufficient cover as required by law cannot be provided.
Qld Curriculum and Assessment Authority (QCAA)	\$410.00 p/a +GST	Collected by college and forwarded in full to Queensland Study Authority for international students in Year 11 and 12 only.
Uniform Costs	\$700.00 (initial estimate)	Price list available on the college website www.stjamescollege.qld.edu.au
Homestay placement or transfer fee	\$260 including	Payable on initial placement and if a student requests a change of homestay.
Initial airport pick-up and Homestay Transfers	\$130.00	Airport Pick up or Transfer to new homestay
Homestay fees (per Semester)	\$7455	This includes all accommodation and 3 meals per day during school terms. This also includes storage fees during the school holiday periods is April, July and September. Invoices payable in full 21 days prior to the commencement of school semester start date as indicated on the invoice.
Homestay accommodation during school holidays (if student remains in Homestay)	\$42 per night	Invoiced upon submission of signed Student Holiday Form and payable in full 14 days prior to the commencement of school holidays (mid-semester)

Storage for possessions over Christmas holiday period (December/January)	\$260	Included in Semester 2 invoice except final Year 12 students not returning
Administration Charge for Refunds	\$75	One off charge for processing of refunds. Not applicable in cases of visa refusal or provider default. This charge will only be applied in cases of student default.
Stationery	\$ 200.00 approx	As required for specific subjects.
Senior Formal	\$ 150.00 approx	Yr 12 only

4. Homestay Services

- a) St Thomas More College uses the services of International Student Care Australia to monitor the Homestay and Welfare of International students under the age of 18 and others in Homestay arrangements. More information can be found on their website <http://www.isca.net.au/>
- b) It is the College (as the registered provider) that holds full welfare responsibility. This responsibility is not delegated to ISCA. The College maintains full responsibility for monitoring this visa condition, not ISCA, and has the authority to report non-approval to DIAC, if necessary.

5. Notice required for students intending to leave the college prior to completion of their course.

- a) If a student wishes to leave the college before the end of their course i.e. before completion of the Queensland Certificate of Education or equivalent, they are required to give a full semester's notice in writing.
- b) Unqualified letters of release will only be given if this process is followed and fees for the notice period (or fees in lieu of notice) have been paid in full.

6. Annual Review of fee schedule

- a) The College reserves the right to vary this Schedule, upon notice to the Fee Payer.
- b) Payment of a student's account is the responsibility of the signatory to the Enrolment Agreement.
- c) Should an account be placed in the hands of debt recovery consultants, the signatory to the account will agree to pay all expenses relating to the recovery of the account, and any default debt may be reported to a credit reporting agency.