International Enrolment Process
& application, including Fee Structure & Refund policy
The Peninsula School is an open-entry coeducational School from 3YO Kinder through to Year 12.

Our student body currently comprises over 1440 students.

The School is divided into a series of sub-schools, comprising:
- The Early Childhood Centre – 3YO Kinder to Grade 1
- Junior School – Grades 2-6
- Middle School – Years 7-8
- Pre-Senior – Year 9
- Senior School – Year 10-12

Enrolment process

**Step One**
Initial contact with the School

1. Enquiries are welcomed by International Admissions Staff, by telephone (either +613 9788 7734 or +613 9788 7819) by email or in person.

2. Extensive information is available on our website: [www.tps.vic.edu.au](http://www.tps.vic.edu.au)

3. If requested, a prospectus together with an Application for Enrolment for each child will be forwarded to you together with a DVD.

4. We will be happy to arrange a personal tour of the School if you wish. You are welcome to attend our Open Days in February and July.

5. Please return the Application for Enrolment to our International Admissions Office. Please do not delay as positions are limited and your early response may assist your application.

6. Kindly familiarise yourself with the details of our services, our obligations to you and your rights and responsibilities in relation to the enrolment before making an application. By applying, being accepted and later signing our Enrolment Agreement, you are agreeing to all of our terms. Details are available on our web-site www.tps.vic.edu.au. Hard copies will be forwarded upon request.


**Step Two**
Registration and waiting lists

1. On receiving your Application for Enrolment you will be issued with a prompt response in regard to current availability.

**Step Three**
Confirming enrolment

1. Depending on placement availability, a Letter of Offer will be forwarded to you.

2. You are welcome to meet key people prior to acceptance of an offer of a place, if you wish. Please note our International Staff travel overseas throughout the year – countries and travel dates can be found on our website: [http://www.tps.vic.edu.au/general_information.html](http://www.tps.vic.edu.au/general_information.html)

3. We will confirm your child’s place in the School on receipt of an Entry fee plus Registration, Tuition & Boarding fees (see next page) and a signed Enrolment Agreement plus all completed medical forms. Again, your timely response will help to assist your child’s enrolment.
Tuition Fees

(Non Australian citizens or students without permanent residence status not entitled to Government Grants).

Tuition Fees are charged in three (3) instalments per year. These instalments are issued on 21 January 2015, 15 April 2015 and 15 July 2015. Extras are charged with each instalment. There is a supplementary account issued on 30 October 2015 for extras only.

<table>
<thead>
<tr>
<th>Level</th>
<th>Per Instalment (3)</th>
<th>Per Year</th>
<th>Per ½ Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 7</td>
<td>$8,968</td>
<td>$26,904</td>
<td>$13,452</td>
</tr>
<tr>
<td>Year 8</td>
<td>$9,381</td>
<td>$28,143</td>
<td>$14,072</td>
</tr>
<tr>
<td>Year 9</td>
<td>$9,710</td>
<td>$29,130</td>
<td>$14,565</td>
</tr>
<tr>
<td>Years 10, 11, 12</td>
<td>$9,718</td>
<td>$29,154</td>
<td>$14,577</td>
</tr>
</tbody>
</table>

Boarding Fees

Accommodation

<table>
<thead>
<tr>
<th>Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>$4,894</td>
</tr>
</tbody>
</table>

Catering (incl. GST on food)

<table>
<thead>
<tr>
<th>Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,772*</td>
</tr>
</tbody>
</table>

TOTAL

<table>
<thead>
<tr>
<th>Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>$7,666</td>
</tr>
</tbody>
</table>

Registration Fee

Day students and Boarders $100 per student

Family fee, if all students registered at the same time $150 (incl. GST)

Entry Fee

Payable on acceptance into the School

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Years 5 to 9</td>
<td>$800 Not refundable</td>
</tr>
<tr>
<td>Years 10 to 12</td>
<td>$950 Not refundable</td>
</tr>
</tbody>
</table>

Payment of Fees

Credit card payments are due within 14 days of issue date. Visa and Mastercard are the only credit cards accepted. Other forms of payment are due and payable within thirty (30) days of issue date. Fees unpaid at the end of thirty (30) days after the date of issue of each account will be subject to an ADMINISTRATION CHARGE OF $450*. No student may commence a new term unless the previous fee instalment has been paid.

A minimum of one Term’s written notice is required to withdraw the Student’s enrolment from the School. If the Student is to be withdrawn at the conclusion of a Term, notice must be given no later than 3.00pm on the Friday of the last week of the preceding Term. Where the required notice is not provided a termination fee of 25% of the annual tuition and, where applicable, boarding fee is payable.

If annual tuition fees are paid in advance on or prior to Thursday 18 December 2014, a 3% discount will apply to the 2015 tuition fee rate.

Please contact the Accounts Department on 9788 7782 for further details.

Compulsory Charges

a. Capital Development Levy

An annual Capital Development Levy of $600 per family is charged in 3 instalments per year.

b. Computer Expenditure

Students in Years 7 to 12 are required to purchase a laptop computer. The laptop needs to meet the School’s specifications, copies of which are available from the Information Technology Department.

c. Software Licensing Fee

A fee of $130* will be charged with Billing 1, per student in Years 7 to 12.

d. Transport Fee

This fee is payable with Billing 1 is an inclusive charge for all bus travel for the year to sporting fixtures, academic excursions, the Outdoor Education camps and off campus lessons.

| Years 7 to 12 | $330 per student |

e. Outdoor Ed Camp Year 7

Charged with Billing 1 $530
f. Outdoor Ed Camp Year 8  $755
   Charged with Billing 1

  g. Outdoor Ed Camp Year 9  $1,220
   Charged with Billing 1

  j. Year 10 Expedition
     (costs vary according to activity chosen)  
     Cost to be advised

  k. Activities
     (Personal Development Program
      Charged per semester Years 7-8,
      including Cadets)  
     Cost to be advised

Vocational Education Training (VET)

  VCE Students First and Second Year $848

VCE Pathways

  VCE Pathways First and Second Year $424

Options Charges

  a. Music
     Instrument hire  $83 per term
     Individual tuition  $42.45 per half hour lesson
     Accompanist’s fees  $42.45 per half hour session

Missed lessons for reasons not related to school activities or illness will be charged.
This includes extended leave (unrelated to illness) during the school term.

  b. Tennis
     $14* per group lesson
     $35* per private lesson
     $20* per semi-private lesson

Lessons are 30 minutes and price includes GST

TOPSA (The Old Peninsula School Association)

$295 per student

This is a one-off charge for Life Membership to TOPSA, the alumni of The Peninsula School, to be charged with Billing 2 for all Year 12 students.

Year 12 students who leave the School prior to Billing 2, and Year 10 and 11 students who leave during 2014, will be offered the option of Life Membership to TOPSA.

*Items marked with an * include 10% GST.

S N Johnston
Principal
For the Board
2015

Electronic Banking Details for The Peninsula School

BSB 083253
Account 684505746

National Australia Bank
Collins Street
Melbourne Vic Australia 3000

School SWIFT Code for Funds Transfer is NATAU3303M

Please ensure you identify students’ name on Funds Transfer
Refund Policy

Notification of cancellation, withdrawal, leave of absence, or deferral of enrolment at the School or enrolment in an Extra Subject must be made in writing and addressed to the Principal.

How and when to apply for refunds

In the event of course cancellation or a student withdrawing or being asked to withdraw from a course, the refund policy will be initiated by the School.

Refund in the event of default by Student:

<table>
<thead>
<tr>
<th>Refund/ Cancellation fee</th>
<th>Additional requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancellation of enrolment prior to commencement</td>
<td>One Term’s notice Less than one Term’s notice</td>
</tr>
<tr>
<td>Cancellation of an Extra Subject</td>
<td>One Term’s notice Less than one Term’s notice</td>
</tr>
<tr>
<td>Cancellation of enrolment after commencement</td>
<td>Anytime</td>
</tr>
<tr>
<td>Cancellation of Student Visa by the Department of Immigration and Citizenship</td>
<td>Anytime</td>
</tr>
<tr>
<td>Visa refused by the Department of Immigration and Citizenship</td>
<td>Prior to arrival</td>
</tr>
<tr>
<td>Student expelled from the School</td>
<td>Anytime</td>
</tr>
</tbody>
</table>

Fees will not be refunded for any reason other than the above. Refund in the event of default by the School (sections 27 - 31 ESOS Act 2000).

The Student will be provided with a statement explaining how the refund amount has been calculated. In the event that an Extra Subject ceases to be provided after it starts and before it is completed, the School will endeavour to arrange for another subject to be provided to the student as an alternative. Should the alternative course of study/program be acceptable to the student, no refund of fees for the original enrolment will be made by the School, nor will any additional fees be charged to the student for the alternative program.

If you wish to lodge an external appeal or complain about this decision, you can contact 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 www.oso.gov.au or call 1300 362 072 for more information.
# Application to register for international enrolment

## Student details

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family name</td>
<td></td>
</tr>
<tr>
<td>Given name/s</td>
<td>Preferred name</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>Male/Female</td>
</tr>
<tr>
<td>Country of Birth</td>
<td>Language/s spoken at home</td>
</tr>
<tr>
<td>Nationality</td>
<td>Religion /Denomination</td>
</tr>
<tr>
<td>Current residential address</td>
<td>Postcode</td>
</tr>
<tr>
<td>Applying for Year Level</td>
<td>Commencement Date</td>
</tr>
<tr>
<td>Requesting Boarding:</td>
<td>Yes / No</td>
</tr>
<tr>
<td>Requesting Homestay:</td>
<td>Yes / No</td>
</tr>
</tbody>
</table>

## Parent/guardian (‘caregiver’) details

### Caregiver 1:

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full name</td>
<td></td>
</tr>
<tr>
<td>Residential Address</td>
<td></td>
</tr>
<tr>
<td>Home telephone</td>
<td>Mobile telephone</td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Occupation</td>
<td>Employer / Business name</td>
</tr>
<tr>
<td>Occupation address</td>
<td></td>
</tr>
<tr>
<td>Occupation telephone</td>
<td>Occupation email</td>
</tr>
<tr>
<td>Relationship to student</td>
<td>Does the student reside with this Caregiver?</td>
</tr>
<tr>
<td></td>
<td>Yes / No</td>
</tr>
</tbody>
</table>

### Caregiver 2:

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full name</td>
<td></td>
</tr>
<tr>
<td>Residential Address</td>
<td></td>
</tr>
<tr>
<td>Home telephone</td>
<td>Mobile telephone</td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Occupation</td>
<td>Employer/Business name</td>
</tr>
</tbody>
</table>
Occupation address

Occupation telephone

Occupation email

Relationship to student

Does the student reside with this Caregiver?  ☐ Yes  ☐ No

Guardian in Melbourne details:

Relationship to Student:

*i.e. family member- mother/father/brother/sister/uncle/aunt/cousin - if not a blood relative please complete below*

Relationship to Student if ‘Other’

*i.e. Family Friend or Guardian Company - not family related*

Full Name/s:

Male/Female

Residential Address:

Business Address if applicable:

TelephoneNumber:

Mobile telephone:

Email:

Additional information

Does the student reside with any person other than Caregiver 1 and/or 2?  ☐ Yes  ☐ No

If yes, full name

Male/Female

Residential Address

Home telephone

Mobile telephone

Email

Occupation

Employer/Business name

Occupation address

Occupation telephone

Occupation email

Relation to student:

If the student does not live with both Caregivers, please provide relevant information as to custody and access arrangements. *If there is an applicable court order in relation to this student, please provide a copy.*

Reports and accounts

To whom should the School send reports and other correspondence?  ☐ Caregiver 1  ☐ Caregiver 2  ☐ and/or Agent

To whom should the School send accounts?  ☐ Caregiver 1  ☐ Caregiver 2  ☐ and/or Agent

School affiliations

Is either Caregiver or any grandparent a past student of the School?  ☐ Yes  ☐ No

Name/s (when enrolled)  Years of attendance/past House affiliation

Name/s (when enrolled)  Years of attendance/past House affiliation
Does the student have siblings who are current or former students of the School, or who are registered for enrolment?  
☐ Yes  ☐ No  
If yes, names

<table>
<thead>
<tr>
<th>Years of attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Is either Caregiver a current or former staff member?  
☐ Yes  ☐ No

Is any member of your family affiliated to one of our Houses?  
☐ Yes If yes, specify House:  ☐ No

Student's needs

Has the student taken part in any extension or gifted and talented children's program?  
☐ Yes  ☐ No

Does the student have any special learning needs?  
☐ Yes  ☐ No

Does the student have a disability, including an intellectual, physical, mental, behavioural or emotional disability?  
☐ Yes  ☐ No

Has the student ever received support from a therapist or other specialist, such as a speech therapist, occupational therapist, physiotherapist, behavioural therapist, psychologist, etc?  
☐ Yes  ☐ No

Does the student have any medical conditions or allergies?  
☐ Yes  ☐ No

If you have answered yes to any of the above questions, kindly provide details below, or attach any relevant documents to this form.

The School acknowledges its rights and obligations under the Disability Standards for Education pursuant to the Disability Discrimination Act 1992.

Questionnaire

How did you become aware of The Peninsula School?

☐ General reputation of the School  ☐ Recommendations from friends or family
☐ Internet search  ☐ Newspaper advertisements or editorials
☐ Relocation consultant  ☐ The Good Schools Guide or other publication
☐ School signage  ☐ Other: (please specify)

What prompted you to enrol at The Peninsula School? Please feel free to choose more than one criterion.

☐ Academic excellence  ☐ Music Program
☐ Sports program  ☐ Coeducation
☐ Location  ☐ Extension programs for gifted/talented children
☐ Foreign language program  ☐ Access to special needs assistance
☐ Drama program  ☐ Social events for families
☐ Laptop program  ☐ High quality facilities and grounds
☐ Uniform policy  ☐ Recommendation
☐ Religious affiliations  ☐ General reputation of the school
☐ Student safety, wellbeing & pastoral care  ☐ Fees
☐ Range of subject choices for senior students  ☐ Community service program
☐ Scholarship program  ☐ Other: (please specify)

Payment details

☐ I enclose cash / cheque payable to The Peninsula School in the amount of $ being the registration fee payment for one child / a family, inclusive of GST (please do not post cash)

☐ Please debit my Visa / MasterCard in the amount of $ being the registration fee payment for one child / a family, inclusive of GST.

Card No.  Expiry date
Checklist

Please return:

• Completed Application to Register for Enrolment Form, signed by both Caregivers if applicable
• Passport sized photograph of the student
• Copy of birth certificate or passport
• Copy of most recent school report and NAPLAN results if applicable
• Registration fee of $100 for one child, or $150 for a family (2 or more children) if applications are submitted at the same time.

Privacy

The Peninsula School respects your privacy and that of your child. The School adheres to the National Privacy Principles, as set out in the Privacy Act 1988. Information collected on this form will be used and stored in accordance with the Act and The Peninsula School’s Privacy Policy. If you wish to receive a copy of the School’s Privacy Policy, please refer to our website or contact the Admissions Office.

Caregivers acknowledgement and agreement

The Caregiver/s request that the student be registered for enrolment as a student at The Peninsula School.

The Caregiver/s acknowledge and agree that:

• This is an application for enrolment only and the student will be placed on a waiting list. No guarantee of a place is expressed or implied by the School.
• If a place at the School is offered to the student, the Caregivers will be required to complete and sign an Enrolment Agreement and relevant medical information forms, which must be submitted with payment of the Entry Fee.
• Participation in a broad range of activities such as outdoor education, excursions, work experience, camps, and sporting programs is an essential part of a student’s training and involvement in the School community, and a compulsory part of the School curriculum, and that existing students from Term 4 in Grade 6, and new students commencing in the Middle or Senior Schools are required to participate in the School’s Saturday morning sports program.
• The School requires all students in Years 7 to 12 to purchase a laptop computer as specified by the School.
• In the case of boarders, one installment’s boarding fee is required to be paid in advance in addition to the Entry Fee and is not refundable if the student fails to take up the place offered to him or her other than in exceptional circumstances.
• They have disclosed to the School all relevant information regarding the student, including any special needs that the student may have, which may affect the School’s ability to educate, supervise or care for the student. If this information is not provided, or inadequately or inaccurately provided, the School reserves the right to refuse or terminate the student’s enrolment at the School, and charge additional fees relating to additional care and support services and staff that may be required to be provided to the student without prior notice to the Caregivers. The Caregivers agree to provide further information to the School if any special needs arise or alter over time.
• The School may contact previous schools attended by the student to obtain further information about the student.
• We have read and agree to the terms set out in the School’s Admissions Policy.

In signing this document, the Caregivers represent to the School that they are the sole legal guardians of the student and are authorised to enrol the student at the School. If this situation changes, the Caregivers will immediately provide to the School a written notice of the change, in addition to written consent from any other legal guardian of the student to the student’s enrolment, or continued enrolment.

Signature of Caregiver 1 ______________________________________  Signature of Caregiver 2 ___________________________________
Date ______________________________________________________ Date _____________________________________________________

School contact details

The Peninsula School - a school in association with the Anglican Church of Australia  www.tps.vic.edu.au
20 Wooralla Drive, Mt Eliza, VIC 3930 Australia. Tel: 61 3 9788 7777  Fax: 61 3 9788 7894  Email: peninsula@tps.vic.edu.au
Principal – Mr Stuart Johnston  Our motto: Quod Bonum Tenete - Hold fast that which is good