

## Refund Policy

The aim of the Refund Policy is to ensure that parents are aware of fees and charges payable in the event their child is unable to commence at the School, or withdraws from the School. This also provides information to parents that enables them to make informed decisions about their child's education.

Fee accounts are forwarded to families at the beginning of each school year, along with a Fee Payment Options form and a Fee Payment Commitment Form. Fees are due in accordance with the option that best suits the payee, and must be paid in full before a student can be re-enrolled for a new year.

**Payment Options:** Options for payments are either as an annual payment, or may be paid termly, monthly, or fortnightly.

**Withdrawal of Students:** Should you need to withdraw a student, a full term's notice must be given or a Term's Tuition Fee will be charged. Notification should be made in writing to [admin@vpcs.wa.edu.au](mailto:admin@vpcs.wa.edu.au)

### Getting a refund of tuition fees:

A refund will only be granted if the above conditions have been met. To help determine the amount of tuition fees to be refunded, you should have:

- the written agreement you signed with Victoria Park Christian School.
- invoices/receipts of tuition fee payments.
- any other relevant correspondence which identifies the amount of fees paid.
- any relevant correspondence with Victoria Park Christian School.

If the student is not enrolled in a replacement course, you will need to consider the affect this might have on his/ her student visa as it is a condition of the visa that the student maintains his/ her status as an officially enrolled student at a CRICOS registered education provider.