

17 December 2024

«FutureContactMailSalutation»

«FutureContactAddressFull»

Dear «FutureContactMailSalutation»

**Offer of Place - «FuturePreferred» «FutureSurname» – «FutureBirthDate».**

I am pleased to offer «FuturePreferred» a «FutureYearLevelDescription» place as a Full Fee Paying Overseas Student, commencing on .... January «FutureEnrolYear».

Please see the [Junior School Handbook](#) (*Lilian Bayly Year 7 & Year 8 Handbook*, *Howqua Year 9 Handbook*, *Year 10 Curriculum Guide* or *Year 11 & Year 12 Curriculum Guide*) for information outlining the course in which «FuturePreferred» is to be enrolled.

**(Admissions to update this link appropriately for each individual Offer of Place)**

Lauriston Girls' School welcomes Overseas Students from Year 5 and provides educational services that are within the scope of the school's registration:

- Year 5 to Year 10 under the Victorian Foundation
- Senior secondary courses which are normally provided in Years 11 and 12, including the Victorian Certificate of Education (VCE) and the International Baccalaureate Diploma Program (IBDP)

«FuturePreferred»'s in-person study will be on the Lauriston campus at 38 Huntingtower Road, Armadale VIC 3143. The only exception is for Year 9, when «FuturePreferred» will reside at the Lauriston Howqua campus located at 450 Howqua River Road, Howqua.

Prior to commencement at Lauriston, «FuturePreferred» must have successfully completed Year ... or equivalent and met the English Language requirements as noted in the [Overseas Student Enrolment Policy and Procedures](#)

**Enrolment policies**

The enrolment policy documents govern the terms and conditions and behavioural expectations under which students are enrolled at the school. Prior to signing this Offer of Place parents should read and understand each of these policy documents relevant to the enrolment of an overseas student:

- [Academic Honesty Policy](#)
- [Anti-discrimination and Harassment Policy](#)
- [Child Safe Code of Conduct Policy](#)
- [Child Safety and Wellbeing Policy for Students](#)
- [Overseas Student Enrolment Policy and Procedures](#)
- Fees and Charges – Overseas Student

- [Overseas Student Complaints and Appeals Policy](#)
- [Overseas Student Course Deferment, Suspension and Cancellation Policy](#)
- [Overseas Student Course Refund Policy](#)
- [Parent Code of Conduct Policy](#)
- [Privacy Policy](#)
- [Student Code of Conduct Policy](#)
- [Student Discipline Policy](#)

### **Living arrangements**

«FuturePreferred» must live with a parent on Subclass 590 Student Guardian visa in Melbourne, while attending Lauriston.

The school will contact the overseas student's parents, twice per year to check and update contact details for parents including changes to address, telephone number, or email. Any changes to contact details outside of this contact including details or your daughter's emergency contact person/s, while your daughter is enrolled at Lauriston must be provided to the School within 7 days of the change. All changes are updated on your child's student record held at the School and in the Provider Registration and International Student Management System (PRISMS).

### **Howqua program**

In Year 9, all students reside at the residential Howqua campus for part of the year. Howqua is approximately a 3-hour drive from Melbourne and coach transfers are provided.

A *Confirmation of Appropriate Accommodation and Welfare* letter (CAAW) will be lodged with the Department of Home Affairs for Year 9 only. A copy will be provided to you during Term 4 of Year 8.

The parent holding the subclass 590 Student Guardian visa must remain in Melbourne while their daughter attends the Howqua Campus.

### **Overseas Student Health Cover (OSHC)**

«FuturePreferred» is required to have adequate health insurance (OSHC) for the full duration of her student visa. This means that her insurance must commence when she arrives in Australia and continue until the end of her student visa.

You can arrange the health cover with the Australian OSHC provider of your choice, including Medibank Private, Australian Health Management, Allianz Global Assistance, BUPA Australia or NIB. OSHC is approximately AUD \$580 per year and is payable to the company you choose.

When OSHC has been arranged, please provide a copy of the Policy Certificate to Lauriston.

### **In the event of an emergency**

Up to 6 months prior to commencement, the accepted student's parents are required to complete a Critical Student Information (CSI) document providing the school with their medical/emergency consent. In the event of an Emergency, the school will contact the parent or the provided Emergency

contact. If authorised by the parent in the CSI, and if required, the school will seek medical treatment for the student from a medical practitioner, hospital or ambulance service.

### **Passport**

You must ensure the school is in receipt of a copy of «FuturePreferred»'s current passport and visa during the length of her enrolment. You must also ensure the school is in receipt of a copy of the parent subclass 590 Student Guardian visa while the student is studying at the School.

«FuturePreferred»'s passport must be valid for at least 6 months after her arrival in Australia.

### **Visa**

If «FuturePreferred»'s Student Visa application is refused, please advise the Admissions team at Lauriston as soon as possible and provide a copy of the visa refusal notification. Please refer to the [Overseas Student Course Refund Policy](#) for detailed information.

### **Legislation**

Lauriston is committed to meeting the requirements of the:

- Education Services for Overseas Students Act 2000 (ESOS Act); and
- the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (National Code 2018).

This Offer of Place, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to act under the Australian Consumer Law if the Australian Consumer Law applies.

You are responsible for keeping a copy of this Offer of Place and the receipts of any payments (for tuition or non-tuition fees) until «FuturePreferred» completes her study at Lauriston.

### **Course progress and Attendance**

A condition of entry and continuation at Lauriston is for each overseas student to make satisfactory academic progress and to attend school regularly. «FuturePreferred» is expected to complete Year 12 at Lauriston in early December 20\*\*.

«FuturePreferred»'s Confirmation of Enrolment will specify the duration of her expected course of study. To ensure that the course of study does not exceed this duration, the school will monitor your daughter's course progress in accordance with the processes set out in the [Overseas Students Monitoring Course Progress, Attendance and Duration Policy](#).

Student attendance is constantly monitored and absences discussed with students and parents. The school will implement an intervention strategy for any student who does not meet the minimum attendance requirements and notify the Department of Home Affairs if this may affect the student visa.

All students returning after school vacation periods must join their classes on the dates fixed for commencement. A student is not permitted to leave the school at the end of term or return to school at

the start of term at a date other than the recognised closing or commencement date, unless parents have requested this in writing to the Principal and received prior approval.

**Deferral**

Overseas students can only defer their confirmed entry year and year level for compassionate or compelling circumstances. A request for a deferral of commencement must be provided in writing to the Principal with one full term's notice. The granting of a deferral of commencement will be subject to availability of places and at the discretion of the Principal. For further details and associated costs please refer to the

**Withdrawal**

Overseas students are restricted from transferring from Lauriston to another education provider for a period of six months from commencement.

After this initial six-month period, one full term's notice in writing to the Principal is required, advising the withdrawal of a student from the School, otherwise a charge equivalent to one term's fees will apply. For year-end leavers, this means that notice is required by the end of Term 3. If the required notice is not received, a fee equivalent to one term's fees will be payable.

Refunds will be made within 4 weeks of the written notice being received and returned to the individual making the initial payment.

**Leave of absence**

An Overseas Student can only defer or temporarily suspend their enrolment on the grounds of compassionate or compelling circumstances. The Principal must be notified in writing when a student is planning to be absent for extended leave of one term or less.

**Use of personal information**

All information provided to the school will be treated in accordance with the [School's Privacy Policy](#). Any supplied information may also be provided to relevant Commonwealth and State Government agencies in accordance with the Privacy Act 1988.

This completed Offer of Place will be retained by the school for at least 2 years after «FuturePreferred» completes her enrolment.

**Please complete the following information for «FuturePreferred»:**

Current residential address: .....

Address in Melbourne (if different): .....

Email address: ..... Mobile: .....

Which parent will «FuturePreferred» reside with in Melbourne: .....

Name and phone number of an emergency contact person in Melbourne (not a parent):  
.....

How is this person connected to «FuturePreferred»: .....

If any of these details change while «FuturePreferred» is enrolled at Lauriston, you are required to advise Lauriston's Admissions team in writing within 7 days of the change.

### **Tuition fees for 2025**

Year 5 or 6	AUD \$51,800
Year 7 or 8	AUD \$60,200
Year 9	AUD \$62,500 (plus \$33,600 Howqua residential and activities charge)
Year 10, 11 or 12	AUD \$64,500

Tuition fees are set in October for the succeeding year and are subject to an annual fee increment.

As per the Fees Schedule and Business Notice – Overseas Students, payment for the first calendar year is required before commencement at the school. Students commencing in January will pay an annual Tuition Fee in advance. Students commencing in July will pay a semester Tuition Fee in advance.

The parent who is responsible for paying those fees, may choose to pay more than 50% of the total tuition fees for a course before the student commences.

After the first academic year, an invoice will be issued twice a year, except for Year 12, when the final tuition account (for Semester 2) will be issued in March of that year. Students may not commence a semester if fees are outstanding.

If «FuturePreferred» does not continue for any reason and one full term's notice is given, the advance instalment will be refunded to the individual making the initial payment.

### **Non-tuition Fees**

Please see the [Overseas Students Non-Tuition Fees](#) document

### **Tuition Protection Service (TPS)**

The [TPS](#) safeguards Australia's reputation as an education destination by supporting registered education providers to understand and meet their obligations to students, and supporting eligible students whose education providers 'default'. A provider default occurs when an education provider closes, fails to start a course or unit of study, or stops offering a course or unit of study to enrolled students.

In the event of your daughter's course not being delivered at Lauriston, the school will either arrange for you to finish your studies with another provider or provide a refund to the individual making the initial payment for any unspent tuition fees.

### **Acceptance**

If you wish to accept this Offer of Place for «FuturePreferred» «FutureSurname», please complete and return ALL pages of this document to [admissions@lauriston.vic.edu.au](mailto:admissions@lauriston.vic.edu.au) by \*\*\*\*\* 2024. Should we not hear from you by the due date, we will consider this offer to have lapsed, and a place is then subject to availability.

By accepting this Offer of Place for «FuturePreferred» to commence at Lauriston Girls' School and signing below, you jointly and severally agree to:

- acknowledge that you have read and understood each of the documents listed in this Offer of Place and will continue to be bound by their terms as they may be amended from time to time by the school
- be liable for payment of all fees and charges in accordance with the terms of payment stipulated on each account

Where only one parent is a signatory, supporting documentation must be provided to show either that there is only one parent involved in the care of the student, or the other parent provides their written consent for the student to attend Lauriston Girls' School. Where only one parent has signed this Offer of Place, the signing parent assumes all financial responsibility for «FuturePreferred».

Parent 1 signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

Parent 2 signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

**Payment**

The payment of AUD \$..... is required with this signed Offer of Place. This payment comprises the AUD \$1,250 Admission fee (non-refundable) and AUD \$..... Tuition Fees for «FutureYearLevelDescription» «FutureEnrolYear».

A charge of AUD \$60 will apply to a cheque, credit card or direct debit payment which fails to clear.

The payment options are given below. Please tick the payment method used and include «FutureSurname» and ID «ID» to ensure the payment is allocated correctly.

**EFT** Receipt no: .....

Account name: Lauriston Girls' School  
 Bank: National Australia Bank,  
 Level 35, 500 Bourke St, Melbourne

BSB: 083-004  
 ACCOUNT: 73744-1572  
 Swift Code: NATAAU3303M (for international payments)

**Credit card online** via [this link](#) Receipt no: .....

**Next steps**

A Confirmation of Enrolment for Overseas Students (COE) will be provided on receipt of:

- a completed and signed copy of this Offer of Place (please complete and return ALL pages)
- Payment of AUD \$.....

If you have any questions, please contact the Admissions team on +613 9864 7555 or email [admissions@lauriston.vic.edu.au](mailto:admissions@lauriston.vic.edu.au).

Yours sincerely



Michelle McKay  
**Head Admissions**