



BRISBANE BOYS' COLLEGE

SECTION 5 - ENROLMENT PROCEDURES

The following is the procedure to enrol a student in Brisbane Boys' College (BBC).

5.1 Completion of application form

Application for enrolment of a student can only be made on the official Brisbane Boys' College *Application for Enrolment* form accompanied by the non-refundable *Application Fee* (refer current *Schedule of Fees*).

5.2 Application Submission

On submission of an *Application for Enrolment* form (Sections 1, 2, 3 and 4), the non-refundable *Application Fee* (as prescribed in the current *Schedule of Fees*), together with other checklist items 2 to 5, including for example school reports, NAPLAN results and additional reports as applicable to Brisbane Boys' College, the student's name is placed on the nominated waiting list.

Diagnostic testing may be required to enable the College to collect valuable background information and identify individual student requirements. This applies also to students transferring from international education systems (see Section 5.5 below).

5.3 Interview and offer of a place

Based on the information supplied in school and other reports requested at this time, boys and their parents may be invited to attend an interview. Such interview may occur up to 36 months prior to the year for which entry is sought for students in Years 1 to 12 and up to 18 months for Prep applicants. These interviews are conducted by a Head of School and other Executive staff. At this interview the College's expectations of parents and students are discussed. Should an offer of a place result, this will be confirmed in writing.

5.4 Acceptance of offer

The due date for acceptance of an offer will be stated on the letter of offer. An offer of a place is accepted by the parent through payment of the non-refundable *Confirmation Fee* (refer to current *Schedule of Fees*) and return of a signed copy of the Student Enrolment Contract. In addition parents are asked to provide information required for government reporting, which is collected by all schools in Australia.

5.5 International students (students attending the College on a student visa)

International students should use the *International Student - Application for Enrolment* form and refer to the policy guidelines in the *International Student Handbook*, available on request from Student Admissions or accessible on the Brisbane Boys' College website at www.bbc.qld.edu.au



BRISBANE BOYS' COLLEGE

SECTION 6 - FEES AND BUSINESS REGULATIONS

6.1 Application Fee

A non-refundable *Application Fee* (refer to current *Schedule of Fees*) will be charged for each enrolment. This fee includes any diagnostic testing coordinated by the College including any secondary review that may be done by BBC Staff. For international students it also includes the preparation of documents required to apply for a student visa.

6.2 Confirmation Fee

To secure the student's enrolment at BBC, a non-refundable *Confirmation Fee* (refer to current *Schedule of Fees*) is payable up to three years prior to the student's entry to the College. Payment of this fee is compulsory for all parents wishing to confirm the student's enrolment. It is non-refundable and is not deducted from tuition fees. The College's *Student Enrolment Contract* should be returned with the *Confirmation Fee* when accepting an offer of place.

6.3 Tuition, Boarding or Other Fees

Where applicable, in the interpretation of this policy, the word "fees" includes tuition, boarding or other fees or levies and the word "parent" includes all persons enrolling a student.

The College's tuition, boarding and other fees for each year are set out in a *Schedule of Fees*. The *Schedule of Fees* for each year is generally published in November of the previous year. While fee increases will be kept to a minimum, fees can be expected to increase for each year of attendance.

In the absence of prior arrangements agreed to in writing by the College, accounts which are not paid by the due date to which the fees relate will be considered overdue. The parent agrees to pay a late payment penalty on the daily outstanding balance of any overdue account from and including the day it became overdue, at a rate of 12.5 percent per annum. Default in payment will render the parent liable for legal action for recovery of the unpaid fees or other charges. Overdue accounts, including those where agreements for fee payments have not been honoured, will result in a review of the student's continuing enrolment. The College may terminate enrolments at any time before payment of overdue fees and a late payment penalty, and the rights and remedies of the College will not be affected at any time by any indulgence granted to the parent.

6.4 Full Fee Paying Students (Overseas Students)

Tuition fees are higher primarily by the amount of both Commonwealth and State Government per capita grants for overseas students who have been classified by the Government as Full Fee Paying students.

Full Fee Paying students must remain a minimum of one Semester's tuition fees and boarding fees if applicable in advance at all times. College policy also requires that they be enrolled as Boarders unless living with a parent.

6.5 Concessions

In the case of two or more brothers attending the College at the same time, a concessional discount of ten (10) percent of tuition fees is allowed for the younger brother(s). The same concession is allowed for a younger brother who has an older sister at Clayfield College, Somerville House or Sunshine Coast Grammar School.

The College allows a concessional discount in the range of twenty-five (25) to thirty-three (33) percent of tuition fees for the sons of Ordained Ministers, Lay Pastors or Home Missionaries serving in a Parish, Presbytery, Synod or Assembly or equivalent of mainstream Protestant churches, and Commissioner personnel in full-time mission work within or on behalf of the Presbyterian or Uniting Churches.

A student will not be granted more than one concession at one time. Where bursaries or scholarships are awarded, the greater concession will apply.

In the case of financial hardship, please communicate with the Business Manager of Brisbane Boys' College.