



TERM DATES – 2021

TERM 1	10 Weeks	
Australia Day Public Holiday	Tuesday	26 January
<i>Boarders' Travel Day</i>	Wednesday	27 January
First Day of Term – 8.15 am	Thursday	28 January
Classes End – 3.00 pm	Wednesday	31 March
Travel Day	Thursday	01 April
TERM 2	10 Weeks	
<i>Boarders' Travel Day</i> <i>Parent Teacher Interviews</i>	Monday	19 April
First Day of Term – 8.15 am	Tuesday	20 April
Anzac Day Service and March	Sunday	25 April
Anzac Day Public Holiday - Normal School Day	Monday	26 April
Labour Day – Normal School Day	Monday	03 May
Classes End – 3.00 pm	Thursday	24 June
Travel Day & Staff Reporting Day	Friday	25 June
TERM 3	9 Weeks	
<i>Boarders' Travel Day</i> <i>Parent Teacher Interviews</i>	Monday	19 July
First Day of Term – 8.15 am	Tuesday	20 July
Charters Towers Show – School Closed	Tuesday	27 July
Classes End – 3.00 pm	Thursday	16 September
Travel Day	Friday	17 September
TERM 4	8 Weeks	
Queen's Birthday Public Holiday	Monday	04 October
<i>Boarders' Travel Day</i> <i>Parent Teacher Interviews</i>	Tuesday	05 October
First Day of Term – 8.15 am	Wednesday	06 October
Preliminary Prize Giving	Thursday	18 November
Awards Day	Friday	19 November
Year 12 Valedictory Dinner	Friday	19 November
Classes End – Pre-Prep to Year 11	Wednesday	24 November
Travel Day	Thursday	25 November
Staff Reporting Day	Friday	26 November

HOW DOES MY CHILD BECOME A MEMBER OF THE ALL SOULS ST GABRIELS SCHOOL COMMUNITY?

1. Initial inquiry to school via letter, phone, email, web or personal visit
2. School forwards an Application for Entry and Information Pack
3. Enrolment Officer contacts enquirer to answer any questions
4. Parent/Guardian returns Application for Entry and \$50.00 non-refundable Application Administration Fee, along with a copy of the student's most recent School Academic Report, copies of NAPLAN results and a copy of the student's Birth Certificate. We use School Reports to determine whether we can adequately cater for each student (learning support needs, suitable school subjects, etc.) and whether the displayed student behaviour and attendance will allow the student to effectively settle into our School.
5. The School acknowledges receipt of Application for Enrolment and an assessment of student's School Academic Reports is undertaken.
6. The School organises interview in consultation with Parent/Guardian and informs parent/guardian and student of date and time of the interview, subject to enrolment availability.
7. Interview with student and Parent/Guardian, including a tour of the school, if not already conducted
 - 7.1. School offers (or does not offer) a placement,
 - 7.2. If an Offer of Enrolment is made, Enrolment Contract Forms are given (or mailed) to the Parent/Guardian,
 - 7.3. Parent/Guardian may accept the offer immediately or may take forms away for further consideration,
 - 7.4. Parent/Guardian is contacted by Registrar if no reply is received within three weeks and is advised of current availability of placement.
8. If Parent/Guardian wishes to accept the offer, an Enrolment Contract is completed, and a \$150.00 non-refundable Enrolment Confirmation Fee is submitted.
9. School confirms enrolment.
10. Information regarding uniforms, textbook requirements, commencement dates, etc., are forwarded at the appropriate time.

ONE STEP ENROLMENTS:

All stages of the Enrolment process can be completed on the same day if required. In this case, Parent/Guardian should request an interview appointment in advance. All necessary paperwork (including copies of birth certificate and recent school reports) must be forwarded to the School well ahead of the interview date.

ADVANCE ENROLMENTS:

When a Parent/Guardian wishes to make an enrolment application more than twelve months prior to the student's commencement date, the School will acknowledge receipt of the Application for Entry, but will not request copies of recent school reports until closer to the time of the interview, which will be approximately eight months before the anticipated starting date.

ABOUT JUNIOR SCHOOL

At All Souls St Gabriels Junior School, we offer a well-rounded curriculum experience based on the Australian Curriculum and the Early Years Learning Framework. We place a strong focus on the explicit teaching of the basic building blocks of literacy and numeracy skills, but also offer opportunities for the children to explore and reach their potential in other curriculum areas. Specialist teachers teach Music (Year 1 – 6), Health and Physical Education (Pre-Prep – Year 6) and German (Prep – Year 6).

Our highly skilled teachers will engage your child in challenging and stimulating learning experiences and provide appropriate intervention strategies to meet each child's learning needs. We value service to others and strive to develop the whole person in mind, body and spirit.

Outside the classroom, the Junior School offers a wealth of extra-curricular experiences for our students. Your child will have the opportunity to join the School Choirs, participate in a variety of Inter-School sports, learn a musical instrument, take part in various exhibitions, performances and competitions and enjoy a variety of activities in The Arts and on the sports field.

Year 6 students are provided with the opportunity to visit the Nation's capital. Linked to the Australian Curriculum, the trip to Canberra provides a stimulating, real-life experience and reinforces the content that is taught in the Year 6 Civics and Citizenship, History, Science and the Arts curriculum.

Children at All Souls St Gabriels Junior School are an integral part of the wider School Community.

ABOUT PRE-PREP – A World of Opportunities

All Souls St Gabriels School understand that families have different needs and expectations when it comes to deciding whether to enrol their child into a Kindergarten program. In 2021, All Souls St Gabriels School will be offering two diverse learning opportunities for children, a 3-Day and a 5-Day Program.

Our **5-Day** Kindergarten program provides opportunities for your child to develop and strengthen their foundational skills necessary for success in school. The enriching learning experience will enable children to explore and extend their educational opportunity and gain resilience in readiness for their first year of compulsory schooling.

The **5-Day** Kindergarten program will include specialist subject content and expand and deepen children's knowledge and understandings based on the Kindergarten Learning Guidelines and the Early Years Learning Framework for Australia.

Our **3-Day** Kindergarten program will provide the opportunity for those families who are not yet ready for their child to attend full-time. The 3-Day program is a distinctive program based on the same core curriculum as the 5-Day program, providing a solid foundation for the child to transition into the 5-Day program if the family chooses. The 3-Day program is conducted on Tuesday, Wednesday and Thursday.

Both the learning programs are child centred and developed around the children's interests.

The *Core Curriculum areas* include learning in Language & Literacy, Numeracy, Science, Geography, History, The Arts, Technologies in addition to developing the fine and gross motor skills and the social & emotional well-being of each child.

The *Enrichment and Specialist* areas will focus on the Perceptual Motor Program, Language other than English (LOTE) and Music and Movement, accessing the skills and expertise of All Souls St Gabriels specialist staff.

From their first day in Pre-Prep through to their graduation, All Souls St Gabriels School offers a diverse range of programs that excite, stimulate and inspire children to engage in lifelong learning.

2021 FEE SCHEDULE

Application Fee: There is a \$50.00 non-refundable Application Fee payable when a parent decides to make an *Application for Entry*. Where an initial application has no chance of success, the Application Fee will be refunded.

Enrolment Confirmation Fee: After a Letter of Offer has been provided by the School, the parent pays a \$150.00 non-refundable *Enrolment Confirmation Fee* to secure the enrolment placement. This becomes a lifetime membership of the All Souls St Gabriels Past Student Association Inc. when the student completes their education at All Souls St Gabriels School.

School fees are reviewed annually. All fees are annual fees and are billed in four equal instalments.

2021 TUITION FEES:

	Tuition Annual Fee	Tuition Fee per Instalment
Pre-Prep – 5 Day	\$6,984.00	\$1,746.00
Pre-Prep – 3 Day	\$4,190.40	\$ 1,047.60
Prep – Year 6	\$3,825.00	\$ 956.25

2021 BOARDING FEES:

	Boarding Annual Fee	Boarding Fee per Instalment
Year 6	\$13,384.00	\$3,346.00

2021 WEEKLY BOARDING FEES:

	Weekly Boarding Annual Fee	Weekly Boarding Fee per Instalment
Year 6	\$10,707.20	\$2,676.80

Note:

- *Boarding students need to pay the Boarding Fee plus the Tuition Fee.*

OPTIONAL LUNCHES FOR DAY STUDENTS (includes Morning Tea):

Years 2 – 6: \$280.00 per Term (including GST)

Years 7–12: \$365.00 per Term (including GST)

PRE-PREP:

3 Day and 5 Day Programs are available. Our Pre-Prep is a Queensland Government Approved Kindergarten Program. Our 3 Day Pre-Prep Program is conducted on Tuesday, Wednesday, and Thursday.

BUILDING FUND DONATION:

Parents are encouraged to donate \$50.00 per term to our Approved Building Fund. These donations help assist the funding of capital improvements to our School. All Building Fund donations are tax-deductible.

DISCOUNTS:

- 10% for children of Past Students (boarding & tuition fees only) OR
- 10% for siblings currently attending the School (boarding & tuition fees only)
- A family with four children attending the School at the same time is entitled to free tuition and boarding for the fourth child. The IT Levy and sundry charges only will be charged
- A 5% discount on Boarding & Tuition fees applies to a full year's net fees paid in advance
- **Note that discounts are only granted if accounts are paid by the due date.**

GOODS AND SERVICES TAX:

Curriculum-based tuition and activities do not attract GST. Other services provided by the School, however, e.g. catering, may attract Goods and Services Tax.

INTERNATIONAL STUDENTS:

The following fee structure applies to all Full Fee-Paying Overseas Students at All Souls St Gabriels School, i.e. all students who have been granted entry to Australia on an appropriate Student Visa. All fees are quoted in Australian Dollars. School fees are reviewed annually. **All fees are annual fees and are billed in two equal instalments.**

Tuition Fees per Annum – Primary School	Year 6	\$18,084.00
Tuition and Boarding Fees per Annum – Primary School	Year 6	\$31,470.00

SUNDRY CHARGES:

- **ACADEMIC SUBJECT LEVIES** are included in School Fees.
- **IT LEVY (COMPULSORY)** – A levy is charged each term to partly fund IT infrastructure
 - Junior School (Prep – 6) \$67.50 per term
- **STATIONERY, MENDING and LAUNDRY BAGS**
 - Costs for these services are charged as they are incurred
- **NURSING EXPENSES**
 - Nursing expenses such as medicines and trips to Townsville are extras and charged as they are incurred.
- **MUSIC** – Private music lessons are charged for on a monthly basis. Please see the *Instrumental Music Handbook* for current charges.

SCHOOL FEES POLICY:

The Annual Fees are divided into four equal instalments and accounts are sent prior to the commencement of each term. **School fees are due to be paid in full by the first Friday of each term.** Alternatively, arrangements may be made by contacting the Finance Officer, for regular direct debit payment plans, weekly, fortnightly or via monthly instalments. We also accept most major credit cards. If a quarterly instalment payment cannot be paid by the first Friday of each term, please contact the Finance Officer or Business Manager to discuss.

The School cannot provide education to students where fees remain unpaid. It is an *enforced* policy of the School that a student may not take their place at the School at the start of a term where fees for a previous term remain unpaid. Parents are also reminded that any fee discount (sibling, past student or staff) received is dependent upon the fees being paid by the due date. Discounts will be withdrawn if this condition is not met.

Any account not paid in full by the due date will incur an account keeping fee of \$20 per month per account. Returned cheques and rejected direct debits will also incur a fee of \$20.00 per event.

EDUCATIONAL ALLOWANCES:

ARE YOU AWARE OF ALL THE EDUCATIONAL ALLOWANCES TO WHICH YOU MAY BE ENTITLED?

If the student attends a primary or secondary school, School of Distance Education, boarding school, special education facility or rural training college, *and*

- A. You live at least 16 km (by the shortest practicable route) from the nearest state school with the required year level and at least 4.5 km from the nearest transport
- B. If you live less than 4.5 km from transport, a student may still qualify if the family home is:
 - i. At least 56 km from the school via the transport service, or
 - ii. At least 3 hours travelling time per day to and from the school via the transport service

COMMONWEALTH GOVERNMENT ALLOWANCES:

AIC - Assistance for Isolated Children:

The Federal Government, through the Assistance for Isolated Children Scheme provides assistance (including an Additional Boarding Allowance) for families who have school age students who live in an isolated area, or a school-age child with a disability or special health need that cannot be met at a local state school

- Boarding Allowance – income test free.
- For families with low income, a means-tested Additional Boarding Allowance is available.
- Second Home Allowance – for a second home maintained by the family for educational purposes only.
- Distance Education Allowance – for primary and secondary level.

Phone: 13 23 18

Website: <https://www.humanservices.gov.au/individuals/services/centrelink/assistance-for-isolated-children-scheme>

QUEENSLAND GOVERNMENT ALLOWANCES:

LAFHAS – Living Away from Home Allowance Scheme:

The Queensland Government, Department of Education, provides financial assistance to eligible Queensland families, who do not have reasonable daily access to a Queensland Government school with the relevant school year level.

Phone: 1800 248 997 (Freecall) or 07 3237 0859

Email: lafhas@qed.qld.edu.au

Website: <https://www.qld.gov.au/education/schools/financial/ruralremote/lafhas>

School Transport Assistance:

- The Queensland Government provides eligible families with school-aged children a private transport (conveyance) allowance for students who live more than 4.8 km (Secondary) or 3.2 km (Primary) from the nearest State School with the required year level.

Phone: 1300 119 289 or 07 4758 7534

Website: <https://www.qld.gov.au/transport/public/school/school-transport-assistance/apply-for-school-transport-assistance>

WHERE TO APPLY FOR THESE ALLOWANCES:

Assistance for Isolated Children (AIC)	13 23 18
Youth Allowance	13 24 90
ABSTUDY	13 23 17
Living Away From Home Allowance Scheme (LAFHAS)	1800 248 997 / 07 3237 0859
School Transport Assistance	1300 119 289

This is a general list, and Parents/Guardians should make further enquiries to ascertain current Allowance Guidelines.

GOVERNMENT GRANTS:

Students who receive assistance from Centrelink must:

- **Direct payment of ALL allowances (LAFHAS and AIC) to the School;**
- Provide written confirmation of eligibility for Government Grants **BEFORE** final enrolment can be approved, if applicable.

SCHOLARSHIPS:

All Souls St Gabriels School will offer Academic Scholarships to prospective day and boarding students entering Years 7 and Year 11 in 2022. A Music Scholarship is also available to Secondary students.

Scholarships are open to students of All Souls St Gabriels School, *as well as students who are currently attending other schools*, and are awarded on the understanding that the recipient will complete their schooling at All Souls St Gabriels School.

Scholarships are awarded on the basis of the examination results. Scholarship recipients are subject to annual review based on academic performance, high standard of conduct and school participation, as well as adherence to School policies and procedures.

Academic Scholarship Examinations and the Music Scholarship audition will be held on Saturday 20 March 2021, with the closing date for applications on 10 March 2021.

Application Forms are available on the School website, or from the School office.

FREQUENTLY ASKED QUESTIONS:

Will there be activities for my child after school and on weekends?

The Recreation Officer and staff run activities before school, in the afternoon and the weekends for students of all ages, including recreational activities, club sport, games, dances and camps.

Will the school give my child the skills for a computer-based future?

In 2016, the School commenced a BYOD (Bring Your Own Device) program, ensuring that the school remains at the forefront of technological advancements. From 2020, all secondary classes will be part of the BYOD program.

Junior School students are provided with a range of technology platforms.

Does ASSG offer the subjects my child needs?

The School offers a solid core of academic and vocational subjects from Physics and History to Engineering and Agriculture, allowing students sufficient choice to follow their interests while keeping their options open. The school believes in providing comprehensive, broad-based education, with both academic and vocational pathways available, including subject offerings from the Dalrymple Trade Training Centre (DTTC) and other RTO's.

Will my child receive extra help, if needed, with their studies?

The very nature and size of the school mean that problems are identified early, and teachers have more time to spend with an individual.

Staff in our Ena Eden Centre for Effective Learning provide learning support individually, or in small groups, to those who need more formal assistance. In Secondary, staff from various departments will provide after-school workshops for those who need that little bit extra.

Homework Club is held in the library each afternoon with a teacher on duty to assist any students requiring assistance

Teaching staff are on duty during prep time in the evenings to assist students. Outside specialist assistance is also available if required.

What pastoral support is there for my child?

Students are encouraged to seek assistance from whomever they feel most comfortable. We believe a caring school environment is founded upon the mutual interaction of groups and individuals with the onus of responsibility upon each for the well-being of the others.

Within this framework, there is a wide variety of people who will provide support – Dean of Students, Heads of House and their families, School Nurse, Counsellors, teaching staff and Chaplain. The school also has established links with appropriate outside agencies and individuals.

Does ASSG provide large, nutritious meals to cater for growing students?

Our experienced chef provides three cooked, nutritious and generous meals each day for our growing students. The menu is varied, catering to all tastes and speciality diets, with a hot meal every morning and plenty of fruit available at each meal. Supper is also supplied each evening in the Residential Houses for boarders.

How secure are the dormitories?

The Boarding Houses are alarmed at night and locked during school hours. Many staff and their families live in and around the Boarding Houses. Boys' and Girls' Houses are at opposite ends of the campus. All dormitories are air-conditioned.

Is the School Nurse available at all times?

The School runs a clinic and sickbay with 12 beds. Our Clinic Sisters are also involved with our health program. They are available during the day and are on call for residential staff in the evenings. They organise everything from treating cuts and bruises, doctors' visits, prescriptions, administration of medicine, and even urgent specialist appointments if necessary.

Our School Doctor is on campus five days per week.

Will my child have access to sporting teams and competent coaching?

The School is a member of the Charters Towers Secondary Sports Association and participates in fixtures each week. The School fields teams in all sports including Rugby League, Swimming, Softball, Cricket, Netball, Cross Country, Tennis and Athletics.

Teams are also organised to participate in town sports such as Soccer, Rugby Union, Netball, Rugby Tens and Touch Football. Our fully qualified PE staff serve as coaches and are supported by numerous teachers and community members who have qualifications and an interest in their chosen sport.

Are there opportunities for my child to be extended academically?

The school participates in a wide variety of nationwide and local subject competitions, quizzes, tests and debates. Our staff provide additional guidance and tutoring for enthusiastic students. This is easy when class sizes are kept to a minimum.

What extracurricular activities does the School offer?

Extracurricular activities include band, choir, horse club, cattle club, Duke of Edinburgh's International Award and debating club.

Many of these activities encourage students to a contribution to the community.

May I bring my horse to school?

Yes – providing he/she can behave! (Conditions apply)

Who owns the School?

The School was established by the Anglican Church in 1920. It is now owned by All Souls St Gabriels School Limited and conducted by All Souls St Gabriels School Inc., with a governing body made up of past and present parents and past students.

All Souls St Gabriels School has produced self-reliant young men and women for over 95 years. The smaller class sizes – a maximum of 25 students in the Senior and Junior School (22 students in Pre-Prep) – ensures that teachers know each of the students very well. ASSG offers a sound broad-based education with choices for everyone. Both educational and vocational pathways are catered for.

There is a caring family atmosphere with 80 teaching, boarding and support staff for just over 420 students. ASSG is a friendly environment in the spirit of the bush – friendly, welcoming and hardworking.

ASSG is a safe environment, away from the hurly-burly and temptations of city life, yet in a town whose main industry is education. We have a large campus – over 40 hectares – set on the edge of historic Charters Towers with over 20 adults and their families living on the campus.

The School develops and fosters a sense of community and participation in its students, which they take with them into the community later in life.

SCHOOL FEES:

1. Introduction

All Souls St Gabriels School is an Independent School in the Anglican Tradition, under general control of the Board of Governors. The management of the School is designated under the School's Constitution.

All Independent Schools receive per capita recurrent State and Federal grants. However, these sources only account for about 41% of income and therefore the School relies on payment of fees by parents in the mission of providing educational excellence.

2. Level of School Fees and Charges

Whilst it is the aim of the Board of Governors to set the fees on an annual basis, the Board reserves the right to change fees at any time. Annual fees are detailed in the Schedule of Fees normally issued each December and they remain in force until such time as they are amended on the approval of the Board.

As specified in the agreement signed with the School, fees fall due on the first Friday of each term and are payable in advance.

3. Withdrawal of Students and/or Change of Status.

If parents remove a student from the School, you are required to give half of one term's notice in writing to the Headmaster or payment of one-half of one term's tuition fees, excepting in exceptional circumstances.

4. Issuing Accounts

School fee charges are issued on four occasions throughout the school year no later than the following:

Term One	Five (5) working days prior to Term One Travel Day;
Term Two	Two (2) weeks prior to Term One holidays;
Term Three	Two (2) weeks prior to Term Two holidays;
Term Four	Two (2) weeks prior to Term Three holidays;

5. Payment of Fees

A Schedule of fees is issued to all parents/guardians annually and copies of this document are available on request from the School Office, and on the School website.

All school fees are due on the first Friday of term.

The following discounts shall apply, provided

- a) For fees debited by start of term

Accounts are cleared by due date;

- OR regular electronic or salary deduction arrangements made and kept, with debt being cleared by term end;

- OR some other payment schedule agreed to by the payer and Business Manager is maintained as agreed and debt cleared by term end.

- b) For fees debited after the start of term, agreed payment terms be complete by the end of the following term.

6. Discounts

- a) Staff Discount – staff discount granted pro-rata on Tuition and Boarding Fees.
- b) Sibling Discount - 10% discount on Tuition and Boarding Fees for 2nd and 3rd siblings. Fourth child is 100% discount on Boarding and Tuition Fees. To be eligible for sibling discounts, all children must be currently attending the School.
- c) Past Student Discount - 10% discount on Tuition and Boarding Fees. This discount is available to families whose father or mother/grandfather or grandmother attended All Souls St Gabriels School.
- d) Only one of the above discounts can apply to any child at one time.
- e) Full years fees paid in advance – 5% discount will be given (in addition to the above discounts) if payment of four terms fees is made in full by the first Friday of first term (boarding and tuition only).

IMPORTANT: Any discount shown on the charges summary page will be forfeited and this amount added to the amount due if payment is not received by first Friday of term or arrangements for payment have not been made with the Business Manager by that date, and such arrangements adhered to.

7. Action on Overdue Accounts

If the school fees remain unpaid and no special arrangements have been made, the students will be removed from the School and appropriate recovery action commenced.

A late payment fee of \$20.00 per month will apply to all overdue accounts that are not on a payment plan which is maintained according to the agreement.

Discounts will be forfeited for any term where payment is not received by the first Friday of term or arrangements for payment have not been made with the Business Manager by that date, and such arrangements adhered to.

8. Arrangements for Deferred Payments

Parent(s)/guardian(s) of students may approach the Headmaster or Business Manager to formalise an arrangement if school fees cannot be paid by the due date. These requests will be treated confidentially and on a case by case basis according to the procedure outlined below. It is the policy of the Board that this procedure be followed. The Headmaster and Business Manager do not have authority to deviate from this procedure without the express consent of the Board.

The initial request by the parent(s)/guardian(s) can be made writing or by telephoning the Headmaster or Business Manager.

The School may then request the parent(s)/guardian(s) to complete an Application for Fees Concession Form and forward it to the School for consideration. The information provided will be treated in the strictest confidentiality. Circumstances will need to be verified.

The Headmaster or Business Manager may allow:

- i. Instalment payments provided agreed arrangements are kept and debt cleared by end of term (end of following term for fees levied after start of term).
- ii. Deferral for a period of time, provided agreed arrangements are kept and debt cleared by end of term (end of following term for fees levied after start of term).

Arrangement other than those above may only be granted by the Board and will only be considered in extreme circumstances. If special arrangements are allowed by the Board, parents/guardians must inform the Business Manager as soon as the circumstances which lead to the granting of the special arrangements change

9. Change in the Relationship Between Student(s)/Parent(s)/Guardian(s)

Parent(s)/Guardian(s) must inform the Headmaster if there is a change in their relationship with each other since signing the application form (e.g. divorce or separation). Unless otherwise directed, the Headmaster will require that a new enrolment be completed by the person who is to assume the obligation of paying the school fees.

All information given to the Headmaster will be treated in the strictest confidence.

10: Refunds – Excepting in extenuating circumstances

- a) No refund of School Fees for any absences including late returns, absences during the term, disciplinary suspensions, sick leave, early completion of term or school year (e.g. Year 12)
- b) Half of one terms written notice in writing is required when terminating enrolment or half of one term's tuition fee is payable. The Tuition fee includes the IT Levy.

The fee will be calculated by dividing the week of departure into the number of weeks in the term of departure, i.e. if a student leaves in week 4 of an 8-week term, then all fees charged will be calculated at 50%. If a student leaves in week 4 of a 10-week term then 40% of all fees will be charged. If half of one term written notice is not given then an additional half of one term tuition fee, only, is charged.

Half a terms notice equates to 4 weeks in an 8-week term, (notice in Week 5), 4 weeks in a 9-week term (notice in Week 6), and 5 weeks in a 10-week term (notice in Week 6).

- c) If a student is asked to leave at the request of the School in the first half of the term, 50% of the term's tuition and boarding fee will be refunded and the catering fee will be charged pro-rata. If asked to leave in the second half of the term, only catering will be refunded (pro-rata)

