

Withdrawal and Deferral Policy

Withdrawal and/or Proposed Re-Entry

Once a student is formally withdrawn from the College his position immediately becomes available for offer to a student seeking entry into the College and the withdrawn student becomes a past student. The College is unable to hold places open for withdrawing students with the intention to return. Should re-entry to the College be sought in a later year of entry, the withdrawn student will be placed back on the Enrolment Register of the requested later year of entry. All withdrawn students may be required to be interviewed again as part of the enrolment process. Whilst the College will do all it can to accommodate a re-entry request, it is unable to guarantee a place.

It is the New South Wales Education Standards Authority (NESA) requirement that the College record the next school any student under the age of 16 will be attending. Should you withdraw your child, please advise the Manager of Admissions the name of next school your son will attend.

Deferral and Application Date

Where there is a request for deferral from the original nominated year of entry to a later entry point into the College, the date of the requested deferral will apply and the student placed on the Enrolment Register of the requested deferred year of entry. The original application date will no longer be in effect.

Earlier Entry and Application Date

Where there is a request for earlier entry from the original nominated year of entry to an earlier entry point into the College, the date of the earlier entry request will apply and the student placed on the Enrolment Register of the requested earlier year of entry. The original application date will no longer be in effect.



Deferral of Accepted Positions

Acceptance of the College's offer of a place for the student implies the student will complete his schooling at the College and requires the student to commence in the specified year of entry. If the student defers to a later entry point, the student's position at the College is no longer confirmed and the student will be placed on the Enrolment Register for the requested year of deferral.

All deferred students may be required to be interviewed again as part of the enrolment process. Whilst the College will do all it can to accommodate a deferral request, it is unable to guarantee a place.

Non-Commencement

We understand one full term's notice must be given in writing if a confirmed student will not commence and take up the place in the year that has been offered and accepted. We agree to pay one full term's fees in lieu of notice of non-commencement. We also understand the non-refundable Entrance Fee will not be refunded whether or not the student starts at the College.

Non-Refundable Entrance Fee

The Entrance Fee, once paid, is non-refundable, whether or not the student starts at the College. The non-refundable Entrance Fee is not credited towards tuition fees.

Deferral and the Non-Refundable Entrance Fee

Where the non-refundable Entrance Fee has been paid, the monies will sit against the student's requested deferred year of entry. Should a place become available in the requested deferred year of entry, the student will not be required to pay the non-refundable Entrance Fee again. If a place does not become available in the requested deferred year of entry, the Entrance Fee is non-refundable.

Deferral of Grandsons and Sons of Old Boys

Should there be a request for deferral for a grandson or son of an Old Boy from the original nominated year of entry to a later entry point into the College the student will be placed on the Enrolment Register of the requested deferred year of entry. Whilst grandsons and sons of Old Boys will receive a priority listing on any Enrolment Register, the College is unable to guarantee a place to any student that has requested a deferral to a later point of entry from the original nominated year of entry.



Divorced/Separated Families

In the case of all families including divorced or separated families it is the College's expectation and requirement that prior to contacting the College, parents are in agreement regarding all matters pertaining to the enrolment of the student, and all matters pertaining to the withdrawal of the student.

Where parents are not living together, the College may communicate with either parent (regardless of financial responsibility) unless Court Orders are provided that specify otherwise. For avoidance of doubt, the College is not required to communicate with a parent if the Principal or his delegate believes that communicating with the parent may put the student at risk or harm.

I/We have read and understood the above *Withdrawal and Deferral Policy*.

We wish to defer/bring forward my/our son(s) proposed entry in to The Scots College as follows:

Name of Student: _____ Today's Date: _____

Current Enrolment Register: Academic Year _____ Calendar Year: _____

Requested Year of Deferral/Earlier Entry: Academic Year _____ Calendar Year: _____

Please provide the reason for deferral and next school attending:

(Signature)

(Signature)

(Please print name)

(Please print name)



The Scots College
Sydney Australia