

Enrolment and Withdrawal Procedures

The procedure for enrolling in and withdrawing from the school is outlined on the school's website.

Student Registration

All enrolling students are required to fill in the Student Information Form whose information would be submitted to the Department of Education and Training by the school.

After paying tuition and registration fee, students are allowed access to classrooms.

The school provides free textbooks for enrolled students (additional fee will apply if original copies are lost).

Refund Policies

If enrolled and paid students need to drop out the semester, refund can be made within the first three weeks of Term 1 for Semester 1 or Term 3 for Semester 2.

A processing fee of \$20 and the tuition fee of the weeks taken will be deducted from the refund payment. Registration fee is not refundable at any time. Refund issues are to be resolved with responsible campus manager.

All refund application must be submitted in written form (with a copy of payment receipt) through email to the responsible campus manager. Once the relevant information is confirmed, the cheque of refund payment would be sent out within 10 business days after the application.

E-mail: xn_ding@yahoo.com.au

Phone: 0415 639 198 (Ms Ding)

注册报名与退学流程

我校有关注册报名与退费流程可在学校官网查询。

学生注册报名

凡报读我校的学生均需填写一份学生信息表，学校会将相关信息提交给维州教育部。

注册成功并付清注册费及学费后，学生可以进入教室上课。

学生在校就读期间所需教材、课本由学校免费发放（遗失自补）。

退学须知

已注册学生在报读该半学年的前三周申请退学，可办理退费。

学生退费将扣除手续费\$20 及已读前三周学费，注册费一律不退。特殊情况，请与分校校长协商。

退费申请以书面通知形式（同时附上缴费凭证）提交分校校长，经审核批准后，如无争议，学校财务部门会在 10 个工作日内寄出支票。