

Enrolment and Deferral Policy

Purpose

Our Enrolment and Deferral policy is designed to provide enrolment practices that are fair, transparent, and comply with all relevant Government and external body requirements and legislation.

Definitions

Program of study – the entire length of study regardless of number of courses or levels enrolled in

Study period - a length of study within the program of study

Deferral – occurs when the program of study details is changed before commencement.

Enrolment eligibility

A person is eligible to enrol as a student if they:

1. Meet the English language proficiency requirements for admission to that course (inclusive of the BROWNS Pre-Entry BOPT test) and
2. Have an appropriate visa with study rights.
3. Have a Unique Student Identifier (USI) if a VET student.
4. Meet the welfare requirements if under 18 years of age.

Process

Enrolling

1. Meet eligibility requirements and submit application form.
2. Accept the Student Agreement (AoO) within the Letter of Offer (LoO), including the Refunds policy, and Complaints and Appeals policy.
3. Provide all documentation requested by Admission teams (e.g. passport, flight details, pathway LoO, etc.)

***If you enrol for more than 24 weeks of a program of study, BROWNS recommends having a Structured Break nominated in the application form.**

Maintaining Enrolment

To maintain their status as a student for the duration of their studies, students must:



1. Maintain enrolment or take an approved Leave of Absence.
2. Pay all fees associated with enrolment.
3. Make satisfactory academic progress, including meeting relevant attendance requirements.

End of Enrolment

After enrolment, a person remains a student until:

1. They formally withdraw from the Program of Study.
2. They have been graduated from Program of Study.
3. They have been withdrawn from the course by BROWNS for failing to maintain an active enrolment due to poor attendance, being financially unviable to continue studying, or for student misconduct.
4. The student remains enrolled until all relevant appeal avenues (internal and external) are exhausted within the applicable timeframes.

Letter of Offer & Invoices

A Letter of Offer (inclusive of the Acceptance of Offer) is issued to an eligible student, which details the student and their chosen study, including details of any associated BROWNS services requested. Students are advised of all the fees related to their chosen program of study, administration fees, materials fees, and other charges and receive refund, appeals and complaints information. Students seeking to enrol with BROWNS are responsible for reading and understanding these terms.

Invoices are issued with the Letter of Offer. Invoices outline the amount required to confirm a student's enrolment and the subsequent dates for all required future payments, if applicable. A student's place in a course is only confirmed once fees are received for the initial study period, and our bank has secured the payment.

The Acceptance of Offer must be signed before payment is made and before enrolment can be finalised.

Confirmation of Enrolment

A Confirmation of Enrolment (CoE) will be issued to Student Visa holders upon return of the LoO with the Acceptance of Offer declaration signed and dated and any associated due fees paid in full.

Welfare Arrangements

All students under the age of 18 are required to have welfare arrangements in place for studying in Australia.

To meet these requirements, all under 18 students can choose one of the following arrangements:

1. Nominate a student guardian or



2. A BROWNS Homestay provider

All homestay under 18 students will be charged for Airport Pick up and Drop off as part of the required Welfare arrangements at BROWNS.

Upon the Admissions team receiving all required information and payments to secure the welfare arrangements, Browns will issue a Confirmation of Appropriate Accommodation Welfare (CAAW) letter, where applicable.

Tuition and other program of study Fees

As outlined in the Letter of Offer, tuition and materials fees include all study-related fees required to be paid by students by the due date. Fees are payable 4 weeks before each study period.

When an individual's course is longer than 25 weeks, student visa holders will not be required to pay more than 50% upfront unless otherwise nominated by the student.

If a course exceeds 25 weeks, the program of study will consist of multiple study periods, none of which will exceed 25 weeks. For example, if a student enrolls for 26 weeks in IGE then there will be 2 study periods for that course. If a student enrolls in 2 courses of different lengths e.g. 26 weeks IGE and 10 weeks IELTS, then the IGE course will be split into multiple study periods and the first payment is due before course commencement. As the IELTS course is less than 25 weeks the full payment for this will be the same as the first payment for IGE.

Tuition fees and course credit are not transferable.

Accommodation and Other Service Fees

Should a student request additional services, these will be listed on the invoice with the Letter of Offer. These services may include:

- Application and placement fees
- Accommodation (Homestay or Student Apartments/Residence, cleaning) fees and bonds
- Demi Pair/Internship/Volunteer placement fees
- Exam fees/ Plus activity fees, e.g. English + Surfing
- Late payment or other administration fees
- Airport transfer
- OSHC

Should a student provide less than 48 hours' notice of any changes to their flight details, we cannot guarantee that we will be able to make the necessary changes to their airport pick-up and homestay arrangements, and they may incur additional costs.

We do not guarantee that we can arrange homestay accommodation at short notice. Therefore, we reserve the right to temporarily place students in hotel accommodation at their own cost on their arrival in Australia until we can secure a homestay placement.



Non-tuition fees are updated from time to time and are published on the website <https://brownsenglish.edu.au/dates-and-fees/general-fees>.

Responsibilities of an Enrolled Student

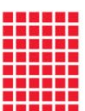
1. All students should have an email address. An email is used for accessing the MyBROWNS app.
2. High School Preparation students should have their own device for study. <https://brownsenglish.edu.au/files/pdf/agents/HSP-BYOD-Policy.pdf>
3. All students obtain relevant insurance cover prior to travelling to Australia. If you will study on a Student Visa, you must pay the compulsory Overseas Student Health Cover (OSHC) fee at the time of enrolment to ensure coverage from your arrival date.



Deferral Policy

Students can defer their studies before the commencement of a program of study.

Letters of Offer are valid for 12 months from the original LoO issuance date. Changes to LoO arrangements made after the expiry date will be subject to fee rates applicable at the time of change for both tuition and non-tuition fees.



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