



Pintop Epping Education Centre Pintop Epping 教育中心

English and Mathematics Program 英语和数学课程

www.pintop.com.au

下一个孩子 Next child

清空 Clear

Enrolment Form 2027 2027 年入学报名表

Lalor North Secondary College
114 Childs Road, Epping VIC 3076

The student's legal name, date of birth and mainstream school details must **exactly match** their mainstream school records.
学生的法定姓名、出生日期和日校信息必须与日校记录完全一致。

1 Student Details 学生信息 (please print clearly in BLOCK LETTERS 请用正楷清楚填写, 英文请用大写字母)

Family Name 姓氏:		First Name 名:		
Middle Name(s) 中间名:	Preferred Name 常用名:		Chinese Name 中文姓名:	
Gender 性别:	Date of Birth 出生日期	DD 日	MM 月	YYYY 年
Home Address 家庭住址:				
Suburb 区:		Postcode 邮编:		
Mainstream School Name and Campus in 2027 2027 年就读的日校名称及校区				
Mainstream Year Level in 2027 2027 年在日校就读的年级				

2 Course Enrolment 2027 2027 年报名课程

Subjects (tick one) 报读科目 (请勾选一项)	☐ English and Mathematics 英语和数学 ☐ English only 只读英语 ☐ Mathematics only 只读数学
Year Level (tick one) 报读年级 (请勾选一项)	☐ Year 1 (1 年级) ☐ Year 2 (2 年级) ☐ Years 3 and 4 (3 至 4 年级) ☐ Years 5 and 6 (5 至 6 年级) ☐ Scholarship Test Mock Exam and Revision Class (小升初模考复习强化班) ☐ Years 7 and 8 (7 至 8 年级) ☐ Selective Entry High School Mock Exam and Revision Class (精英高中模考复习强化班)

3 Medical and Support Information 健康及支持信息

Is your child currently on any medication? 您的孩子目前正在服用药物?	☐ No 没有 ☐ Yes 有, please specify 请具体说明:
Does your child have any medical condition or allergy (e.g. asthma, anaphylaxis, epilepsy, diabetes)? 您的孩子是否有任何健康问题或过敏 (如哮喘、严重过敏反应、癫痫、糖尿病)?	☐ No 没有 ☐ Yes 有, please specify and attach a copy of any medical or action plan (e.g. ASCIA Action Plan): 请具体说明, 并附上相关医疗计划或应急处理方案的副本 (如 ASCIA Action Plan):
Is there anything we should know to support your child's learning and wellbeing at school (e.g. autism, ADHD, learning or behavioural difficulties, or hearing, vision or mobility needs)? 为更好地支持孩子的学习和身心健康, 是否有学校 需要了解的情况 (如自闭症、多动症、学习或行为 方面的困难, 或听力、视力、行动方面的需要)?	☐ No 没有 ☐ Yes 有, please specify 请具体说明:

4 Parent/Guardian Details 家长/监护人信息

	Name 姓名	Relationship 与学生关系	Mobile Phone 手机号码	WeChat ID 微信号
1				
2				
Email (for school notices) 电子邮箱 (用于学校通知):				

5 Emergency Contact Details 紧急联系人信息

(only complete if different from parent/guardian details 仅在与上述家长/监护人信息不同时填写)

Name 姓名	Relationship 与学生关系	Mobile Phone 手机号码	WeChat ID 微信号

Privacy Collection Notice - Protecting your privacy and sharing information

The information about your child and family collected through this enrolment form will only be shared with school staff who need to know it to educate or support your child, or to fulfil legal obligations, including duty of care, anti-discrimination law and occupational health and safety law. This includes using the contact information provided if there are any emergencies or medical issues. The information collected will not be disclosed outside the school without your consent unless such disclosure is required or authorised by law.

If you have any queries about the handling of your information by the school, or to correct and update your information, please contact the school.

隐私信息收集通知：保护您的隐私及信息共享

通过本报名表收集的您的孩子及家庭的信息，只会提供给确有需要知悉的学校工作人员，以便学校教育或支持您的孩子，或履行法律义务，包括照顾责任（duty of care）以及反歧视法和职业健康与安全法规定的义务。这包括在发生紧急情况或医疗问题时使用您提供的联系方式。除非您同意，或该披露为法律所要求或允许，所收集的信息不会被披露给学校以外的任何人。

如对学校处理您信息的方式有任何疑问，或需更正和更新您的信息，请与学校联系。

Parent/Guardian Privacy Consent and Declaration

I confirm that the information provided on this enrolment form is true, accurate and complete to the best of my knowledge. I confirm that I was given, or had access to, the *Terms and Conditions of Enrolment 2027*, the *Fees Schedule 2027*, the *Tuition Fee Discount Policy 2027* and the *Refund Policy 2027*, and that I have read and agree to comply with them. I consent to the collection of my child's health and personal information by the school for the purposes mentioned in this form.

I understand that the Principal or teacher (where the Principal or teacher in charge is unable to contact me) is allowed to disclose personal and health information to professional third parties in the event of a medical emergency, in accordance with Victorian privacy law.

In a medical emergency, I authorise the school to obtain urgent medical assistance for my child, including calling an ambulance, where staff reasonably consider it necessary. I will pay any associated costs unless another party is legally liable.

家长/监护人隐私同意和声明

我确认本报名表所填信息据我所知真实、准确、完整。我确认已获得或可查阅《2027年入学报名条款和条件》《2027年费用明细》《2027年学费优惠政策》和《2027年退费政策》，并已阅读和同意遵守上述文件。我同意学校为本表所述目的收集我孩子的健康信息和个人信息。

我知悉，根据维多利亚州隐私法，如发生紧急医疗情况，而校长或负责教师无法联系到我，校长或教师可以向相关专业第三方（如医护人员）披露个人信息和健康信息。

如发生紧急医疗情况，学校工作人员合理认为有必要时，我授权学校为我的孩子寻求紧急医疗协助，包括呼叫救护车；除非依法应由他人承担，相关费用由我承担。

Photographing, Filming and Recording 拍照、录像及录音

The school may photograph, film or record my child while they take part in class or school activities, and may share these photos, videos or recordings with families in my child's class or use them in the school newsletter. Unless I tick the box below, the school may also use them on the school website, in school marketing or on the school's social media.

学校可在我的孩子参加课堂或学校活动时为其拍照、录像或录音，并可将这些照片、视频或录音与孩子所在班级的家庭分享，或用于学校通讯。除非本人勾选下面的方框，学校还可将其用于学校网站、学校宣传推广或学校社交媒体。

☐ I do not consent to photos, videos or recordings of my child being used on the school website, in school marketing or on the school's social media. This does not affect the recording of Zoom tutoring sessions under Clause 24 of the Terms.

本人不同意将孩子的照片、视频或录音用于学校网站、学校宣传推广或学校社交媒体。此项不影响《2027年入学报名条款和条件》第24条规定的Zoom辅导课录像。

Name of Parent/Guardian (print)

家长/监护人姓名（正楷）：

Relationship to Student

与学生关系：

Signature of Parent/Guardian

家长/监护人签名：

Date

日期：

/ /

DD 日 / MM 月 / YYYY 年

Please complete and sign the following pages: 请填写并签署以下页面：

- Terms and Conditions of Enrolment 2027: Parent/Guardian Declaration (after the Key Terms Summary)
《2027年入学报名条款和条件》家长/监护人声明（在重要条款摘要之后） page 9 第9页
Complete Terms: scan the QR code on the Declaration page or visit www.pintop.com.au/enrolment-terms, or ask the school for a printed copy. 完整条款可扫描声明页二维码或访问上述网址查看，或向学校索取纸质版。
- Refund Policy 2027 《2027年退费政策》 page 14 第14页

ENROLMENT 入学报名

Key Terms Summary

重要条款摘要

This summary is for convenience only. It is not the complete *Terms and Conditions of Enrolment 2027* (version dated 8 October 2026) and does not replace them; if there is any inconsistency, the complete Terms prevail. Before signing the Parent/Guardian Declaration, please read the complete Terms (scan the QR code on the Declaration page, visit www.pintop.com.au/enrolment-terms, or ask for a printed copy) and the other documents listed in the Declaration (provided separately). Your signature on the Declaration applies to the complete Terms, not only to this summary. Nothing in the Terms limits your rights under the Australian Consumer Law.

本摘要仅为方便阅读而提供，并非完整的《2027年入学报名条款和条件》（2026年10月8日版本），也不能代替完整条款；如有任何不一致，以完整条款为准。签署《家长/监护人声明》前，请阅读完整条款（可扫描声明页上的二维码，访问 www.pintop.com.au/enrolment-terms，或索取纸质版）及声明中所列的其他文件（另行提供）。您在声明上的签名适用于完整条款，而不仅适用于本摘要。完整条款不影响您依据《澳大利亚消费者法》享有的权利。

Refunds. Once fees are paid, no refund is given for a change of mind or personal circumstances (for example, travel, moving house or finding the course too hard), even before classes start, except in the special circumstances set out in the *Refund Policy 2027* or under Clause 10 or 13. Where a refund is given under the *Refund Policy 2027* for a reason relating to the student or family, all discounts are withdrawn (if tuition was paid half-yearly, only within each half-year for which a refund is given), so the tuition for class days already used is recalculated at the full (undiscounted) rate; a refund processing fee is deducted and the registration fee is not refunded. Class days up to and including the day the school receives the written refund request normally count as used, even if the student did not attend. If the amount calculated in this way is zero or less, no refund is given, but the parent does not have to pay anything extra because of this calculation. If the school cancels, or cannot continue, a course or class and does not offer a suitable alternative class (a face-to-face class at the same year level on the premises, or another class the parent accepts), the unused tuition is refunded pro rata, with discounts kept and no refund processing fee (or all fees are refunded, if this happens before the student starts classes). (Clauses 8 to 10 and 13)

退费：费用一经缴付，不论开课前后，均不能因改变主意或个人原因（例如出行、搬家、觉得课程太难）退费，但《2027年退费政策》规定的特殊情况及第10条、第13条另有规定的除外。按《2027年退费政策》因学生或家庭方面的原因获准退费的，取消所有优惠（如学费按半年缴付，仅限于获退费的半年之内），即已使用的上课日的学费按原价（未打折的价格）重新计算；扣除退款手续费，注册费不予退还。学校收到书面退费申请当日或之前的上课日，即使学生未到校，一般也视为已使用。如按上述方法计算的结果为零或负数，则不予退费，但家长无须因上述计算而另行补缴任何款项。学校取消或无法继续开设课程或班级，且未提供合适的替代班级（在校园内面授的同一年级班级，或家长接受的其他班级）的，按比例退还未使用部分的学费，优惠继续有效，不收取退款手续费（如发生在学生开始上课前，则退还全部费用）。（第8至10条、第13条）

Absences and credits. Fees for missed classes are not refunded (except as set out in Clause 10(5)). Once in each half-year, a parent may choose, by telling the school in writing before the next class day (or, for an absence on the last class day of 2027, within 7 days after that day), to keep the tuition for one missed class day as a credit towards the student's 2028 tuition. The credit is not refundable. For a student taking both English and mathematics, a credit is available only if both subjects were missed that day. A credit cannot be chosen for a class day missed because of a suspension, or if any of that class day's learning materials (other than answers) have been received or collected, or if a writing assignment set on that class day has been submitted; if a credit is chosen, those materials are not provided and that writing assignment is not marked. Special rules apply to the mock exam classes. (Clauses 10 to 12)

缺课与预付款：缺课的学费不予退还（第10条第（5）项另有规定的除外）。每半年，家长可在下一个上课日之前（如为2027年最后一个上课日缺课，则在该日后7天内）以书面形式通知学校，选择一次将所缺一个上课日的学费转为预付款，用于抵扣该学生2028年的学费；预付款不予退还。同时报读英语和数学的学生，须当天两科均缺课，方可选择转为预付款。因暂停上课而缺课的，或已收到或领取当天的任何学习资料（答案除外），或已递交当天布置的作文的，不能选择转为预付款；选择转为预付款的，不提供上述学习资料，该作文也不予批改。模考班另有规定。（第10至12条）

Course level. The courses are extension courses. Year 1 courses start about 6 months to 1 year ahead of the mainstream school curriculum, and from the Year 2 courses onwards they move progressively further ahead, to about 2 years ahead. Homework includes simpler questions as well as questions at the level of high-achieving students, and end-of-term exams are set at that level. The school recommends a suitable course; a parent who chooses a higher course accepts responsibility for that choice. Finding a course too easy or too hard is not grounds for a refund. (Clauses 8 and 14)

课程级别：课程为提高课程。一年级课程初期比日校进度超前约半年至一年；从二年级课程起，超前幅度逐步加大，直至超前约两年。回家作业既有较简单的题目，也有按成绩优秀学生水平设置的题目，期末考试也按此水平命题。学校会建议合适的课程；家长选择更高级别课程的，须自行负责。觉得课程太容易或太难，不构成退费理由。（第 8、14 条）

Answers. Answers to each English and mathematics weekly booklet are normally released on the day after the class day on which the booklet is handed out, in the way the school notifies. (Clause 18)

答案公布：英语和数学每周讲义的答案，一般在发放该讲义的上课日的第二天，按学校通知的方式公布。（第 18 条）

Zoom tutoring. Free Zoom live tutoring is provided for students in Year 2 courses and above, and in the mock exam classes, on a regular weekly day and time notified by the school. The school may change the date or time of a session, or cancel a session that cannot reasonably be rescheduled, because of a teacher's illness, personal leave or work commitments. Sessions are recorded (a recording may include a participating student's name, voice, image and chat messages), and each recording is normally available to students in the same course for 7 days after the session. Students and parents must not record, photograph or share any part of a session or recording. (Clause 24)

Zoom 辅导：学校为二年级及以上课程和模考班的学生免费提供 Zoom 直播辅导，每周固定的日子和时间由学校通知。如老师生病、请事假或有工作安排，学校可调整某次辅导课的日期或时间；如无法合理改期，也可取消该次辅导课。辅导课会录制（录像可能包含参加学生的姓名、声音、影像及聊天内容），每次辅导课的录像一般可在辅导课结束后的 7 天内供同一课程的学生回看。学生和家长不得录制、拍摄或分享辅导课或录像的任何部分。（第 24 条）

Scholarship application and interview coaching. Free one-on-one coaching on scholarship applications and interviews is provided only to a student who, when the coaching starts, is enrolled in both English and mathematics, has completed at least one full calendar year (all 4 terms) of continuous enrolment in both subjects, and has at least 8 consecutive terms of continuous enrolment in both (counting completed terms, the current term and later terms already paid for). Any term before a break in enrolment in either subject does not count. The school decides the format, number and timing of sessions. (Clause 25)

奖学金申请及面试辅导：学校仅为在辅导开始时同时就读英语和数学、已连续同时就读两科满一个完整公历年（全部四个学期），且连续同时报读两科至少 8 个学期（包括已完成的学期、当前学期及已缴费的后续学期）的学生，提供免费的一对一奖学金申请及面试辅导。任一科就读中断的，中断之前的学期不计算在内。辅导的形式、次数和时间由学校决定。（第 25 条）

Class rules. Students must follow classroom and recess rules. For example, they must stay in the classroom during the lesson (except to use the toilet or with the teacher's permission), return on time after recess, listen quietly when the teacher is speaking, follow the teacher's instructions, not walk around the classroom without permission, not use electronic devices without the teacher's permission (unless needed because of a disability or medical condition) and not disrupt the teacher or other students.

课堂纪律：学生须遵守上课和课间纪律，例如上课期间留在教室内（上厕所或经老师允许的除外）、课间休息后按时回到教室、老师讲课时安静听讲、听从老师的指示、未经允许不在教室内随意走动、未经老师允许不使用电子设备（因残障或健康状况需要的除外）、不影响老师上课和其他同学学习。

Students must behave safely and must not take part in any game or activity that is dangerous or may damage the premises, such as playing with sticks, playing ball games, running, climbing trees or rocks, digging in the soil or entering garden beds (class activities run by a teacher are allowed). They must not ride bicycles, scooters or skateboards (other than a mobility aid) on the premises, and must not leave the premises during class time or recess without permission. If a student behaves seriously unsafely, or keeps behaving unsafely after a warning, or still cannot follow the classroom and recess rules above after a reasonable settling-in period (normally no longer than 2 weeks) and with reasonable adjustments, the school may, after discussing it with the parent, end the enrolment. (Clauses 28, 31 and 36)

学生须注意安全，不得进行任何危险或可能对校园造成损坏的游戏或活动，例如玩树枝、玩球、奔跑、爬树、攀爬假山或石头、挖泥土、进入花坛（老师组织的课堂活动除外）；不得在校园内骑自行车、滑板车或滑板（行动辅助器具除外）；上课及课间休息期间，未经许可不得离开校园。如学生做出严重的不安全行为，或经警告后仍屡次做出不安全行为，或经过合理的适应期（一般不超过2周）并有合理调整措施后仍无法遵守上述上课和课间纪律，学校可在与家长沟通后终止其学籍。（第28、31、36条）

Balls and toys. Students must not bring balls or toys to school, except items a teacher has asked for or items needed as a reasonable adjustment. Staff may hold a ball or toy brought in breach of this rule until the end of class, when it is returned to the person who collects the student. If school or venue property is damaged through play with a ball or toy brought in breach of this rule, the parent of the student who brought it must pay a reasonable share of the cost, even if that student did not play (unless it was brought because of a disability or medical condition). Parents must also not let a child who is not enrolled bring balls onto, or play ball games on, the premises. (Clauses 33 and 34)

球类与玩具：学生不得携带球类或玩具到校，但老师要求携带或作为合理调整措施所需的物品除外。违规带来的球类或玩具，教职员可暂时收存，下课后交还给接走学生的人士。如有学生玩违规带到学校的球类或玩具造成学校或场地方的财物损坏，即使带来该物品的学生没有参与玩耍，其家长也须承担合理比例的费用（因残障或健康状况而带来的除外）。家长也不得让未在学校就读的孩子携带球类进入校园或在校园内玩球。（第33、34条）

Damage and soiling. Students and parents must take care of school and venue property, put rubbish in the bins provided and leave classrooms, desks and floors clean. If the student or a parent damages school or venue property intentionally, carelessly or in breach of the Terms, or soils a classroom, floor or carpet (whether or not intentionally), the parent must pay the reasonable cost of the resulting repairs, replacement and cleaning (fair wear and tear excepted). A parent who brings a child who is not enrolled (for example, a younger sibling) onto the premises must supervise that child at all times, as the school does not, and must pay the reasonable cost of the resulting repairs, replacement and cleaning if that child damages school or venue property or the school environment, or soils a classroom, floor or carpet (fair wear and tear excepted). The school is not responsible for loss of or damage to belongings unless caused by the negligence or wilful misconduct of the school or its staff. (Clauses 34, 46 and 47)

损坏与污损：学生和家長須愛護學校及場地方的財物，將垃圾投入指定垃圾桶，並保持教室、桌面及地面整潔。學生或家長故意、因疏忽或違反入學報名條款造成學校或場地方的財物損壞，或（不論是否故意）導致教室、地面或地毯污損的，家長須承擔合理的維修、更換和清潔費用（正常損耗除外）。家長帶未在校就讀的孩子（例如弟弟妹妹）進入校園的，須全程照看該孩子，學校不負責看護；該孩子造成學校或場地方的財物或學校環境損壞，或導致教室、地面或地毯污損的，家長須承擔合理的維修、更換和清潔費用（正常損耗除外）。個人物品遺失或損壞，學校不承擔責任，但因學校或其教職員工的過失或故意不當行為造成的除外。（第34、46、47條）

Health and safety. Parents must disclose any medical condition, allergy, disability or other additional need that may affect the student's safety or participation in class, give the school a copy of any court order relating to the student, and keep this information up to date. A parent must make sure that a student who needs emergency medication brings it to every class, within its expiry date and clearly labelled, together with the current action plan (unless the school already holds a copy). Subject to Clause 27, the school may decline to accept the student into class until anything missing is provided. By signing the *Enrolment Form 2027*, the signing parent authorises staff to give that medication in accordance with the action plan. If a student becomes unwell or is injured, the school will contact the parent, who must collect the student as soon as possible or arrange for an authorised person to do so. In a medical emergency, the school may call an ambulance, and all costs are the parent's responsibility. (Clauses 5 and 48 to 50)

健康与安全：家長須如實申報可能影響學生安全或參與課堂學習的健康狀況、過敏、殘障或其他特殊需要，提供任何與學生有關的法院命令的副本，並及時更新上述信息。需要急救藥物的學生，家長須確保其每次上課均攜帶在有效期內並貼有清晰標籤的藥物及最新的應急處理方案（學校已存有該方案最新副本的除外）；未攜帶的，學校可在不影響第27條的前提下，在所缺藥物或方案送到之前不接收其上課；簽署家長一經簽署《2027年入學報名表》，即授權教職員工按該方案為學生使用該藥物。學生生病或受傷時，學校將聯繫家長，家長須儘快來校接走學生，或安排獲授權人士接走。如發生緊急醫療情況，學校可呼叫救護車，所有費用由家長承擔。（第5條、第48至50條）

Water only, no nuts. No drink other than plain water may be brought into classrooms, unless the student's action plan or a health professional's written advice requires otherwise. The school is nut-aware: students,

parents and accompanying children must not bring any food containing nuts or peanuts onto the premises. Because the premises are shared with other users, the school cannot guarantee that they are free of nuts or other allergens. (Clause 32)

只带清水，不带坚果：只可携带清水进入教室，不得携带其他饮料；但学生的应急处理方案或医疗专业人士的书面意见另有要求的除外。学校实行坚果过敏防范措施：学生、家长及随行儿童均不得携带任何含坚果或花生的食品进入校园。由于场地与其他使用者共用，学校无法保证场地内完全没有坚果或其他过敏原。（第 32 条）

Toilets. Students must be able to use the toilet independently, including cleaning themselves afterwards, unless an individual arrangement has been made (parents may ask for one in advance). For child safety reasons, staff will not enter toilet cubicles or have physical contact with a student who is using the toilet, except in an emergency. Unless the school has made an individual or temporary arrangement, students must use the venue's student toilets designated for the school, not staff or other toilets. Concerns about the cleanliness or condition of the student toilets should be raised with the school, and are not a reason to use other toilets. (Clauses 29 and 44)

卫生间：学生须能独立如厕，包括便后清洁，但学校已作个别安排的除外（家长可提前申请）。为保障儿童安全，除紧急情况外，教职员工不会进入厕所隔间，也不会在学生如厕时与其有身体接触。除学校已作个别安排或临时安排外，学生须使用场地方指定给学校的学生卫生间，不得使用教职员工卫生间或其他卫生间。对学生卫生间清洁或状况的意见，应向学校反映，但不构成改用其他卫生间的理由。（第 29、44 条）

Facilities. The school hires its classrooms and facilities from a Victorian government school and cannot alter, renovate or upgrade them. It provides only the facilities available under its hire arrangement, and there is no parents' room (baby change or feeding room). Students and parents must follow the venue's rules and may use only the areas and facilities that the school has hired or designated. The venue owner may carry out repairs, renovations or other works, or make other changes (for example, closing an entrance during renovations). When this happens, the school may make any adjustments that are reasonably necessary, including changing entrances, routes, classrooms, toilets, drop-off and collection points or other arrangements at short notice. Provided the facilities are safe and reasonably fit for use, their condition is not grounds for a refund. (Clauses 42, 43 and 45)

设施：学校向一所维州政府学校租用教室和设施，无权改动、装修或升级。学校仅提供场地租用安排中可使用的设施，不提供母婴室（换尿布或哺乳的房间）。学生和家長須遵守場地規定的規定，只可使用學校已租用或指定的區域和設施。場地方可能進行維修、裝修或其他施工，或作出其他變動（例如裝修期間關閉某個校門）。屆時，學校可作出合理必要的調整，包括臨時更改出入口、行走路線、教室、衛生間、接送地點或其他安排。只要設施安全且合理適用，其狀況不構成退費理由。（第 42、43、45 條）

Drop-off and collection. Classes are held between 1:15 pm and 5 pm (for a student enrolled in only one subject, class starts and finishes at the times of that subject's lesson), and the school does not supervise students before or after class, except for a student who is waiting to be collected. A parent must walk the student from the school entrance or car park to the classroom door, must not let the student walk there alone and must stay until the teacher is present (except for a student waiting at midday under Clause 41). After class, the parent must meet the student at the classroom door and must not let the student walk alone to the school entrance or car park.

接送：學校下午課程安排在 1 點 15 分至 5 點之間（只報讀一科的学生，以該科課程的开始及結束時間為準）；除等候被接走的学生外，上課前和下课后學校不提供看護。家長須陪同學生从校門或停車場走到教室門口，不得讓學生獨自前往，並須在老師到場後方可離開（按第 41 條午間等候的学生除外）。下课时，家長須在教室門口接學生，不得讓學生獨自从教室門口前往校門或停車場。

Subject to any court order provided to the school and any access restriction under the Terms, a student may be collected only by a parent or by an adult aged 18 or over whom a parent has authorised in writing (or, if no parent can be contacted, by an adult emergency contact). If a student is not collected within 10 minutes after class, a supervision fee of \$10 is charged for each 10 minutes, or part of 10 minutes, after that, per family. (Clauses 35 to 40)

在不違反已提交給學校的法院命令及學校按入學報名條款作出的校園進入限制的前提下，只有家長，或經家長書面授權、年滿 18 周歲的人士，才可接學生（如無法聯繫上家長，學校可讓年滿 18 周歲的緊急联系人接走學生）。學生在下課後超過 10 分鐘仍未被接走的，超出部分每 10 分鐘（不足 10 分鐘按 10 分鐘計）收取看護費 10 澳元，按家庭計算。（第 35 至 40 條）

Midday waiting. Only a student who is in Year 2 or above at their mainstream school, attends the morning Chinese classes of Pintop Language School Incorporated and has a face-to-face afternoon class on the premises starting at 1:15 pm that day, and for whom the signing parent has given Midday Waiting Consent (by ticking the box on the Declaration page and naming the student, or later in writing in a form the school accepts) that has not been withdrawn in writing by any parent, may wait without a parent from 12:05 pm to 1:15 pm on the premises.

午间等候：只有在日校就读二年级或以上、上午在拼拓北区中文学校上中文课、当天有下午 1 点 15 分开始的校内面授课程、签署家长已为其作出“午间等候同意”（在声明页勾选该栏并填写学生姓名，或其后以学校接受的书面形式作出），且该同意未被任何一位家长以书面形式撤回的学生，才可在中午 12 点 05 分至下午 1 点 15 分，在没有家长陪同的情况下在校园内等候。

A waiting student must stay in the classroom designated for lunch, the classroom for their afternoon class, the lawn outside the lunch classroom or another area the school designates (except when using the student toilets or going directly to or between these areas), must follow the school's and the venue's rules and must not leave the premises; if a student does not follow these requirements, the school may withdraw permission to wait by written notice to the parent. School staff are on the premises during the midday waiting period, and students may ask them for help, but staff do not provide continuous supervision and cannot watch every student at all times. Any other student on the premises during this period must be supervised by a parent or an authorised person. (Clause 41)

等候的学生须留在学校指定的午餐教室、其下午上课的教室、午餐教室外的草坪或学校指定的其他区域（使用学生卫生间，或直接前往这些区域或在这些区域之间往返的除外），遵守学校和场地方的规定，不得离开校园；不遵守的，学校可书面通知家长，取消其等候的许可。午间等候期间校园内有学校教职员，学生需要帮助时可向其求助，但教职员不提供持续看护，也无法时刻留意每一名学生。其他在此期间留在校园内的学生，须由家长或获授权人士照看。（第 41 条）

Working with Children Clearance. Any parent or other adult who wishes to stay on the premises during class time or recess (including to wait for a student) must hold a current Victorian Working with Children Clearance and give their clearance number to the school. This does not apply to a brief visit to drop off or collect a student, or to a meeting arranged with staff. The same requirement applies to any adult (other than staff) who stays in a classroom where students are waiting at midday. (Clauses 39 and 41)

儿童相关工作许可：家长或其他成年人如需在上课期间或课间休息时留在校园内（包括等候学生），须持有有效的维州儿童相关工作许可（WWC），并向学校提供 WWC 号码；仅为接送学生而短暂进入校园，或参与教职员约定的面谈的，不受此限。中午留在学生等候的教室内的成年人（教职员除外），同样须符合此要求。（第 39、41 条）

Respectful behaviour. The signing parent must follow the principles of the *Respectful Behaviours within the School Community Policy* and must not, for example, be violent or threatening, behave rudely or aggressively (in person, by phone, in messages or on social media), or make discriminatory or derogatory comments. Making a complaint or publishing an honest review is allowed, provided it is done without threats, abuse or harassment and without publicly disclosing private personal information about staff or personal information about other students. The school may respond with a written warning, a requirement to communicate only in writing or a restriction on access to the premises, and in serious or repeated cases may end the enrolment after giving the parent a reasonable opportunity to respond. (Clauses 51 to 55)

尊重行为：签署家长须遵守《学校社区内的尊重行为准则》的原则，不得做出例如暴力或威胁、以无礼或具攻击性的方式（当面、通过电话、消息或在社交媒体上）说话或行事、发表歧视性或贬低性言论等行为。家长可以提出投诉或发表诚实的评价，但前提是不以威胁、辱骂或骚扰的方式进行，也不公开披露教职员的私人个人信息或其他学生的个人信息。学校可发出书面警告、要求只以书面方式沟通或限制其进入校园；情节严重或屡次发生的，学校在给予家长合理的回应机会后，可终止学籍。（第 51 至 55 条）

Suspension and ending an enrolment. Each class has one teacher, and the school does not receive the kind of funding that mainstream schools receive to employ specialist support staff for students with additional needs, so students need to be able to take part in a group class with ordinary classroom support and reasonable adjustments. The school may suspend a student's attendance or end an enrolment only on the grounds set out in Clause 54, for example: fees not paid as required (other than a disputed amount); materially false or misleading information given, or required information or documents not provided after a reasonable request; the student being unable, after a reasonable period of support and with reasonable adjustments, to follow classroom and recess rules, take part in class safely or meet the toileting requirement, or needing adjustments

that would not be reasonable; serious, or repeated (after a warning), unsafe behaviour or misconduct by the student; serious or repeated unacceptable behaviour by a parent; or serious, or repeated (after a written warning), breaches of the Terms by a parent that put the safety or wellbeing of students or staff at risk or seriously disrupt classes. Where the information-related ground referred to above concerns the student's health, disability or additional needs, it applies only if the parent does not, promptly after a written warning, provide complete and accurate information or documents to the best of their knowledge. Where a parent's breach relates to the student's health, disability or additional needs, it is a ground only if it is not remedied promptly after a written warning, or recurs after that warning. Where a ground based on the student's conduct or circumstances relates to the student's disability, medical condition or other additional needs, the school will act subject to Clause 27 (reasonable adjustments). Before deciding, the school will raise its concerns with the parent and give them a reasonable opportunity to respond (a student may be suspended immediately if urgent action is needed for safety), and it will not make any decision on the basis of unlawful discrimination. If an enrolment is ended, unused tuition is refunded as set out in Clause 10(2). (Clauses 10, 26 to 29, 54 and 55)

暂停上课与终止学籍：每班由一位老师授课。日校可获得用于聘请专业人员为有特殊需要的学生提供支持的经费，但学校没有获得此类经费，因此学生须能在一般课堂支持及合理调整下参与集体课堂学习。学校仅可基于第 54 条所列理由暂停学生上课或终止学籍，例如：未按规定缴付费用（争议款项除外）；提供在重大方面虚假或具误导性的信息，或经合理要求后仍未提供所需信息或资料；学生经过合理的支持期并有合理调整措施后，仍无法遵守上课和课间纪律、安全地参与课堂学习或达到如厕要求，或所需调整措施并不合理；学生严重的（或经警告后屡次的）不安全行为或违纪行为；家长严重或屡次的不可接受行为；家长严重违反入学报名条款，或经书面警告后屡次违反，危及学生或教职员工的安全或身心健康或严重扰乱课堂秩序。如上述与信息有关的理由涉及学生的健康、残障或特殊需要，只有在书面警告后家长仍未及时提供据其所知完整、准确的信息或资料，方可适用该理由。如家长的违反行为与学生的健康、残障或特殊需要有关，只有在书面警告后仍未及时改正，或在该警告后再次发生，方构成理由。如基于学生行为或情况的理由与其残障、健康状况或其他特殊需要有关，学校将在不影响第 27 条（合理调整）的前提下处理。学校作出决定前，会先与家长沟通相关问题，并给予合理的回应机会（如因安全原因需要立即处理，可先暂停学生上课），且不会基于违法的歧视作出决定。学籍被终止的，未使用部分的学费按第 10 条第（2）项退还。（第 10 条、第 26 至 29 条、第 54 条、第 55 条）

Parent/Guardian Declaration

家长/监护人声明

I confirm that, before signing this Declaration, I was given, or had access to, the complete *Terms and Conditions of Enrolment 2027* (version dated 8 October 2026), including Clauses 1 to 57, and that I have read, understand and agree to abide by those Terms in full. My signature on this Declaration applies to the complete Terms, whether I return the complete document or only this Declaration page to the school. Where more than one student is named in this Declaration, these Terms apply separately to each student. I understand that these Terms form a binding agreement between me and the school, and I will honour that agreement in good faith. I confirm that my signature (including an electronic signature) reflects my genuine intention to agree to these Terms. I confirm that, before signing, I was also given, or had access to, the *Fees Schedule 2027*, the *Tuition Fee Discount Policy 2027*, the *Refund Policy 2027* and the school's privacy collection notice.

本人确认，签署本声明前，本人已获得或可查阅完整的《2027 年入学报名条款和条件》（2026 年 10 月 8 日版本，包括第 1 条至第 57 条），并已阅读、理解和同意遵守该条款的全部内容。不论本人向学校交回整份文件，还是只交回本声明页，本人在本声明上的签名均适用于该完整条款。如本声明列明的学生多于一人，本条款分别适用于每一名学生。本人明白本条款构成本人与学校之间具有约束力的协议，将本着契约精神诚信履行，并确认本人的签名（包括电子签名）反映本人同意本条款的真实意愿。本人确认，签署前亦已获得或可查阅《2027 年费用明细》《2027 年学费优惠政策》《2027 年退费政策》和学校的隐私收集声明。



Complete *Terms and Conditions of Enrolment 2027* (version dated 8 October 2026): scan the QR code or visit www.pintop.com.au/enrolment-terms, or ask the school for a printed copy.

完整的《2027 年入学报名条款和条件》（2026 年 10 月 8 日版本）：请扫描二维码或访问以上网址查看，或向学校索取纸质版。

☐ Midday Waiting Consent 午间等候同意

Tick this box only if your child is in Year 2 or above at their mainstream school, attends the morning Chinese classes of Pintop Language School Incorporated and will wait on the school premises without a parent at midday for their afternoon class.

仅当孩子在日校就读二年级或以上，上午在拼拓北区中文学校上中文课，且中午将在没有家长陪同的情况下留在校园内等候下午上课时，方可勾选此栏。

Name(s) of Student(s) who will wait at midday (午间等候的学生姓名): _____

I have read Clause 41. I consent to each student named in this box waiting on the school premises without a parent from 12:05 pm to 1:15 pm under that clause. I understand that, although school staff are on the school premises during this period, they do not provide continuous supervision and cannot watch every student at all times, and that each student must stay in the areas set out in Clause 41 and must not leave the school premises. I have considered each named student's age, maturity and health needs (including any action plan) and am satisfied that they can wait safely in this way. I will make sure that I can be contacted by phone during this period. I agree that the school may tell Pintop Language School Incorporated which students this consent covers and whether each of them may wait under Clause 41 on a particular day. I understand that I, or any other parent of a named student, may withdraw this consent for that student at any time by telling the school in writing. My signature below also applies to this consent.

本人已阅读第 41 条，同意本栏所列学生按该条在中午 12 点 05 分至下午 1 点 15 分，在没有家长陪同的情况下留在校园内等候。本人明白，此期间校园内虽有学校教职员，但教职员不提供持续看护，也无法时刻留意每一名学生；每名学生须留在第 41 条规定的区域内，不得离开校园。本人已考虑每名所列学生的年龄、成熟程度及健康需要（包括任何应急处理方案），并确信其能够以此方式安全等候。本人将确保学校在此期间能通过电话联系到本人。本人同意学校将本同意适用于哪些学生，以及其中每名学生在某一天可否按第 41 条等候，告知拼拓北区中文学校。本人明白，本人或所列学生的任何其他家长，均可随时以书面形式通知学校，撤回就该学生作出的本同意。本人在下方的签名同样适用于本同意。

Name(s) of Student(s) (学生姓名): _____

Name of Parent/Guardian (print) (家长/监护人姓名，正楷): _____

Signature of Parent/Guardian (家长/监护人签名): _____

Date (日期): ____ / ____ / ____ (DD 日/MM 月/YYYY 年)

ENROLMENT 入学报名

Refund Policy 2027

2027 年退费政策

Version dated 8 October 2026 (2026 年 10 月 8 日版本)

1. About this policy. This Refund Policy 2027 ('this policy') applies to enrolment in the classes of Pintop Epping Education Centre ('the school') for 2027. It is to be read together with the *Terms and Conditions of Enrolment 2027* ('the Terms'). Words defined in the Terms (such as 'parent', 'signing parent', 'class day', 'learning materials' and 'disputed amount') have the same meaning in this policy. This policy explains when a refund is and is not available for a reason relating to the student or family, how refunds are calculated and how they are paid. Refunds where the school refuses or declines an application for enrolment, ends an enrolment, suspends a student's attendance or cancels a course or class, or where face-to-face classes are not held for an extended period, are dealt with under Clause 10 of the Terms. A refund of the difference in tuition fees when a student changes year level is dealt with under Clause 13 of the Terms.

1. 关于本政策：本《2027 年退费政策》（以下简称“本政策”）适用于 Pintop Epping 教育中心（Pintop Epping Education Centre，以下简称“学校”）2027 年课程的报名，须与《2027 年入学报名条款和条件》（以下简称“报名条款”）一并阅读。报名条款中定义的用语（例如“家长”“签署家长”“上课日”“学习资料”和“争议款项”）在本政策中具有相同含义。本政策说明因学生或家庭方面的原因可以或不可以获得退费的情形，以及退费的计算和支付方式。学校拒绝或不接受报名申请、终止学籍、暂停学生上课或取消课程或班级，以及长期无法面授时的退费，按报名条款第 10 条办理。学生调整年级时学费差额的退还，按报名条款第 13 条办理。

Nothing in this policy excludes, restricts or modifies any right or remedy under the Australian Consumer Law that cannot lawfully be excluded, restricted or modified (see Clause 3 of the Terms). If this policy is inconsistent with the Terms, Clause 57 of the Terms applies. This policy is written in English and Chinese; if there is any inconsistency between the English and Chinese versions, the English version prevails.

本政策不排除、限制或变更依据《澳大利亚消费者法》（Australian Consumer Law）享有且依法不得排除、限制或变更的任何权利或救济（参见报名条款第 3 条）。如本政策与报名条款不一致，适用报名条款第 57 条的规定。本政策以英文和中文写成，如中英文版本有任何不一致，以英文版本为准。

2. No refunds for a change of mind or personal circumstances. Places in each class are limited, and the school plans its classes, teachers and learning materials for the whole period paid for. For this reason, once fees have been paid, no refund is given for a change of mind or personal circumstances, whether before or after classes start, except under Clause 3 of this policy or as provided in Clause 10 or Clause 13 of the Terms (Clause 8 of the Terms). For example, except where Clause 3 of this policy or Clause 3 of the Terms (relationship with the law) applies, no refund is given where:

2. 因改变主意或个人原因不予退费：由于各班名额有限，且学校按已缴费的整个期间安排班级、教师和学习资料，费用一经缴付，不论在开课前还是开课后，均不能因改变主意或个人原因获得退费，但本政策第 3 条，以及报名条款第 10 条或第 13 条另有规定的除外（报名条款第 8 条）。例如，除本政策第 3 条或报名条款第 3 条（与法律的关系）适用的情形外，以下情形均不予退费：

(a) the student leaves their current place of residence for any reason or for any length of time, including to travel outside Australia;

(a) 学生因任何原因离开当前居住地（不论时间长短），包括前往澳大利亚以外的国家或地区；

(b) the family moves home, however near or far, and whether or not the student continues to live with the same person (for example, moving from a grandparent's home to a parent's home);

(b) 家庭搬家，无论新旧住址之间的距离远近，也无论学生是否仍与原来同住的人共同居住（例如由祖父母或外祖父母家搬至父母家）；

(c) the student falls behind in their studies or refuses to do homework, or family circumstances affect the student's learning (for example, the parent is unable to supervise the student's study or works late); or

(c) 学生学习进度落后或拒绝完成作业，或家庭情况影响学生学习（例如家长无法督促学生学习，或家长工作到很晚）；

(d) the student finds the course too easy or too difficult, including where the parent has chosen a higher course than the one the school recommended (Clause 14 of the Terms).

(d) 学生认为课程太容易或太难，包括家长选择让学生报读比学校建议级别更高的课程（报名条款第 14 条）。

3. Special circumstances (health reasons). If, because of their own health, a student is unable to attend classes for the rest of the period for which fees have been paid (where half-year tuition has been paid, the rest of the half-year concerned), the signing parent (or another person who may make a refund request under Clause 2 of the Terms) may apply in writing for a refund at any time, including before classes start. The application may be sent in any of the ways set out in Clause 2 of the Terms. The school may ask for a certificate from a health professional or other reasonable evidence and will consider each application case by case. If a refund is approved, it is calculated under Clause 5 of this policy, unless the school decides on a more favourable amount.

3. 特殊情况（健康原因）：学生因自身健康原因，在已缴费期间（缴付半年学费的，为相关半年）的剩余时间内均无法上课的，签署家长（或可按报名条款第 2 条提出退费申请的其他人士）可随时以书面形式申请退费，包括在开课前申请。申请可按报名条款第 2 条所述的任何方式发送。学校可要求提供医疗专业人士出具的证明或其他合理证明，并将对每一项申请进行个案评估。如学校同意退费，按本政策第 5 条计算退费金额，但学校决定按对家长更为有利的金额退费的除外。

4. When no refund or credit is given. Subject to Clause 3 of this policy and Clauses 10 and 12 of the Terms, no refund or credit is given in the following cases. These are examples only; the Terms set out the full rules.

4. 不予退费或抵扣的情况：除本政策第 3 条及报名条款第 10 条、第 12 条另有规定外，以下情况均不予退费，也不予抵扣。这些仅为举例，完整规则见报名条款。

(1) Absences. Except as provided in Clause 10(5) and Clause 12 of the Terms, if a student is absent for any reason (including illness), the tuition fee for the missed class day is not refunded or carried forward as a credit (Clause 11 of the Terms). This includes a class the student misses because the school, under Clause 48 of the Terms, requires the student to be collected, or not to attend, because of their own illness, injury or health needs, or, under Clause 50 of the Terms, does not accept the student into class because the student's emergency medication or action plan has not been brought. Under Clause 12 of the Terms, once in each half-year the parent may choose to have the tuition fee for one class day that the student missed kept as a credit, subject to the conditions and time limit in that clause. The credit may be used only towards the student's tuition fees for 2028 and is not refundable.

(1) 缺课：除报名条款第 10 条第 (5) 项及第 12 条另有规定外，学生因任何原因缺课（包括病假）的，所缺上课日的学费不予退还，也不转为预付款（报名条款第 11 条）。这包括学校按报名条款第 48 条，因学生自身生病、受伤或健康需要而要求接走学生或要求学生不来上课，学生因此所缺的课；以及学校按报名条款第 50 条，因学生未携带急救药物或应急处理方案而不接收学生上课，学生因此所缺的课。按报名条款第 12 条，每半年家长可选择一次，将学生所缺某一上课日的学费转为预付款，但须符合该条规定的条件和期限。预付款仅可用于抵扣该学生 2028 年的学费，不予退还。

(2) Suspension. Tuition fees are not refunded or credited for any period during which the student's attendance is suspended under Clause 54 of the Terms, unless the suspension is later revoked because it was not justified, or is found not to have been justified (Clause 10(5) of the Terms). No credit may be chosen under Clause 12 of the Terms for a class day missed because of a suspension. If a suspension continues for more than 5 consecutive class days, the withdrawal and refund provisions in Clause 10(5) of the Terms also apply.

(2) 暂停上课：学生按报名条款第 54 条被暂停上课的，暂停期间的学费不予退还，也不予抵扣，但暂停上课其后因缺乏依据而被撤销，或被认定缺乏依据的除外（报名条款第 10 条第 (5) 项）。因暂停上课而缺课的上課日，不得按报名条款第 12 条选择转为预付款。如暂停上课连续超过 5 个上课日，另适用报名条款第 10 条第 (5) 项关于退学及退费的规定。

(3) Online classes and venue changes. Classes being temporarily moved online (Clause 20 of the Terms), or temporary changes the school makes because of works or other changes by the venue owner, such as changes to entrances, routes, classrooms or toilets (Clause 43 of the Terms), are not grounds for a refund, except as provided in Clause 10(4) of the Terms where face-to-face classes are not held for more than 5 consecutive class days.

(3) **网上授课与场地变动**：学校临时改为网上授课（报名条款第 20 条），或因场地方施工或其他变动而作出临时调整，例如更改出入口、行走路线、教室或卫生间（报名条款第 43 条），均不构成退费理由，但连续超过 5 个上课日未进行面授时，按报名条款第 10 条第（4）项办理的除外。

(4) **Condition of facilities**. Provided the facilities are safe and reasonably fit for use, their condition (for example, the condition of the toilets) is not grounds for a refund (Clause 42 of the Terms).

(4) **设施状况**：只要设施安全且合理适用，其状况（例如卫生间的状况）不构成退费理由（报名条款第 42 条）。

(5) **Registration fee**. The registration fee is not refunded, except where Clause 10(1) or Clause 10(3) of the Terms provides otherwise (Clause 6(1) of this policy).

(5) **注册费**：注册费不予退还，但报名条款第 10 条第（1）项或第（3）项另有规定的除外（本政策第 6 条第（1）项）。

5. How a refund is calculated. This clause applies to a refund under Clause 3 of this policy and to any other refund that the Terms require to be calculated under Clause 9 of the Terms (for example, where the school ends an enrolment on a ground in Clause 54 of the Terms, other than where the alternative pro rata rule in Clause 10(2) of the Terms applies). In accordance with Clause 9 of the Terms, the refund is calculated as follows:

5. 退费的计算方法：本条适用于按本政策第 3 条办理的退费，以及报名条款规定须按报名条款第 9 条计算的其他退费（例如学校基于报名条款第 54 条所列理由终止学籍时的退费，但适用报名条款第 10 条第（2）项按比例退费规定的除外）。根据报名条款第 9 条，退费计算方法如下：

(1) only the unused portion of the tuition fee is refunded. All discounts of any kind previously received for the student no longer apply, so the tuition for the class days already used is recalculated at the full (undiscounted) rate;

(1) 仅退还未使用部分的学费。该学生已享受的所有优惠（不论何种优惠）均不再适用，即已使用的上课日的学费按原价（未打折的价格）重新计算；

(2) the full (undiscounted) rate for each class day is the standard half-year tuition fee, without any discount, for the student's course and the half-year in which that class day falls, as listed in the *Fees Schedule 2027* for the date on which the fees were paid, divided by the number of class days in that half-year and rounded to the nearest cent. This applies even if full-year tuition has been paid, and any amount by which the full-year tuition fee is lower than the total of the 2 standard half-year tuition fees is treated as a discount for the purposes of item (1);

(2) 每个上课日的原价，按缴费日期对应的《2027 年费用明细》所列该学生所报课程在该上课日所在半年无任何优惠的标准半年学费，除以该半年的上课日数计算，并四舍五入至分。缴付全年学费的，同样适用；全年学费低于两个标准半年学费之和的差额，就第（1）项而言视为优惠；

(3) class days in the period for which the student is enrolled, up to and including the day the school receives the written request (or, where the school ends the enrolment, the day the enrolment ends), are treated as used, except a class day for which the school provided neither the scheduled class nor a replacement class (such as an online class under Clause 20 of the Terms). Class days before the student's enrolment began (for example, where the student enrolls after the half-year has started) are not counted;

(3) 在学生报名就读期间内，学校收到书面申请当日（如由学校终止学籍，则为学籍终止当日）或之前的上课日，均视为已使用；但学校就某一上课日既未提供原定课程也未提供替代课程（例如按报名条款第 20 条提供的网上课程）的，该上课日不视为已使用。学生入学之前的上课日（例如学生在半年课程开始后才报名入学的）不计算在内；

(4) the refund is the tuition fee paid for the student, less the recalculated tuition for the class days used and the refund processing fee under Clause 6 of this policy. If the result is zero or less, no refund is payable, and no further amount is payable as a result of this calculation;

(4) 退费金额为该学生已缴纳的学费，减去已使用上课日按原价重新计算的学费，以及按本政策第 6 条收取的退款手续费；如计算结果为零或负数，则不予退费，且家长无须因上述计算而另行补缴任何款项；

(5) any other amount owing under the Terms remains payable and may be deducted from the refund, but a disputed amount will not be deducted; and

(5) 报名条款下的其他应付款项仍须支付，学校可从应退款项中扣除，但争议款项不从应退款项中扣除；

(6) where half-year tuition has been paid, items (1) to (4) apply separately to each half-year for which a refund is given, and discounts are withdrawn and class days are counted only within that half-year, except that the refund processing fee is deducted only once, from the total refund for both half-years (Clause 6(2) of this policy).

(6) 如学费按半年缴付, 第(1)项至第(4)项按每个获退费的半年分别适用, 取消优惠及计算上课日均仅限于该半年之内, 但退款手续费只扣除一次, 从两个半年的退费合计金额中扣除(本政策第6条第(2)项)。

Example (figures for illustration only): On 28 November 2026, Student A's parent paid the full-year fee for 2027 for the Year 2 class (English and mathematics) of \$3,290, made up of a \$3,090 tuition fee and a \$200 registration fee. The student attended the first 2 class days of Term 1 in 2027 and, because of their own health, was then unable to attend classes for the rest of the year. The school received a written refund request after the second class day and before the third, and approved a refund under Clause 3 of this policy. The refund is calculated as follows:

示例 (以下金额仅作说明): 学生A的家长于2026年11月28日缴付2027年全年英语和数学2年级班(两科)费用3290澳元, 其中学费3090澳元, 注册费200澳元。学生参加了2027年第一学期前两个上课日的课, 此后因自身健康原因, 在当年剩余时间内均无法上课。学校在第二个上课日之后、第三个上课日之前收到书面退费申请, 并按本政策第3条同意退费。退费计算如下:

Step 1: Under the *Fees Schedule 2027*, the full fee without any discount that applied on 28 November 2026 for the 18 class days in the first half of 2027 for the Year 2 class (English and mathematics) is \$1,745, made up of a \$1,645 tuition fee and a \$100 registration fee. The full rate for each class day is therefore $\$1,645 \div 18 = \$91.39$ (rounded to the nearest cent).

第一步: 按照《2027年费用明细》, 2026年11月28日对应的2年级班(两科)2027年上半年18个上课日的无优惠费用为1745澳元(其中学费1645澳元, 注册费100澳元), 则每个上课日的原价学费为: $1645 \div 18 = 91.39$ 澳元(四舍五入至分)。

Step 2: Two class days have been used, so the tuition used is $2 \times \$91.39 = \$182.78$.

第二步: 已使用2个上课日, 因此已使用的学费为: $2 \times 91.39 = 182.78$ 澳元。

Step 3: The refund is $\$3,090$ (tuition fee paid) $- \$182.78$ (tuition used) $- \$50$ (refund processing fee) = $\$2,857.22$. The \$200 registration fee is not refunded.

第三步: 应退金额为: 已缴学费3090 - 已用学费182.78 - 退款手续费50 = 2857.22 澳元。注册费200澳元不予退还。

If the school had received the request before Term 1 started, no class days would have been used, and the refund would be $\$3,090 - \$50 = \$3,040$. If the school had instead received the request on the third class day, 3 class days would have been treated as used.

如学校在第一学期开学前收到退费申请, 则没有已使用的上课日, 应退金额为: $3090 - 50 = 3040$ 澳元。如学校在第三个上课日当天收到申请, 则视为已使用3个上课日。

6. Registration fee and refund processing fee.

6. 注册费与退款手续费:

(1) The registration fee (\$50 for each subject for half-year enrolment or \$100 for each subject for full-year enrolment, that is, \$100 for half-year enrolment or \$200 for full-year enrolment in English and mathematics together, as listed in the *Fees Schedule 2027*) covers the staff time and other administrative costs of processing the enrolment, and is not refunded, except where Clause 10(1) or Clause 10(3) of the Terms provides otherwise.

(1) 注册费(《2027年费用明细》所列的每科半年注册费50澳元或全年注册费100澳元, 即英语和数学两科半年100澳元、全年200澳元)用于支付学校处理报名所需的人力及其他行政成本, 不予退还, 但报名条款第10条第(1)项或第(3)项另有规定的除外。

(2) A refund processing fee of \$50 is deducted for each student whose refund is calculated under Clause 5 of this policy. It is deducted only once for each student, even if a refund is given for both half-years. No refund processing fee is charged for any other refund.

(2) 按本政策第5条计算退费的, 每位学生扣除退款手续费50澳元; 即使两个半年均获退费, 每位学生也只扣除一次。其他退费均不收取退款手续费。

7. Paying refunds and learning materials. The school will pay any refund to the signing parent, normally within 30 days after the refund amount is confirmed. When a refund is given, the school will not take back learning materials already provided to the student.

7. 退款的支付及学习资料：学校一般在退费金额确定后 30 天内，将退款支付给签署家长。退费时，学校不收回已发给学生的学习资料。

Parent/Guardian Declaration

家长/监护人声明

I have read, understand and agree to abide by all 7 clauses of the *Refund Policy 2027* (version dated 8 October 2026) above.

本人已阅读、理解并同意遵守上述共 7 条的《2027 年退费政策》（2026 年 10 月 8 日版本）。

Name(s) of Student(s) (学生姓名): _____

Name of Parent/Guardian (print) (家长/监护人姓名，正楷): _____

Signature of Parent/Guardian (家长/监护人签名): _____

Date (日期): ____ / ____ / ____
(DD 日/MM 月/YYYY 年)