

CONDITIONS OF ENROLMENT

Avalon College reserves the right to alter or cancel a course, the commencement date, any fees or charges, or timetabling without prior notice.

1. FEES

- (i) The parents shall pay deposit, all fees (if applicable) in advance. If there is an extension on the length of time that the student attends Avalon College, fees covering the extension period must be paid prior to the commencement date of the extension period.
- (ii) If fees and expenses are not paid in accordance with the Avalon College requirements, Avalon College may refuse attendance or ask the student to leave.

2. REFUND POLICY

- (i) There is no refund if cancellation occurs after the student has begun their course.
- (ii) Deposit & Establishment fees are non-refundable.
- (iii) Unused weekly fees are refunded only when
 - a) The course is not run
 - b) The student is refused a place at Avalon College online.
- (iv) A cancellation fee of 20% of weekly fees applies if notification is received before the commencement date for any reason other than those stated in 2 (iii)b.
- (v) Weekly fees cannot be transferred to another person.
- (vi) All requests for refunds must be made in writing.
- (vii) A rebate for absence due to illness may be granted if illness exceeds 7 days absence. Medical certificates required.
- (viii) A credit for catch up classes may be given (at the discretion of Avalon College) if 7 days' notice provided (e.g. for holiday or special circumstances leave)
- (ix) Refunds will be sent to the home country of the student. Processing of refunds may take up to 4 weeks (28 days) from receipt of written claim.
- (x) If Avalon College cancels a course before or after it starts, refunds will be processed within two weeks of date of notice of course cancellation. In accordance with the provisions of the ESOS Act 2000 (updated 1 July 2012) and the ESOS Regulations 2001 (updated 1 July 2012), if Avalon College cancels a course before or after it starts, refunds of unspent fees will be made within two weeks of date of notice of course cancellation.

This agreement does not remove the right to take further action under Australia's consumer protection laws.

The registered provider's dispute resolution processes do not circumscribe the student's right to pursue other legal action.

PARENTS/GUARDIANS AND STUDENT DETAILS

The parents shall immediately notify Avalon College, in writing, of any change of details of their child, guardians or themselves contained in any information previously given to Avalon College.

DISCIPLINE

SCHOOL RULES

The parents agree that it is a condition of the student's enrolment and continued enrolment at Avalon College that they accept responsibility for the student's compliance of rules as stated in the Code of Conduct form.

The parents accept that from time to time additional rules will be added to ensure the smooth running of Avalon College's online courses. The student and parents agree to comply with these rules also.

Avalon College is committed to child safety and security.

The parents acknowledge that attendance of their child at Avalon College shall be at the sole discretion of Avalon College irrespective of whether the parents or their child are in breach of any of the Conditions of Enrolment.

The parents agree that the proper and effective operation of Avalon College Online Courses requires Avalon College to be able, in its sole discretion to:

- (a) terminate the right of a student to attend an Avalon College course.
- (b) discipline, suspend or expel a student from the course.

The parents agree that if Avalon College intends to exercise the power to:

- (a) terminate the right of a student to attend Avalon College; or
- (b) discipline, suspend or expel a student from a course

Avalon College is not obliged to give any notice or reason for doing so.

If a student is asked to leave an Avalon College course, the parents accept that a four-week cancellation fee based on the weekly fees applies. A student may have their enrolment cancelled because of consistently poor or inappropriate behaviour, or failure to meet attendance or work requirements.

Code of Conduct

ONLINE CLASS

- You should be on time to class each day.
- You should always work from a laptop or a desk top computer device with a keyboard.
- You should work from a quiet place away from other distractions such as T.V., phones or other people.
- You should always log in and check in at regular times throughout the lesson.
- You should be appropriately dressed. No pajamas.
- You should complete all in-class and out of class tasks in preparation for the next lesson.
- You should not distract others during the lesson.
- You should follow teacher instructions.
- Any absence should be noted by a parent message to the teacher.

SECURITY

Remember that your password is the only thing protecting you from pranks or more serious harm.

- Don't share your password with anyone.
- Change your password if you think someone else might know it.

GENERAL GUIDELINES

When communicating online, you should always:

- Treat your teacher and classmates with respect in any communications and messages.
- Use clear and polite language.
- Do not share personal information (both yours and others).
- Under no circumstance are you allowed to share Avalon College learning materials with other people.

When posting on the discussion board in your online class, you should:

- Make posts that are on topic and within the scope of the course material.
- Take your posts seriously and review and edit your posts before sending.
- Always be respectful of others' opinions even when they differ from your own.

入学条件

Avalon College 保留更改或取消课程，开学日期，任何费用、收费或预定计划的权利，无须事先通知。

1. 费用

- ① 家长应预先支付押金以及所有费用。如延长学生在 Avalon College 学习的时间，延长期产生的费用必须在延长期开始之前付清。
- ② 如果费用及开支没有按照 Avalon College 的要求付清，Avalon College 有权拒绝学生上学或者要求学生离开学校。(vi)

2. 退款政策

- ① 如在学生的课程开始之后退学，学校不予退款。
- ② 押金以及入学注册费不予退还。
- ③ 未使用的每周费用只有在下列情况下可以退还
 - a) 学校不开设此课程
 - b) 拒绝收取此名学生
- ④ 如果在学生开学之日前，学校接到取消入学的通知，如果不是 2 (iii) 里的原因，学校收取相当于家长全部每周费用 20% 的取消费。
- ⑤ 每周费用不能被转让给另一个学生使用。
- ⑥ 任何退款申请都必须是书面的。
- ⑦ 因病缺勤超过 7 天的，提供医疗证明可给予退款。
- ⑧ 如果提前 7 天通知（例如假期或特殊情况请假），则可给予补课学分（由 Avalon College 酌情决定）
- ⑨ 退款将寄往学生的祖国。收到书面退款请求后，退款处理最多可能需要 4 周（28 天）。
- ⑩ 学校批准的退款将会以澳币的形式退给这名学生的家长。退款程序可能在收到书面申请之后的四周（二十八天）内完成。
- ⑪ 如果 Avalon College 在课程开始之前或之后取消这一课程，学校将会在取消课程通知下达的两周内退款。按照海外学生教育服务法案 2000（2012 年 7 月 1 日更新）和 2001 年“海外学生教育服务条例”（2012 年 7 月 1 日更新）的规定，如果 Avalon College 在一个课程开始之前或之后取消这一课程，在课程取消通知之日的两个星期内，学校将退还未使用的费用。

本协议不排除根据澳大利亚消费者权益保护法采取进一步行动的权利。已注册的提供者的争端解决程序不限制学生寻求其他法律措施的权利。

3. 家长/监护人及学生的具体情况

若先前提供给 Avalon College 有关其子女、监护人或家长自身的任何具体情况信息有变动，家长应立即书面通知 Avalon College，特别是地址或联络方式。这关系到为您的子女提供妥善的照顾责任。

行为规范

校规

家长同意，学生必须遵守行为准则中规定的规则，并接受该规定，这是学生入学并继续在 Avalon College 入学的条件。

父母同意，将不时增加其他规则，以确保 Avalon College 的在线课程的顺利进行。学生和家長也同意遵守这些规则。

Avalon College 致力于儿童的安全与保障。

父母承认，不论父母或其子女是否违反任何入学条件，其子女在 Avalon College 的出勤都应由 Avalon College 自行决定。

父母同意，Avalon College 在线课程的正确有效运行由 Avalon College 单方面决定：

- (a) 终止学生参加 Avalon College 课程的权利。
- (b) 纪律处分，停学或开除该课程的学生。

父母同意，如果 Avalon College 打算行使以下权力：

- (a) 终止学生就读 Avalon College 的权利；或者
- (b) 纪律处分，停学或开除学生课程

Avalon College 没有义务发出任何通知或理由。

如果要求学生退出 Avalon College 的课程，则父母同意接受相当于四周每周费用取消费。由于一贯的不良行为或不当行为，或者未能满足出勤或工作要求，学生可能会取消其上学资格。

行为守则

网上课程

- 您应该每天准时上课。
- 您应该始终在带有键盘的笔记本电脑或台式计算机设备上上课。
- 您应该在安静的地方工作，远离电视，电话或其他人的干扰。
- 在整个课程中，您应按时登录并定期和老师联系。
- 您应该穿着适当。禁止穿睡衣
- 您应该完成所有课堂上和课堂外的任务，为下一堂课做准备。
- 在上课期间，您不应分散他人的注意力。
- 您应遵循老师的指示。
- 任何缺席情况应通过家长给老师的信息为准。

安全

请记住，只有密码才能保护您免受恶作剧或更严重的伤害。

- 不要与任何人共享您的密码。
- 如果您认为其他人可能知道密码，请更改密码。

一般准则

在线交流时，您应始终：

- 在任何交流和信息中尊重您的老师和同学。
- 使用清晰，礼貌的语言。
- 请勿共享您和他人个人信息。
- 在任何情况下都不得与他人共享 Avalon College 学习资料。

在线课程的讨论板上发帖时，您应该：

- 发表有关主题且在课程材料范围内的帖子。
- 认真对待您的帖子，并在发送之前查看和编辑您的帖子。
- 即使别人的意见与您的意见不同，也要始终尊重他人的意见。