



ZENON EDUCATION CENTRE

Terms and Conditions of Enrolment

SCHOOL FEES¹

School Fees can be paid in one of the following methods:

1. **UP-FRONT** - Full amount by the Registration Day. A discount of 5% applies when paying the total amount up front at the start of the academic year.

Or

2. **IN THREE INSTALMENTS –**

Instalment 1 - 25% of the yearly fees by the Registration Day (please observe official registration date on the Zenon Education Centre website)

Instalment 2 - 25% of the yearly fees by end of March

Instalment 3 - 50% (remainder) of the yearly fees by the end of July of each calendar year

FAMILY DISCOUNT

A discount of **\$50 for each additional child** within the same family applies to Zenon families. Please note for the discount to be applicable, all payments (if paying by instalments) must be made on time and the additional child must be enrolled for the entire school year. Note that this does not apply to any extended family members.

Should all these terms be met the discount will be applied upon the final due payment or instalment being made.

REFUNDS

School fees are not refundable. This applies to students who discontinued before the current paid period/term has ended or if students take leave of absence for any period of time.

LATE / UNPAID SCHOOL FEES

- A late payment fee of \$30.00 is charged if school fees remain outstanding and have not been received within 30 days of the due date, unless otherwise approved by Zenon Education Centre administration.
- Zenon Education Centre reserves the right to recoup any administrative expenses incurred as a result of parents who fail to respond to any reminders for outstanding fees.
- Upon the late fee being applied, failure to immediately pay the outstanding school fees, inclusive of the late payment fee or any other associated outstanding fees, may result in the cancellation of the student's enrolment.
- Should a student's enrolment be cancelled, Zenon Education Centre may prevent the student from attending classes. Zenon Education Centre also reserves the right to withhold any school reports (if applicable).
- Responsibility for school fees, late payment fees or any other associated fees remain with all signatories of the respective student(s) regardless of what may happen to the relationship of the signatories.

DISCONTINUING FROM ZENON EDUCATION CENTRE

To discontinue a student prior to the paid period/term ended, a parent or guardian must write to the Zenon Education Centre with this request with at least 30 days' notice before the planned discontinuation date. Note that our contact details can be found by accessing the 'Contact Us' option from the menu on our webpage <https://zenon-education.org.au>.

PROPERTY DAMAGE

Parents and/or their Guardian are responsible for any costs incurred as a result of damage caused by the student on the school premises.

COMMUNICATION

Zenon Education Centre communicates with parents and families mainly through email except for emergencies. This is why Zenon administration needs to have more than one email as well as phone number for contact. It is up to the parent to ensure that emails from Zenon Education Centre end up in their inbox. There are instructions on the webpage on how to make this happen, particularly with hotmail.com, live.com, outlook.com email accounts.

ⁱ Please note that all associated fees, inclusive of school fees and late payment fees, are subject to periodic reviews and may be subject to change without notice.