

MILC Conditions of Service and Termination of Service

Application for MILC Boarding Service

MILC is a co-educational boarding premises exclusively for students aged 12-17, or Yrs7-10 equivalent.

Applications for a place in MILC must be made on the official MILC boarding application form available on the MILC website or through MILC approved course providers or approved agents.

Acceptance for Boarding

Acceptance for Boarding at MILC depends upon the Managing Director being satisfied about the child's suitability. If an application is received and approved, MILC will forward an Acceptance Agreement and the form of parents' consent for completion. In order to confirm the acceptance for boarding, the Acceptance Agreement and the parents' consent form must be duly completed and returned, together with all fees and any applicable interest free deposit paid by the nominated date. If these payments are not received by this date, the acceptance may be withdrawn.

Both parents are required to acknowledge in writing on the MILC Boarding Acceptance Agreement the responsibility for the payment of MILC fees and charges. In signing the Acceptance Agreement both parents agree that they are jointly and severally responsible with all other signatories for all fees and charges payable as a result of accepting their child at MILC. Both parents agree that this arrangement continues, irrespective of any changes to the relationship between them and the co-signatory or any court order between them or any child support arrangements or other arrangements between them. No separate or split invoices will be issued.

In signing the agreement both parents accept their responsibility for their child's compliance all rules as stated in the MILC Child Safety Code of Conduct.

All fees must be paid in advance. Failure to do so will result in the student's acceptance being discontinued.

Visa requirements

Parents must provide evidence that their children hold the appropriate visa for the duration of their stay at MILC. If a child is withdrawn, or suspended, at the insistence of MILC, all fees and charges are payable for the billing period in which the child's enrolment is terminated or suspended.

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

Fees

The parents shall pay deposit, all fees (if applicable) in advance. If there is an extension on the length of time that the student resides in MILC, fees covering the extension period must be paid prior to the commencement date of the extension period.

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MILC
Melbourne Intercultural
Learning Centre

If fees and expenses are not paid in accordance with the MILC requirements, MILC may refuse service or ask the student to leave.

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Refund Policy

Cancellation Timing	Boarding Fee Refund
More than 28 days before initial check-in date	Full refund of the tuition fee paid*
28 days or less before initial check-in date	50% refund of tuition fee paid*
On or after check-in date	No refund

***A cancellation fee equal to 2-week boarding fees will apply for all refund requests.**

The refund policy only applies to MILC boarding fees. MILC will not refund all other fees such as establishment fee, APU & ADO fees and fees involve 3rd party contractors.

Boarding fees cannot be transferred to another person.

All requests for refunds must be made in writing.

A rebate for absence due to illness may be granted. Medical certificates required.

Refunds will be sent to the original account by default or to a nominated account. Processing of refunds may take up to 4 weeks (28 days) from receipt of written claim.

The parents shall immediately notify MILC, in writing, of any change of details of their child, guardians or themselves contained in any information previously given to MILC. The parents agree that it is a condition of the student's enrolment and continued enrolment at MILC that they accept responsibility for the student's compliance of rules as stated in the Code of Conduct form.

Termination of Boarding Service

The parents acknowledge that acceptance of their child at MILC shall be at the sole discretion of MILC irrespective of whether the parents or their child are in breach of any of the Conditions of Service.

The parents agree that the proper and effective operation of MILC Boarding requires MILC to be able, in its sole discretion to:

- a. terminate the right of a student to attend a MILC boarding or its programs.
- b. discipline, suspend or expel a student from MILC boarding or its programs.

The parents agree that if MILC intends to exercise the power to:

- a. terminate the right of a student to attend MILC; or
- b. discipline, suspend or expel a student from MILC facility or programs

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

If a student is asked to leave the MILC Boarding, the parents accept that a two-week cancellation fee based on the weekly fees applies.

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