

## HIGH SCHOOL PROGRAM (HSP) STANDARD TERMS AND CONDITIONS

The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) requires the college to enter into a Written Agreement with Overseas students, intending Overseas students and the student's parent or legal custodian.

These Standard Terms and Conditions form part of the Written Agreement that consists of:

- Terms and Conditions.
- Enrolment Agreement that may have further conditions; and
- Initial Invoice and Statement of Fees.

Within these Standard Terms and Conditions -listed below are Charlton Brown's policies and procedures under the [Education Services for Overseas Students \(ESOS\) Act 2000](#), for the purpose of the National Code as well as a list of documents for parents, guardians and students to make an informed decision prior to admissions.

Charlton Brown Policies and Procedures (HSP website Charlton Brown):

Charlton Brown HSP Student Handbook  
Child Protection Policy and Child Risk Management Strategy  
Students Deferring, Suspending, Cancelling Policy  
Duty of Care Policy and Guidelines  
International Student Release and Transfer Policy

Charlton Brown Student Rules (HSP)  
Complaints and Appeals Policy  
Student Code of Conduct  
Student Attendance Policy  
Course Progression Policy

### **Declaration**

I declare that to the best of my knowledge the information supplied in the online application portal by myself, or my agent is correct, true and complete. I understand that my information will be handled in accordance with the College's Privacy Policy and that the College will discuss details of my application with my agent throughout the application process and enrolment unless I indicate otherwise in writing.

### [Charlton Brown Privacy Policy](#)

I recognise that it is my responsibility to provide all necessary documentary evidence requested in the application process or additionally requested by the College.

Charlton Brown reserves the right to withdraw the offer of enrolment for my son/daughter at any stage during the course where false or misleading information is provided.

A non-refundable application fee of \$AUD400 is payable unless otherwise explicitly indicated by the College.

**(Parent/Guardian) SIGNED:** \_\_\_\_\_ **DATE:**    /    / 20    (DD/MM/YY)

**(Student) SIGNED:** \_\_\_\_\_ **DATE:**    /    / 20    (DD/MM/YY)