



Pushkin Lyceum Russian Language School Conditions of Entry

All parents of students entering Pushkin Lyceum are required to provide written confirmation of their intention to accept the place offered. The enclosed Confirmation of enrolment Form must be completed and forwarded together with the payment of the Registration Fee to the School.

Admission and Class Allocation

Pushkin Lyceum accepts children from 4 to 18 years old on the condition that a place in a class of an appropriate level is available. All new students are required to attend an interview with the level coordinator before commencement. This is to ensure that, those who are accepted are likely to benefit from the course provided. If the student's level is lower than the level of the available class, the School will recommend private classes in order to help the student to achieve the required level. The student will be transferred to the class **ONLY** after successfully passing the required tests.

School Fees

School Fees consist of Registration Fee \$45.00; Administration Fee \$60.00; Material Expenses Fee (which is mostly covered by Government Funds, (ex. Prep II –Year 4. Parents contribution is \$42.00; Government Funding is \$215.00 See information booklet for more details)

The Registration Fee

A Registration Fee of \$45 is payable for each student enrolled at the Pushkin Lyceum prior to commencing studies. This payment is non-refundable. The payment can be made in a cheque or money order addressed to the Pushkin Lyceum.

Leave of Absence

If a student enrolled at the School requests a Leave of Absence, the place will be held for no more than 2 years. A holding fee of 30% of the tuition fee for the period absent will apply. The holding fee is non-refundable and is not credited against tuition fees. A student will not be permitted to return to the School while any part of fees remains unpaid. Penalty of 10% from unpaid debt will be charged. If a holding fee was not paid, a registration fee will be applicable on return and placement with the class will be a subject to availability. If a child missed classes due to illness or other commitments, no refund will be made for this period. The teacher will hand out homework tasks to encourage the student to catch up on the studies.

Payment of Tuition and Other Fees

Tuition fees are invoiced before each term. Due to unpredictable changes (increase of charges for hire of premises, etc.) fees are subject to increase at any time. However, notice regarding all changes will be given in advance. In case of damage to School property and vandalism by a student, parents are responsible for payment for any avoidable damage.

Resolution of conflicts

In case of any issues or concerns about school operation, policies or curriculum parents have to make an **appointment** with the principal or vice principal **via school secretary**, not by email or over the phone. In case of any issues or concerns about a particular subject or a teacher parents have to make an appointment with **the particular teacher first** and only **after the conversation with the teacher in case the agreement hasn't been reached** parents could make an appointment with vice principal or school principal. All appointments must be held at school premises in person. The school is not dealing with any issues or complains done by emails or over a phone. All enquiries about school text books or school payments parents should address **to school secretary**.

Termination of place at the School

In the event where a child leaves the School, two weeks notice is required to be given to the Secretary of School. Without the notice a charge equivalent to one term's fees will apply. If a student leaves during a term, no refund will be made for the remaining portion of that fee installment. *A fee of \$45.00 applies for VCE students who leave the school during the academic year.*

The School reserves the right to refuse the place at the school if a student shows negative attitude to learning or cannot behave according to the School Code of Conduct.

If you have any concerns about these conditions please contact the Pushkin Lyceum.

I/We the undersigned read and fully agree with above information:

Title, name, surname _____ DATE _____

Signature _____