**MILC**

**Conditions of Enrolment and Termination of Enrolment**

**Application for Enrolment**

Applications for Enrolment to gain admission to the School must be made on the official application form available on the MILC website.

**Acceptance for Enrolment**

Enrolment at the School depends upon the Managing Director being satisfied about the child’s suitability. If a place is offered, the School will forward an Enrolment Authority Form for completion. In order to accept the offer of enrolment the form must be duly completed and returned, together with the non-refundable enrolment fee and any applicable interest free deposit by the nominated date. If these payments are not received by this date, the offer may be withdrawn.

Both parents are required to acknowledge in writing on the enrolment authority form the responsibility for the payment of school fees and charges. In signing the enrolment authority form both parents agree that they are jointly and severally responsible with all other signatories for all fees and charges payable as a result of enrolling 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.

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

**Visa requirements**

Parents must provide evidence thar 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 If a child is withdrawn, or suspended, at the insistence of MILC, all fees and charges are payable for the billing period in which the child’s enrolment is terminated or suspended.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 attends MILC, fees covering the extension period must be paid prior to the commencement date of the extension period.

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

**Refund Policy**

There is no refund if cancellation occurs after the student has begun their course. Deposit & Establishment fees are non-refundable. Unused weekly fees are refunded only when the course is not run. A cancellation fee of 20% of weekly fees applies if notification is received before the commencement date for any reason other than those stated. Weekly 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 if illness exceeds 7 days absence. Medical certificates required. 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. If MILC cancels a course before or after it starts, refunds will be processed within two weeks of date of notice of course cancellation. 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 Enrolment**

The parents acknowledge that attendance 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 Enrolment.

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

1. terminate the right of a student to attend a MILC course.
2. discipline, suspend or expel a student from the course.

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

1. terminate the right of a student to attend MILC; or
2. discipline, suspend or expel a student from a course

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

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