



2 May 2022

CHANGE IN POLICY FOR STUDENT WITHDRAWAL FROM THE COLLEGE

Dear Parents and Carers

I am writing to inform families of a change in policy related to student withdrawal from the College. At times throughout the year a small number of families make the decision to withdraw their son from St Edward's for a range of reasons.

The form that parents sign accepting an offer of enrolment at St Edward's clearly outlines the importance of providing the College with ten weeks notification of your intention to withdraw your son. (See paragraph below)

Clause 5: Ten school weeks' notice of withdrawal is required in writing to the College Principal. Upon withdrawal, parents remain liable for a weekly pro-rata portion of all fees up to the withdrawal date or a date ten weeks' after notice is given whichever is the latest.

In 2022 this amount is \$1985 for Year 7-10 students and \$2193 for Year 11 and 12 students for the full ten weeks.

The College has made the decision to change this policy to a more equitable and manageable process. Currently all families pay an initial \$500 deposit on acceptance of enrolment. This amount is then deducted from the final fee statement.

If a family makes a decision to withdraw their son from the College and does not provide ten weeks' notice this deposit amount will be forfeited rather than families being charged the full ten weeks.

I take this opportunity to also remind families who may still be experiencing financial difficulty due to COVID -19 to contact the College to confidentially discuss their situation and possibly apply for financial hardship considerations.

All families will receive their updated financial statement early in May and are reminded of the direct debit facility available for those who have not yet established this means of paying fees.

Please do not hesitate to contact me via email at principal@stedwards.nsw.edu.au if you would like to discuss this change in process or seek further clarification.

Yours sincerely

Mark Bonnici
College Principal