

Late Commencement

New students entering St Columban's College after the commencement of the term may be charged on a pro-rata basis for the remaining weeks of the term where appropriate at the Principal's or Business Manager's discretion. Payment of all bonds are to be paid to the Finance Office prior to commencement.

Cancellation of Enrolment

4 weeks' written notice to the Enrolments Officer is required for the cancellation of a student's enrolment. Where 4 weeks' notice is not given, fees for this period will be payable. For a reduction in fees a written request must be made to the Principal **at the time of notification** and may be granted at the Principal's discretion.

Student text books, library books and laptops and all accessories are to be returned to the College. If any fees remain outstanding, they will be payable as per the normal payment terms and where appropriate, any fees in credit will be refunded.

Extended Leave/ Holding an Enrolment Place

Fees will be payable for the whole term in which extended leave is taken. For a reduction in fees a written request must be made to the Principal at the time of notification and may be granted at the Principal's discretion. Consideration will be given to the length of the break, the nature of the leave, the time the student has been at the College, the number of previous leave occurrences, and the existence of student waiting lists.

For further clarification regarding the above College fee and levy collection process, please contact the College Finance Office.