

## RSIC2026 Letter of Commitment to Attend

By executing this document, I hereby confirm and irrevocably commit my School's participation in the Round Square International Conference 2026 on the Terms and conditions set out below, to be held in Sydney, Australia, and hosted by Barker College from 28 September to 3 October 2026.

I acknowledge that submission of this signed Letter of Commitment constitutes a binding agreement to reserve the number of delegate places indicated below. Accordingly, I accept that Barker College will issue an invoice based on the number of places secured.

I further affirm that I have read, understood, and agree to be bound by the Terms and Conditions set forth on page 2 of this document, and I acknowledge and accept the cancellation policy detailed on page 3.

Your Details		
Full Name and Official Title of the Authorised Signatory:		
Name of main contact at your School for this booking:		
Email address for correspondence relating to the RSIC:		

Your Reservation. Maximum of 2 Adults and 6 Students	Number	Total Fee
Number of Students (up to 6) at a delegate fee of <b>AUD \$2,122</b>		
Number of Adults in twin occupancy at a delegate fee of <b>AUD \$2,854</b>		
Number of Adults in single occupancy at a delegate fee of <b>AUD \$3,086</b>		
<b>TOTAL INVOICE</b>		

**\* TOTAL DELEGATION SIZE MUST CONSIST OF MORE STUDENTS THAN ADULTS**

I confirm that the student delegates that will participate from my School will be aged 16 or over during our school academic year in which the RSIC takes place. I understand that this means that delegates that are 15 at the time of the RSIC will only be accepted if they will become 16 before the end of the academic year (at my School) in which the RSIC falls. I am willing to provide evidence of this on request by the Host School, if requested in writing.

I confirm that the adult delegates that will participate from my School are in a formal legal relationship with my School and will take responsibility for Duty of Care of our students (in loco parentis) during their time at the Conference, and for the entire duration of their trip.

Signed on behalf of (School name):	
Name of Head/ Principal	
Signature:	
Date:	



## Terms & Conditions – Letter of Commitment

### Round Square International Conference 28 September to 3 October 2026 – Delegate Fees

**Student delegates:** AUD \$2,122 (*students will be sharing twin rooms during the hotel stay*)

**Adult delegates:** AUD \$2,854 for Twin Occupancy

**Adult delegates:** AUD \$3,086 for Single Occupancy

All delegate fees are fixed regardless of the duration of stay (e.g., an adult delegate that participates in the first three days only and then leaves will still pay the full delegate fee as the conference budget is predicated on a fixed number of delegate places.)

The price or amount stated above includes:

- ✓ inclusive of Australian Goods and Services Tax (“GST”) as required for Australian Government taxation laws and Australian Taxation Office (“ATO”) compliance;
- ✓ all meals throughout the duration of the conference;
- ✓ accommodation throughout the duration of the Conference (Hotels for staff, hotels and homestay for students) 28 September – 3 October 2026;
- ✓ all transport throughout the duration of the conference (including pick up from, and drop off to, Sydney International Airport on 28 September and 3 October);
- ✓ all visits and activities throughout the duration of the Conference.

The price specified above does not include:

- ✗ any travel up to the point of arrival at Sydney International Airport on 28 September 2026;
- ✗ any travel from the point of departure from Sydney International Airport on 3 October 2026;
- ✗ visas, if required;
- ✗ personal spending money (for souvenirs and extra drinks/snacks);
- ✗ personal equipment;
- ✗ any pre/post conference trips.

### Payment of Delegate Fees

Details for payment will be outlined on your invoice. You will be charged for the number of delegates you have indicated in this Letter of Commitment and payment will be required before the deadline specified on your invoice. Please reference your payment with an invoice number/purpose of payment or the school’s name to help us credit the transfer to the right account.

### Waitlist for requesting additional Delegate Places

If, at the time of submitting your Letter of Commitment you are unsure that you can fill a full delegation (six students and two adults), you can commit to a smaller delegation and request any places you are unsure about via the waitlist. Should capacity allow, this list will begin to be released on a first-in-first-served basis on 1 March 2026. Places requested via the waitlist are not subject to the cancellation policy until/ unless they have been confirmed. However, it is also the case that those places are not guaranteed until/ unless they have been confirmed. Should the Conference fill to capacity with standard Letter of Commitment submissions, it will not be possible to offer places to the waitlist, so please consider this before deciding how many places to confirm via Letter of Commitment and how many to request via the waitlist.



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## RSIC2026 - Cancellation Policy

By signing and returning the Letter of Commitment you will be formally committing to your School's attendance AND number of delegates at the 2026 Round Square International Conference in Sydney.

You will be charged for the number of delegates you have indicated on your Letter of Commitment and payment will be required before the outlined deadline on your invoice.

**IF WE CANCEL:** In the unlikely event that the RSIC2026 is cancelled by Barker College, a full refund of delegate fees will be issued. Any other non-refundable costs will be the responsibility of each School that has submitted a LoC. **Please ensure that your insurance will cover this.**

Barker College will only cancel if an extreme situation arises in respect of international conflict/ security/ pandemic or other force majeure situation renders it impossible to continue i.e. there is an adverse change to circumstances for travel and either (1) the Travel Advisories specifically advise against all travel to Sydney for overseas visitors or advise against international travel, OR (2) there is a significant change in Sydney's political situation on a scale that would make it impossible to go ahead with the conference

**IF YOU CANCEL:** Please note the cancellation dates below **before** sending your letter of commitment as we will be holding you to the numbers quoted. Please do not submit more than one letter of commitment as only the first letter we receive will be accepted. From that point onwards you must cancel any places that are no longer needed.

To avoid having to pay for unused places, we recommend that you replace delegates who can no longer attend due to unforeseen circumstances as any cancellations will be subject to the cancellation schedule below. Please remember, the conference fee is only transferable to a substitute from the same school.

All cancellations and alterations to your booking are subject to this cancellation schedule:

- Cancellations up until the end of March 2026 will receive a 75% refund
- Cancellations during April 2026 will receive a 50% refund.
- From 1<sup>st</sup> May no refunds will be issued.

If you need to cancel or amend your booking, please email [rsic2026@barker.nsw.edu.au](mailto:rsic2026@barker.nsw.edu.au)

