



Business Regulations

These Business Regulations should be read in conjunction with the School's Application for Enrolment form. Before signing the Enrolment Application form it is understood that you have read, understood and are willing to abide by the terms and conditions of the School's Business Regulations, and any future amendments which will be advised to you as they occur.

1. Registration for Enrolment

- 1.1 Applications for enrolment must be made on the School's official application form. Both parents/guardians of the student are required to sign this form.
- 1.2 Registration Fee and an Extract of Birth Certificate (or similar documentary evidence of date of birth) must accompany each enrolment application.
- 1.3 While application is a pre-requisite to admission, it is not a guarantee of admission and the School reserves the right to offer a place to any applicant irrespective of the date of application.
- 1.4 The Registration Fee covers administrative costs and is a non-refundable charge.

2. Admissions and Confirmation of Enrolment

- 2.1 Admission to the School is conditional upon the Principal being satisfied as to the suitability of the applicant.
- 2.2 Confirmation of enrolment is made only after the Application Form has been completed, signed and returned to the school together with the payment of the Confirmation Enrolment fee (see fee schedule)
- 2.3 Applications for enrolment after October 7 will require the payment of Account No. 1 plus the holding fee for a student entering the School during the course of the year the Tuition Fee, Consolidated Fee and Building Levy will be paid on a pro rata basis, applications for enrolment of all other fees will be payable in full.

3. Cancellation of Enrolment Prior to Commencement (Confirmation Fee Non-Refundable)

Should the student for whom a place at the School has been accepted, be subsequently withdrawn from enrolment for some reason, excepting those which are beyond the parents/guardians' control, the amounts in accordance to Payment No. 1, less the Confirmation Enrolment Fee, will be refunded accordingly:

All notification periods are in accordance to the commencement of the School Year:

30 days or less notification	non-refundable
31- 45 days' notification	50% refund
45- 69 days' notification	75% refund
70+ days notification	100% refund

4. Information Disclosure

Parents/guardians must disclose, with appropriate documentation, all relevant details regarding medical or other conditions which may impact upon the School's approach to meeting the needs of the student, and to enable consideration of any extra services and facilities which may be required. Such information must be based on all current information available to the parents or guardians at the time of application. Failure to provide relevant information may lead to the student's enrolment being terminated.

5. School's Duty of Care to Students

The School owes a duty of care toward all of its students. In order to discharge this duty, the School must necessarily rely upon the accuracy and completeness of information provided by the parents and guardians of students

6. Continued Enrolment

Subject to Clauses 10 and 11 below, a student admitted to the School will remain enrolled as a member of the School until the completion of Term 4 of Year 12.

7. Tuition Fees and Accounts

- 7.1 The School publishes an Annual Compulsory Fees which is advised in advance. The fees may be subject to revision during the year.
- 7.2 The first instalment is payable in October for the commencement in the following year. The remainder of the compulsory fees will be payable in February and May of the following year. That is, scheduled fees consist of three (3) payments spread over eight (8) months – October, February and May.
- 7.3 Parent/s or guardian/s agree to allow their children to attend all School camps, excursions and other extra-curricular activities and to meet the costs presented by the School.
- 7.4 Other school charges and amounts that become payable to the school will be invoiced in either the July or December accounts with payment due within seven (7) days from the date of the account.
- 7.5 Accounts not paid by the due date will be charged a Late Fee at the current rate.
- 7.6 Any Credit Card, Direct Debit or Cheque payment which is declined by the bank, for any reason, will attract an administration fee of \$75.
- 7.7 Students admitted to School during a term will be charged Tuition and Consolidated fees on a pro rata basis.
- 7.8 No refund of fees paid for or the waiver of any fees outstanding will be made if a student is withdrawn from the School during a term, or is absent for any reason.
- 7.9 The School reserves the right to refuse a student permission to enter a new term while any part of the fees or part of the fees or charges for the previous quarter is outstanding, unless parent/s or guardians obtain a formal agreement from the School Business Manager.
- 7.10 If a student is withdrawn at the insistence of the School, the parent/s or guardian/s are liable for all School fees and charges to the date of notification of the student's enrolment at the School being terminated but shall be discharged from any further financial obligations.



- 7.11 In the case of prolonged illness (one school term or more), an application, including a medical certificate, may be made to the Principal for some remission of Tuition Fees.
- 7.12 The School's Business Manager has the authority to take such action deemed necessary to recover unpaid fees or charges, including costs of recovery, without any further notice.
- 7.13 Payments made by all credit cards will incur a surcharge.

8. Sibling Discount

A sibling discount of 10% for the second child and 30% for the third and subsequent children applies to all students enrolled at the School.

9. Scholarships

The School Council offers scholarships annually, details of which may be obtained from the School Administration Office.

10. Withdrawal of a Student

One full term's notice in writing to the Principal is required of the intended removal of a student from the School. Failure to comply, will incur a fee equivalent to one quarter the Annual School fees and charges. If a student leaves during the term without the appropriate notice, no refund will be made for the remainder of the term.

11. Discipline of Student

- 11.1 The School reserves the right to discipline any student. A student may be suspended or expelled if, in the opinion of the Principal, the student is guilty of breaking any of the School's rules and regulations, or is guilty of behaviour prejudicial to the welfare of the School, its staff or its students.
- 11.2 A student who is suspended shall not enter upon the School grounds of any purpose during the period of suspension without the express permission of the Principal and will be the sole responsibility of his/her parent/s or guardian/s during this period
- 11.3 The attention of parent/s and guardian/s is drawn to the School Policies contained in the School Parent Handbook.

12. School Policies

- 12.1 Enrolment of students is conditional upon students and parents/guardians at all times observing all other relevant policies and directions of the School, determined by the School from time to time.
- 12.2 By applying for enrolment, each parent/guardian accepts these terms.
- 12.3 These terms and conditions may be varied at any time by the School, by written notice to parents through the School's communication systems, and will apply from the time they are promulgated.



13. Medical

In the event of an accident when it is impractical to communicate with a parent or guardian, the Principal or his representative may authorise medical, surgical or other treatment considered necessary by a qualified medical practitioner.

14. Attendance

14.1 Students returning to School after holidays must join their classes on the dates fixed for resuming.

14.2 Students are not permitted to leave School at the end of term until published closing dates.

14.3 Parent(s)/guardian(s) must apply in writing to the School Head for a student to be approved such absence from School.

15. Students' Participation

Parent/s or guardian/s agree that their children will participate in all parts of the timetabled school programme and in those aspects of the co-curricular programme, which the school deems compulsory. This includes sports, physical education and performing arts programmes, including events scheduled wholly or partly outside the timetabled school day. Failure to comply with this requirement may lead to a student's enrolment being terminated. Exemptions from this policy can only be granted, for religious or medical reasons or in exceptional circumstances, by the Principal and at his/her absolute discretion.

16. School Damage

Parent/s or guardian/s accept the liability for, and indemnify the School against, any loss or damage to the School or any person caused or contributed to by any act or default of the student.

17. Student Absence from School

One term's notice in writing is required to be given to the Head of School for any extended absence from the School during any term (holidays, overseas travel etc). Full School fees are still payable for the duration of the student's absence.

18. Change in Parent/Guardian Relationship

Parent/s and guardian/s must inform the School if there is a change in their relationship with each other since the application form was lodged, (for example, divorce or separation). Unless otherwise directed, the School will require that the person who is to assume obligation for the payment of the School fee to complete a new enrolment form.

All information given to the School will be treated in the strictest confidence.