

Terms and Conditions of Enrolment

1 Acceptance of Offer of Enrolment

- 1.1 An offer of enrolment must be accepted by both Parent/Carer(s) where appropriate unless the School agrees to waive this requirement. Upon acceptance of an offer, all signatories to the terms and conditions will be jointly and severally liable in respect of the obligations contained in these terms and conditions.
- 1.2 The acceptance of the offer must be accompanied by a non-refundable administration fee of \$500 and a \$500 bond (per family).
- 1.3 If the student does not commence the enrolment, the enrolment fee will not be refunded unless the School, acting reasonably, agrees that there are special circumstances supporting a full or partial refund. A decision to enrol the student at another school will not, of itself, constitute special circumstances.
- 1.4 If Parent/Carer(s) wish to defer the entry of a student to a different calendar year to the initial request, the School will advise whether it is able to agree to this. If it is unable to agree, the Student will be placed on a waiting list for the requested year but enrolment will not be guaranteed.

2 Conditional Enrolment

- 2.1 All enrolments are conditional upon the School being satisfied, in its reasonable discretion, that the student's needs can be met by the School. The School may cancel the enrolment if it reasonably determines prior to the start of the enrolment that the student's needs cannot be met.
- 2.2 The School may require Parent/Carer(s) to provide reports and assessments necessary to determine the particular needs of the Student.
- 2.3 Competence in English is a prerequisite for enrolment. If the School considers that the English language capabilities of the Student are not sufficient it may require the Student to undergo an intensive English language course. If the required language level is not reached, the School may decide that the enrolment should be cancelled.
- 2.4 The payment of Fees, Charges and Expenses in a timely manner is an essential condition of enrolment. All enrolments are conditional upon and subject to the payment of all Fees, Charges and Expenses by the due date set out in notices. Should a Student's Fees, Charges and Expenses not be paid by the due date set out in notices, the School reserves the right in its absolute discretion to cancel the Student's enrolment. Parent/Carer(s) acknowledge and agree that they are responsible for the payment of Fees, Charges and Expenses in a timely manner and the School does not accept any responsibility or liability whatsoever and howsoever described for such cancellation of enrolment.

3 Progress of Student

- 3.1 If the School reasonably considers that the progress of a Student is unsatisfactory and that it can no longer meet the Student's needs, it may cancel the enrolment of the Student by giving not less than one term's notice.

4 Fees and Charges

- 4.1 The School Board determines the fees and charges that will be payable, which are set out in a Schedule of Fees. The fees are revised regularly and may be amended each year.
- 4.2 The School may also incur expenditure for the student's needs on behalf of the Parent/Carer(s), as it reasonably considers necessary, which may be added to the Parent/Carer(s)'s school account.
- 4.3 All medical expenses reasonably incurred on behalf of a student must be reimbursed by the Parent/Carer(s).
- 4.4 All Fees and Charges must be paid on or before the due date set out in the fees notice.
- 4.5 Fees will not be remitted in whole or part if the Student is absent due to illness, leave or suspension.

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- 4.6 Parent/Carer(s) of new students enrolled at the School, must enter into a direct debit agreement with the School in respect of payment of all Fees and Charges.
- 4.7 If fees and charges are outstanding, the School may determine that the student will not be permitted to participate in any discretionary activity offered by the School (such as, sport, excursions, camps and local, interstate or overseas trips).
- 4.8 If fees and charges are not paid the Student's enrolment may be terminated unless the School agrees in writing to accept other arrangements. Failure to abide by any other agreed arrangements may result in the enrolment of the Student being terminated without further notice.

5 Withdrawal of Students

- 5.1 Where students leave to enrol at another school, the NSW Education Standards Authority (NESA) requires that Parent/Carer(s) advise the School in writing of the name of the School the Student will be attending and the grade the Student will be entering at the new school.
- 5.2 Subject to 5.3, if Parents/Carer(s) wish to withdraw a student from the School, not less than one full term's notice must be given with notice to expire at the end of a term.
- 5.3 If the School does not give at least one term's notice of an increase in the fees payable by the Parent/Carer, the Parents may withdraw the Student from the end of the term in which the notice of the Fee increase was given provided notice of withdrawal is given to the School within 30 days of the date on which the notice of the Fee increase was given.
- 5.4 If the required notice of withdrawal of a student is not given and the School is not reasonably able to immediately fill the student's place for the relevant term the Parent/Carer(s) must pay fees in lieu of notice.

6 Obligation of Students

Students are required to have high standards of behaviour and:

- 6.1 abide by the School Rules and Codes of Conduct as they apply.
- 6.2 behave courteously and considerately to each other and to staff at all times.
- 6.3 not do anything which may bring the School into disrepute, including in print and electronic media
- 6.4 support the goals and values of the School.
- 6.5 attend and, if required, participate in assemblies, the School sports program, Chapel services, important school events such as Presentation Day, camps and excursions or other events that are an integral part of the School curriculum as determined by the Principal.
- 6.6 wear the School uniform as prescribed, including when travelling to and from school, and follow conventional standards of appearance while at school in accordance with the School's guidelines and the expectation of the School community.
- 6.7 attend the School during school hours, except in the case of sickness or where leave has been given, or an exemption from attendance has been granted.

7 Obligation of Parent/Carer(s)

The Parent/Carer(s):

- 7.1 must accept and abide by the requirements and directions of the School Board and the Principal relating to the Student or students generally and not interfere in any way with conduct, management or administration of the School;
- 7.2 are required to support the goals, values and activities of the School; and,
- 7.3 should view the School's Parent Portal and GRG app on a regular basis, and read the Newsletter.

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The Parent/Carer(s) must promptly advise the School:

- 7.4 in writing of any change of home, mailing, email address, contact details or other information on the Application for Enrolment form. Offers of enrolment may be cancelled if the School loses contact with the parent or mail is returned.
- 7.5 if the Student is absent from the School due to ill health or other reason.
- 7.6 in writing of any Orders or arrangements that affect the Student concerning custody or access, any change to them or any other orders or arrangements which are relevant to the Student's education and welfare, and provide copies of any Orders to the School.

The Parent/Carer(s) also:

- 7.7 must ensure the Student has each item of officially required uniform, clean and in good repair, and all other requirements such as textbooks and stationery.
- 7.8 should communicate with students, parent/carer(s), visitors and staff members in a courteous manner, and follow the communication guidelines laid down by the School and observe the Parent Code of Conduct.
- 7.9 should use their reasonable endeavours to attend parent-teacher interviews, parent forums and participate in courses offered by the School which are relevant to the Student's education.
- 7.10 must not denigrate the School, staff, students or other members of the School community in any way or on any forum (in person, via email, social media or any other platform).

8 Health and Safety

- 8.1 Parent/Carer(s) must advise the School immediately if they become aware of any special needs that the Student may have including, but not limited to, any medical, physical, psychological needs, or any changes to these needs.
- 8.2 Parent/Carer(s) must provide updates if circumstances change to information provided on the enrolment form or as required by the School.
- 8.3 If the Student is ill or injured, requiring urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and Parent/Carer(s) are not readily available to authorise such treatment, the Principal or, in the Principal's absence, a senior staff member of the School, may give the necessary authority for such treatment. The Parent/Carer(s) indemnifies the School, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.
- 8.4 Parent/Carer(s) must observe School security procedures for the protection of students.
- 8.5 Students are responsible for their personal property and the School does not accept any responsibility or liability for the loss or damage to those belongings.
- 8.6 The Principal or the Principal's nominee may search the Student's bag, locker or other possessions where there are reasonable grounds to do so, in order to maintain a safe environment for all students.

9 Programs and Activities

- 9.1 The School determines the educational and other programs and activities conducted at the School in its reasonable discretion.
- 9.2 The School may change its programs and activities, and the content of these programs and activities, without notice where reasonably necessary or desirable to do so.
- 9.3 The student will be required to participate in all compulsory activities including excursions, Chapel services, camps and outdoor education unless the Principal agrees otherwise. Charges may be levied for these activities and will be payable if the student is unable to attend, unless due to ill health or for a reason which renders attendance impossible. This reason must be pre-approved by the Principal.

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10 Reports

- 10.1 Academic reports are made available on the Parent Portal. Parent/Carer(s) will be informed when reports are uploaded.

11 Leave

- 11.1 If the Parent/Carer(s) wish to seek leave for the Student not to attend any School academic or co curricular program or activity during a term, they must apply to the Principal. Leave will usually only be granted in the most extreme circumstances.

12 Suspension & Termination of Enrolment

- 12.1 The School may suspend or terminate the enrolment of a student, either temporarily or permanently at any time for reasons which may include, but are not limited to:
- a) a serious breach of the School's rules or Code of Conduct.
 - b) where a Parent/Carer has breached these Enrolment Conditions or the Parent Code of Conduct.
 - c) conduct prejudicial to the reputation of the School or the well-being of its students or staff, and;
 - d) where the Principal or School Board reasonably believes that a mutually beneficial relationship of co-operation and trust between the School and the Parent/Carer(s) has broken down to the extent that it adversely impacts on that relationship.
- 12.2 The School will only exercise its powers under this clause to expel a student if it has provided the Student and their parent/guardian(s) with details of the conduct which may result in a decision to terminate the enrolment and provided them with a reasonable opportunity to respond and where there has been procedural fairness.
- 12.3 The School may terminate the enrolment of the Student without notice if, either before or after the commencement of enrolment, the School finds the relevant particulars of the special needs of the Student have not been provided to the School or the particulars provided are materially incorrect or misleading.

13 Court Orders

- 13.1. The Parent/Carer(s) must provide accurate information to the School about any arrangement between Parent/Carer(s) or Court Orders in relation to the Student at the time for applying for enrolment. The Parent/Carer(s) must immediately notify the School of any new arrangements or changes to any previously communicated arrangements.
- 13.2. The Parent/Carer(s) must immediately notify the School of any new Court Orders or changes to any previously communicated Court Orders.

14 Privacy

- 14.1 The Parent/Carer(s) acknowledge that they have read the School's Privacy Policy.

15 Amendment of Terms and Conditions

- 15.1 The School may alter the terms and conditions of enrolment at any time by giving not less than two (2) terms' notice to the Parent/Carer(s) in writing which shall apply to both current and future students, and parent/carer(s), from the date specified in the notice.

16 Definitions

16.1 In the terms and conditions:

Parent means the parent/carer(s) who entered into the contract of enrolment with the School.

School means Georges River Grammar School Ltd.

Student means the student who is named in the Enrolment Application.