





All applications for Enrolment must be:

- on the School's official application form

- signed by the parent/guardian(s)

- from 1 January 2024 accompanied by a non-refundable application fee of \$220 (GST inclusive).

Once received, the application will be considered, based on the School's Enrolment Policy criteria.

The School may undertake the following actions as appropriate:

- advise the parent/guardian(s) that it declines to make an offer of enrolment, and/or

- advise the parent/guardian(s) that the student's name will be placed on a waiting list and an offer made if a place becomes available, and/or

- advise the parent/guardian of a conditional offer of enrolment and will reconsider the application not more than two years prior to the enrolment. An interview will be conducted with parent/guardian(s), at which the parent/guardian(s) expectations and the student's needs will be discussed. Following this meeting, the School will advise whether it will confirm or withdraw the offer, and/or

- advise the parent/guardian(s) they must attend for an interview following which the School will decide whether to make an offer of enrolment, and/or

- other procedures adopted by the School as a part of the process e.g. meeting with the Principal and Chief Operating Officer or their delegates.

If the School makes an Offer of Enrolment the parent/guardian(s) must sign an acceptance of the offer on the form provided and return it to the School together with a non-refundable enrolment fee of \$1,000 per child within 14 days of the date of offer.

If an offer of enrolment is made and accepted, not less than 1 term's notice must be given if the parent/guardian(s) decide not to proceed with the

# ENROLMENT – Standard Collection Notice

Calrossy Anglican School collects personal information, including sensitive information about students and

# ENROLMENT Terms & Conditions

- 4.5 All Fees and Charges must be paid on or before the due date set out in the fees notice.
- 4.6 Any account with a debit balance at the end of week 4 of each term will incur a late fee of 4% (ie. 16% p.a calculated and charged quarterly) added to the outstanding balance. This charge reflects the reasonable administrative and financial costs of collecting the outstanding fees and charges, which may be incurred by the School as a result of the late payment and/or debt collection action. The charges payable from time to time can be obtained from the School office.
- 4.7 While an invoice for fees and charges remains 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 the outstanding fee account reaches an amount in excess of the value of one (1) term's invoice charges, the Student's enrolment may be suspended 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 cancelled without further notice.
- 4.9 Fees will not be remitted in whole or part if the Student is absent due to illness, leave or suspension or an exchange program.
- 4.10 If students are undertaking activities which incur extra fees or charges, not less than six (6) weeks' notice



- 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, expeditions, camps and outdoor education unless the Principal agrees otherwise. Charges may be levied for these activities and will be payable unless the Student is unable to attend due to ill health or other reason which makes it impossible for the Student to attend.

## 10 Reports and Notices

The School will generally send academic reports and notices to the address or addresses notified by the parent/guardian(s). Where parent/guardian(s) do not live together, reports and notices will be provided to both parent/guardian(s) at the address notified by them, unless:

- a) there is an Order of the Court or an agreement that the reports are only to be provided to one Parent,
- b) there is an agreement between the Parents that the reports and notices will be sent to one Parent, or
- c) the School in its reasonable discretion considers that it is in the best interest of the Student that reports and notices should only be sent to one Parent.

## 11 Leave

If the parent/guardian(s) wish to seek leave for the Student not to attend any academic or co-curricular program or activity during a term, they must apply to the school in writing. Leave will usually only be granted in 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 has breached these Enrolment Conditions or the Parent Code of Conduct,
- c) conduct prejudicial to the reputation of the School or the wellbeing of its students or staff, and;
- d) where the Principal or School Board reasonably believes that a mutually beneficial relationship of cooperation and trust between the School and the parent/guardian(s) has broken down to the extent that it adversely impacts on that relationship
- e) school fee account arrears or non-adherence to account terms as agreed in writing.

12.2 The School will only exercise its powers under this clause to terminate the enrolment 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 When enrolment is terminated for financial reasons, the School will not disclose financial information to the Student.

12.4 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, and the failure to provide that information has had a material effect on the School or the student's welfare or both.

## 13 Court Orders

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

13.2 The Parents must immediately notify the School of any new Court Orders or changes to any previously communicated Court Orders.

#### 14 Privacy

The parent/guardian(s) acknowledge that they have read the School's Privacy Policy. (Available on the Calrossy website [www.calrossy.nsw.edu.au](http://www.calrossy.nsw.edu.au))

#### 15 Amendment of Terms and Conditions

14.1 The School may alter the Enrolment Terms and Conditions at any time by giving not less than one term's notice to the parent/guardian(s) in writing which shall apply to both current and future students and parent/guardian(s) from the date specified in the notice.

14.2 Only the School Board and/or the Principal or their delegate has the right to waive any of the above terms and conditions. Any waiver must be confirmed in writing.

#### 16 Definitions:

School means Calrossy Anglican School.

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

Student means the Student who is named in the contract of enrolment.

in writing includes email correspondence but not SMS/text messaging.