

Terms and Conditions of Enrolment



Strathcona
GIRLS GRAMMAR

These Terms and Conditions of Enrolment set out the terms and conditions on which students are enrolled at Strathcona Baptist Girls Grammar, Canterbury.

By enrolling your child at the School, parents accept and agree to be bound by these Conditions of Enrolment through the acceptance of an offer for enrolment. If there is more than one Applicant, each is bound by the Terms and Conditions of Enrolment including joint and several liability for payment of fees.

Application fee

An application for admission must be completed and submitted to the Registrar, together with a \$200 non-refundable application fee. An application for admission does not guarantee an offer of enrolment at the School.

Priority

Applications may be assessed and applicants invited for interview in the following order of priority: siblings to current students, children of alumnae, connection to school then by date of application. There is an advantage to submit an early application.

Interview

For Year 7, approximately three years prior to the requested level of entry, prospective students will be invited to an interview, at that time families will be asked to provide the School with relevant information about their child's academic, learning, medical, physical, social and emotional needs, and/or any matter which may affect the School's ability to meet their child's educational needs.

For all other year levels of entry an invitation to interview will occur up to eighteen months prior to commencement.

Overseas students will be allocated available places by date of application, subject to interview and sufficient English language skills to succeed in course offerings.

An offer of enrolment may be made at the discretion of the Principal, in accordance with the School's enrolment policy, and will be conditional on the Principal being satisfied as to the suitability of the applicant and the ability of the School to meet the applicant's educational needs.

Confirmation of Enrolment (Local Students)

An application for admission must be completed and submitted to the Registrar, together with a \$200 non-refundable application fee. An application for admission does not guarantee an offer of enrolment at the School.

If an offer of enrolment is received, the parents/guardians confirm their acceptance of the offer and these Conditions of Enrolment (as varied from time to time) by:

- » **Acceptance and signatures** signing and returning 'Enrolment Acceptance' form (all year levels) *having read and acknowledged codes of conduct for students, parents and guardians, responsibility for fees, understanding of educational services provided and the grounds on which the agreement may be terminated*
- » **Confirmation Payment Early Learning Centre** paying an Enrolment Fee of \$1,000 Non Refundable (where a 4 year old ELC student progresses to Prep, a \$1000 discount on the Prep Fee will apply where the student completes a full year of Prep).
- » **Confirmation Payment All other Year levels** paying an Enrolment Fee of \$2,000 Non Refundable (of which a \$1000 credit (holding deposit) will be applied to the first year of chargeable tuition fees upon student commencement, provided a full year of schooling is completed). Where a student withdraws before completing a full year of studies, the holding deposit is forfeited and retained by the School as an additional fee for cancellation.

If a student with a Confirmed place does not commence at the School, the Holding Deposit is surrendered or can be held over to another year of entry.

Confirmation of Enrolment (Overseas Students)

An application for admission must be completed and submitted to the Registrar, together with a \$200 non-refundable application fee. An application for admission does not guarantee an offer of enrolment at the School.

If an offer of enrolment is received after interview, the parents/guardians confirm their acceptance of the offer and these Conditions of Enrolment (as varied from time to time) by:

- » **Acceptance and signatures** signing and returning 'Overseas Student Enrolment Agreement' form (Years 7-11) *having read and acknowledged codes of conduct for overseas students, parents and guardians, responsibility for fees, understanding of educational services provided and the grounds on which the agreement may be terminated*
- » **Confirmation Payment** A semester's fees is required before we are able to provide a Confirmation of Enrolment (COE), as a requirement for Visa application.

Fees

The Applicant(s) agree to pay tuition fees and other charges in relation to the enrolment of their child.

Tuition fees and other charges are set by the School Board and may be changed from time to time at its discretion. Applicants will be issued with a Schedule of Fees and Payments each year and will be bound by its terms.

The Schedule of Fees and Payments is available at <https://www.strathcona.vic.edu.au/enrol/fees/>

The Applicant(s), if more than one, are jointly and severally liable for the payment of all fees and charges invoiced by the School in relation to a student's enrolment. This joint and several liability continues regardless of any changes to the relationship between the Applicants, any court order as between the Applicants, or any child support or other arrangement between the Applicants regarding payment of fees.

A 10% sibling fee concession applies to the second member of a family attending Strathcona and a 15% fee concession to subsequent members of the one family who are attending the School at the same time. The concessions do not apply to the first member of the family or to students in receipt of any other concession or scholarship.

At the discretion of the Principal, non-payment of tuition fees and charges may result in the student's tuition being suspended, being restricted from entering a new school year and/or being restricted from certain activities, until full payment is made, or a payment arrangement has been agreed to by the Principal and Business Manager and confirmed by the School in writing. Any delay by the School to strictly enforce its terms of payment is not a waiver of the School's rights.

No refund of fees or 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.

If the student is withdrawn at the insistence of the School, the Applicant remains liable for all fees and charges to the date of notification of the student's enrolment at the School being terminated.

Continued Enrolment

Subject to these Conditions of Enrolment, once enrolled, a student remains enrolled at the School from year to year until the completion of Year 12.

During the course of their student's enrolment, Applicant(s) are required to inform the School of any change to their contact details, and any relevant information concerning their child, such as:

- » reports or assessments pertaining to the student's learning, medical, physical, social and psychological needs
- » any change in family circumstances which may affect the student's life at school
- » any Court Orders that may impact on the student and of which the School should be made aware

Applicant(s) are responsible for ensuring the ongoing accuracy and currency of student and family information provided to the School in writing, or via My Strathcona portal/parents details & payments portal/My Details.

Educational Program

The School offers an extensive range of academic, co-curricular and pastoral programs.

Students are expected to fully participate in all aspects of school life, including compulsory sport, excursions and camps, unless otherwise agreed by the Head.

The School has a Baptist foundation celebrating our values and welcomes students of all faiths. Students are expected to participate in the religious life of the School.

The School reserves the right to vary its curricular, co-curricular and pastoral programs and teaching methods as it considers necessary and/or appropriate.

School Policies

Parent/guardians agree to abide by the School's rules, regulations and policies as introduced or varied from time to time, including the Parent Code of Conduct (available on the website).

Student Discipline

Enrolment at the School is conditional upon the Applicant and the student complying with the School's policies and rules, including but not limited to the Enrolment Policy, Codes of Conduct and Behaviour Management Policy. Students are required to uphold the School's values and Applicant(s) agree to support their child in meeting these expectations.

Disciplinary action may be taken against a student who fails to meet the School's expectations, including for out of hours behaviour that may affect other students or staff or unduly damage the reputation or property of the School. Disciplinary action, such action potentially including the detention, suspension or expulsion of a student, may be taken if, in the opinion of the Principal, the student is found to have breached the School's policies and rules or is found to have engaged in behaviour that is detrimental or harmful to the School, its staff or students. Disciplinary action may be taken by the School against the student, where the Applicant(s) is found in breach of the Parent Code of Conduct.

If a student is suspended or expelled from the School, the student shall not enter upon any of the School's grounds for any purpose during the period of suspension or after being expelled, unless expressly permitted to do so by the School Principal. While suspended or expelled from the School any further attendance on the School grounds during the term of such suspension or expulsion, whether or not authorised by the School, shall be the sole responsibility of the Applicant.

Attendance

The student must attend the School on the dates and between the hours advised by the School. The student must attend and participate in all scheduled classes, co-curricular activities and any activity expected of a student at the School, including where these fall outside of school hours.

The student will not be able to attend the School for any period of time during which the student is suffering from a disease or condition which is contagious through normal social contact or a medical practitioner has recommended the student not attend.

Students are only permitted on the School grounds during hours of operation as determined by the School and as notified to parents. Outside of the formal school hours, students will be required to be in a designated supervision area. Students on the grounds outside these hours for an event must follow the directions of supervising School staff.

Uniform

The Applicant agrees to support the School's Uniform Policy and accepts that the student will wear the correct uniform, unless there is a medical or religious reason requiring some alteration to the uniform, and at all times when wearing the School uniform, act in a way that reflects well on the School.

Leave of Absence

All requests for an extended leave of absence must be submitted to the Head for approval at least one Term in advance. Apart from leave for medical reasons, requests for leave of absence are discouraged. Approval is not automatically granted.

Where a student's leave of absence is approved, a holding fee may be charged during the period of absence. The holding fee will be one Term's full tuition fees for a full year's absence, or a pro-rata amount for absences of less than one year.

Withdrawal of a Student

Parents/guardians who wish to withdraw their child from the School must provide the Principal with one full Term's notice in writing.

If the required notice is not given, a fee of a Term's tuition fees will be payable in lieu. For example, parents who wish to withdraw their child at the end of the academic year must give notice by the first day of Term 4, otherwise they will be liable to pay the Term 1 fees for the following year.

Cancellation of Enrolment

At the discretion of the Principal, and in addition to any other right of cancellation in these Terms and Conditions of Enrolment, the enrolment of a student may be cancelled where:

- » the student's application or attitude to her studies is unsatisfactory
- » the student or the Applicant(s) fails to adhere to the School's rules, regulations or policies (including the Student Code of Conduct and Parent Code of Conduct) or engages in conduct which is prejudicial to the School, its students or staff
- » tuition fees are not paid in full by the due date, or within such time as agreed by the School in writing
- » the Principal considers that the relationship of trust and co-operation between the Applicant(s) and the School, or its staff, has broken down irretrievably
- » the student or the Applicant(s) fails to meet visa requirements

Unless otherwise agreed by the Principal, there will be no refund of tuition or other fees where a student's enrolment is cancelled.

Medical

The Applicant(s) must notify the School if there are changes to the physical and/or mental health of the student at any time and provide any relevant information or reports, as requested by the School, in a timely manner. The School reserves the right to assess and determine its ability to provide ongoing education to a student.

If a student sustains an injury or illness while attending School or taking part in School activities and the Applicant(s) cannot be contacted, the School is authorised to:

- » administer such first aid as it considers reasonably necessary; and/or
- » consent to the student being transported by ambulance, and receiving any medical, dental, or surgical treatment deemed necessary by a medical practitioner

This authority exists in addition to any other medical consent provided by the Applicant(s) to the School.

The Applicant(s) will be responsible for any expenses arising from the ambulance transport, or medical, dental, surgical or hospital treatment of the student.

The Applicant(s) will ensure that the student is appropriately immunised in accordance with the applicable laws. The School reserves its right to exclude a student in certain circumstances if the student is not appropriately immunised and this will be strictly enforced in line with the School's legislative obligations.

Academic Reports

Academic reports are provided to parents/guardians each Semester.

Where parents are separated or divorced, reports will be sent to both parents unless a Court Order dictates otherwise.

Variations to Conditions of Enrolment

The School reserves the right to vary these Terms and Conditions of Enrolment from time to time. Applicant(s) will be notified of material changes in writing.

The enrolment, or continued enrolment, of a student will signify acceptance by the Applicant(s) of any variation(s) to the Terms and Conditions of Enrolment.

Privacy

The School collects personal information about students and the Applicant(s) both prior to, and during the course of, a student's enrolment at the School.

The School's Privacy Policy (please refer to School website) sets out the manner in which the School collects, uses, protects, discloses and provides access to personal information. The policy, which also sets out the process for managing complaints about privacy, can be viewed on the website.

Strathcona would like to keep in touch with you, to update you on relevant news or insights into girls' education. As part of continually improving the Strathcona experience we may also contact you to gain your feedback on your contact with us. If you would not like this to be the case, please email registrar@strathcona.vic.edu.au with a written explanation.

Student Property

Students are responsible for any personal belongings brought to school, including, but not limited to, musical instruments, sporting equipment, electronic devices and clothing. The School will not be liable for any loss or theft of, or damage to, such belongings, regardless of where the possessions are kept.

Consents

This section applies to all programs and activities run by the School, both curricular and co-curricular, and any activities within the scope of activities expected of a student of the School. This includes before and after school care and any travel undertaken in the course of, to or from School activities.

The Applicant(s) agrees and consents to the following:

- » the student may access the services of School specialists such as the Nurse and Student Wellbeing Coordinators. The Applicant(s) consents to those services being provided to the student and for confidentiality between student and specialist to be maintained without reference to the Applicant(s) where deemed appropriate;
- » the School may arrange first aid and medical treatment in the event of an emergency and agrees to be responsible for all cost of any such treatment, e.g. ambulance expenses;
- » to cover all costs relating to loss or damage to School property arising from the use or possession of such property by the student and/or Applicant(s).

The School may include photographs and/or audio/visual material of the student in print and online for distribution within the School community or outside the School. The Applicant(s) consents to such use and disclosure of the student's photographs and/or audio/visual material unless such consent is expressly withdrawn via written notification to the School prior to the use of such material.

In signing the Enrolment Acceptance, the Applicant(s) consent to the School using both the Applicant's and the student's personal information for the purposes of receiving School marketing communication such as our School magazine or invitations to Open Morning, by mail or email.

Disclosure of Information

The Applicant(s) acknowledges that the information provided to the School is true and correct, and that full disclosure has been made. The School reserves the right to obtain further information regarding the student, for example by conducting reference checks with the student's school.

Where information is not disclosed, or is inadequately or incorrectly disclosed, the School may decline to enrol the student or terminate the enrolment.

Governing Law

The laws of the State of Victoria apply and all parties submit to the exclusive jurisdiction of the courts of Victoria.

Definitions

Applicant means the person/s set out in the Enrolment Acceptance, being the parent(s) and/or legal guardian(s) of the student listed in the Enrolment Acceptance and if more than one, each of them jointly and severally.

School means Strathcona Baptist Girls Grammar, ABN 75 073 413 626, CRICOS 00577C.

School Policies and Rules means School policies, rules and guidelines as detailed on our Website or MyStrathcona, or provided to you by other means, as amended from time to time.

Terms and Conditions of Enrolment means these Terms and Conditions of Enrolment, including any subsequent amendments made by the School.

Enrolment Acceptance means the agreement forming part of these Terms and Conditions of Enrolment by which the Applicant agrees to be bound.

Fees means tuition and additional charges set out by the School and outlined in the annual Fee Schedule, available on our website and on MyStrathcona.

Local Student means

- » an Australian citizen;
- » a New Zealand citizen (or dual citizenship holders of either Australia or New Zealand);
- » an Australian permanent resident;
- » an Australian humanitarian visa holder.

Overseas Student means a student who is not a local student and who is a temporary resident on student Visa status (500).

Principal means the Principal of the School, or the Principal's authorised delegate.

Student means the student set out in the Enrolment Acceptance.

Website means www.strathcona.vic.edu.au