



## Conditions of Enrolment

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These Conditions are to be agreed to by parents or guardians when they register their child at the College.

### Interpretation

"Parents" includes guardians or any other person who has applied to have a child entered on the waiting list or enrolled at the College and, where the child has only one parent, means that parent.

### Fees

**1.** We agree to pay to the College all fees for tuition, boarding, extra subjects, excursions, camps and the supply of goods and services to the student as determined by the College Council and as published in the Fee Schedule or notified to us from time to time.

**2.** All fees are payable in advance and are due as specified on the invoice. If we fail to pay an invoice for fees and/or charges by its due date, we agree to pay an administration fee. The administration fee is determined by the College from time to time. It reflects the administrative costs to the College in collecting outstanding fees. The administration fee represents a genuine pre-estimate by the College of the loss it would suffer if fees were not paid by the due date.

**3.** If an invoice for fees and/or charges is not paid in full within 80 days of the date of the invoice, the student's enrolment may be suspended and the College may subsequently without further notice refuse entry to the student or terminate his enrolment.

**4.** A full term's notice must be given in writing to the Head of Campus before any student is withdrawn or before his status is changed from boarder to day student. The notice must be given before the first day of the student's last full term. If this notice is not given, we agree to pay a term's fees plus GST and, if the student is a boarder, a quarter year's boarding fee. This amount is a genuine pre-estimate by the College of the loss that it would suffer if we do not provide the required notice.

**5.** We understand that no remission of fees, either in whole or in part, will be made if the student is absent due to illness, leave or suspension unless agreed by the Headmaster.

**6.** We authorise the College to incur expenditure on our behalf such as purchases of books, stationery and equipment, and to advance such fares from time to time as the College considers necessary.

**7.** We agree to pay all medical and ambulance expenses incurred on behalf of the student.

**8.** We agree to pay for damage to the College or the property of the College caused by any failure of the student to observe the rules of the College. If the damage is covered by insurance, we agree to pay the excess.

### Expectations and Behaviour

**9.** We understand that our acceptance of the College's offer of a place for the student implies that he will complete his schooling at the College (and, where he is enrolled as a boarder, as a boarder) unless unforeseen circumstances arise. Where the student is a boarder, we acknowledge that any request for a change to day student status must be in writing and that approval is at the Headmaster's discretion.

**10.** We agree that all communication between students, parents, visitors and staff members should be conducted in a courteous and respectful manner. We agree to avoid confrontation and criticism in public and accept that there is no place in the College community for sarcasm, derogatory remarks, inappropriate familiarity or offensive comments.

**11.** We agree to support the values and to abide by the rules of the College as set out in the appropriate publications such as the Pastoral Care Policy as published from time to time at the Headmaster's discretion. We note that the student must do the same and we agree to encourage him in this. We have noted the College's requirements in relation to discipline, home study, uniform, attendance and leave.

**12.** Boarders are to abide by those rules governing the boarding houses, including leave provisions, as set out in the Boarding Guidelines and Policies as published by the College.

**13.** We accept that the College may determine which particular courses and activities are offered and/or provided at any time and which of these courses and activities are compulsory. All students must participate in and/or attend the following activities, as determined by the Headmaster:

- (a) the College sports program;
- (b) co-curricular activities;
- (c) Chapel services and Assemblies;
- (d) various camps and excursions that occur from time to time as an integral part of the College curriculum.
- (e) Annual Prize Giving, Head of the River, Back to Newington Day, AAGPS Swimming and Athletics Carnivals and other important events as required by the Headmaster, from time to time;

**14.** Requests for leave from College activities, including academic and co-curricular programs, and for early departure at the end of a day or term and/or late return from breaks are considered only in the most extreme cases and must be applied for in writing to the Head of Campus.





## Expectations and Behaviour (continued)

**15.** We accept the College's discipline policy contained in the Behavioural Guidelines in the Pastoral Care Policy. We agree to support the administration of the College's discipline policy. In particular, we accept that the Headmaster may in his absolute discretion, but subject to affording the student procedural fairness, suspend or dismiss the student for breaches of procedural or discipline or where we have failed to comply with these conditions of enrolment. We also accept that the Headmaster may in his absolute discretion (again subject to affording the student procedural fairness) terminate the student's enrolment if the student engages in conduct before he commences at the College where such conduct would warrant suspension or dismissal had he already commenced.

**16.** We understand the College requires parents to be actively involved in the College through attendance at parent-teacher interviews and forums, participation in courses offered by the College relevant to the student's education and assistance to the College in a voluntary capacity from time to time.

**17.** We agree that the Headmaster may, by giving us one term's written notice, exclude a student if the Headmaster considers that a mutually beneficial relationship of trust and cooperation between us and the College has broken down to the extent that it adversely impacts on that relationship.

**18.** We acknowledge that the Headmaster may, by giving us reasonable notice, ask us to remove the student from the College at the end of a school year where the student has, in the Headmaster's opinion, failed to meet the requirements of the New South Wales Board of Studies or has otherwise failed to make satisfactory progress in his academic work.

## Health and Safety

**19.** We acknowledge that we have fully disclosed any special needs (including but not limited to any medical, physical, learning or psychological needs) which the student has. Where any disclosed special needs change or where any special needs arise, we agree to notify the College immediately. We also agree to complete the student's medical form accurately and provide annual updates for the College Clinic.

**20.** We acknowledge that the College seeks to maintain an environment that is safe for all students and in which learning can take place. We also acknowledge that to this end the Headmaster or his nominee may search the student's bag, locker or other possessions where there are reasonable grounds to do so.

**21.** If the student is ill or injured, necessitating urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and if we are not readily available to authorise such treatment, we authorise the Headmaster or, in his absence, a responsible member of the College staff, to give the necessary authority for such treatment.

**22.** We understand that the College requires parents to observe School security procedures for the protection of students from direct contact with those outside the College during school hours and that we are only to make contact through the College office.

**23.** We acknowledge that the student's personal property is not insured by the College which does not accept any responsibility for loss.

**24.** The College expects the student to reside with at least one of us and we agree to give the College notice if this is not the case or ceases to be the case. If the student does not reside with us for any reason, we agree to notify the College of the student's living arrangements or any change in his living arrangements and, if requested by the College, to nominate a suitable guardian to act as the guardian for the student. As suitable adults appointed to act as a guardian for the student, he or she must comply with Condition 32, criteria(a) -(b) inclusive.

## Privacy

**24.** We acknowledge that the College may from time to time collect personal information about parents and students which may be necessary for the College's function or activities. We authorise the College to use and disclose information in such a manner as the Headmaster may deem appropriate for the purposes of the student's education, health, care, welfare or development. We acknowledge having read the College's Privacy Policy and Information Collection Notice.

**25.** We give permission for photographs and videos of the student to be placed in the College's records, displayed from time to time around the College, and published in School publications, on its website and in other marketing and promotional material.

**26.** Where relevant, we agree to provide to the College all current Family Court or other court orders relating to us and the student. We note that the College's Privacy Policy deals with the confidentiality of such information.

## General

**27.** We agree that the College may change these Conditions provided it gives us at least two terms' notice and that the new Conditions take effect from the beginning of a calendar year.

**28.** We agree to give the College notice of any change in our contact details. (Where more than one person is signing this form) Each of us agrees that our obligations to the College, as set out above, are joint and several and may only be terminated at the end of three months after we give notice, in writing, to the Headmaster, of our desire to be released from such obligations.

## Overseas Students

**29.** We acknowledge having read the College's Overseas Student Policy and Entry Guidelines.

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## Overseas Students (continued)

**30.** Where the student is a Full Fee Paying Overseas Student, we agree to pay:

- (a) a Bond equivalent to two terms' tuition and two terms' boarding fees before the start of each year;
- (b) a government surcharge which applies to all overseas students each term;
- (c) the cost of private health cover for up to four years in advance in compliance with government Visa requirements.

**31.** We understand that this agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

**32.** Where we do not reside in Australia, we agree to appoint a suitable adult resident in Sydney to act as a guardian for the student.

The guardians must:

- (a) be approved by the Headmaster
- (b) be at least 25 years old;
- (c) speak English;
- (d) be contactable by the College;
- (e) be able to give support to the College in meeting the needs of the student;
- (f) attend enrolment interviews, parent-teacher interviews and other contacts at the College's request;
- (g) exercise a duty of care to the student when he is on leave with them;
- (h) liaise with both parents and the Boarding Co-ordinator to ensure the student's welfare; and
- (i) sign the Expectations of a Guardian form before the student enters the College.

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