



## Conditions of Enrolment

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WE ACCEPT THE PLACE ON THE FOLLOWING CONDITIONS:

### 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 the ELC including fees for excursions and the supply of goods and services to the student as determined by the College Council and as 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 that 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 their enrolment.
4. A full term's notice in writing must be given to the Head of Campus before any student is removed. 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. 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, evacuations 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 is for a place in the ELC only and does not guarantee a place in another year at the College.
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 agree to encourage the student to also abide by the rules and respect the values of the College. We have noted the College's requirements in relation to discipline, uniform, attendance and leave.

### Expectations and Behaviour (continued)

12. We authorise the ELC staff to take the student on regular routine excursions to the Wyvern House Preparatory School for the purpose of experiences such as:
  - (a) Library visits;
  - (b) Physical movement experiences; and
  - (c) Special school events e.g. education week and transition programs.
13. We accept the ELC's Interactions with Children policy and Positive Behaviour procedure and accept the guidance approach of the ELC to implement strategies that support children to understand the natural consequences of their behaviour and how to effectively resolve conflicts and restore relationships. 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 if the Headmaster deems the ELC an inappropriate learning environment for the student as a result of their behaviour.
14. We understand that the College requires parents to be actively involved in the College through attendance at parent-teacher interviews and parent 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.



15. 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.

## Health and Safety

16. 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.
17. We also agree to complete the student's medical form accurately and provide annual updates for the College Clinic.
18. If the student is ill or injured, necessitating urgent hospital and/or medical treatment, we authorise the Nominated Supervisor or, in their absence, a responsible member of the College staff, to give the necessary authority for such treatment and to authorise the student to be transported by ambulance.
19. 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.
20. We acknowledge that the student's personal property is not insured by the College which does not accept any responsibility for loss.

**21. We accept that children will be taken off the ELC premises for the purpose of emergency evacuations and emergency drills. The evacuation diagram is displayed on exits.**

## Privacy

22. 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.

## Privacy (continued)

23. 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.
24. 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

25. 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.
26. We agree to give the College notice of any change in our contact details.

## Overseas Students

27. We acknowledge having read the College's Overseas Student Policy and Entry Guidelines.
28. 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 4 years in advance in compliance with government Visa requirements.
29. 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.
30. 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 nights and other contacts at the College's request;
  - (g) exercise a duty of care when they are 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.