

TERMS AND CONDITIONS OF ENROLMENT

By signing this Enrolment Form, for the enrolment of the Student, You agree to comply with the following Terms and Conditions of Enrolment:

1. To pay all tuition Fees and other Fees invoices issued by St Michael's Collegiate School (School) by the due date. Tax invoices for Fees are issued in advance and are due and payable by the due date shown on the invoice unless other arrangements have been made (for example monthly direct debit). Payments made by credit card may incur a surcharge although the current rate is nil. The surcharge is not applicable to direct debits. The School may review and increase Fees annually at its discretion.
2. Interest will be paid on any overdue amounts owing to the School (including Fees, charges and interest) calculated at the ANZ Indicator Lending Rate or equivalent, as varied, from the due date until the date of payment in full of those overdue amounts.
3. Any outstanding monies payable on termination of enrolment or overdue amounts may be referred for formal collection action with costs associated with that collection, as well as interest, being your responsibility.
4. Discounted Enrolment Fees may be offered to second and subsequent children and to children of Collegiate Old Girls.
5. The Enrolment Fee will not be refunded in any circumstances, even if the place is not taken up.
6. To give at least one term's written notice of withdrawal of the Student from the School. If this period of notice is not given to the Principal, You agree to pay to the School one term's tuition fees, in lieu of notice.
7. To immediately notify the School in writing of any serious illness or disability suffered or developed by the Student.
8. To comply with the rules set out above under the heading 'Infectious Diseases'.
9. To comply with and take responsible steps to ensure that the Student complies with the School's policies and procedures set out in the Parent Handbook including but not limited to the School Code of Conduct, Relationship Policy, Cyber Safety Policy Agreement and School Expectations as amended and communicated from time to time (Policies and Procedures). By signing this Enrolment Form, You agree to abide by the Positive Community Relationships - Parents' Code. This document is available under policies on the School website.
10. To pay all Fees during any period of suspension.
11. To pay all Fees applicable in the event of expulsion up to the end of the term in which the Student is expelled.
12. The Student's attendance at school may be suspended where the Principal has:
 - (a) formed a reasonable view that they have engaged in behaviour which amounts to a serious breach of the School's Policies and Procedures while this is investigated; or
 - (b) determined that their behaviour amounts to a serious breach of the School's Policies and Procedures but in her discretion has decided not to expel.
13. Any suspension will be for a period of time at the Principal's discretion taking into account the safety of the Student and other children at the School.
14. To accept responsibility for all breakages and damage to school property and/or to the person or property of another caused by the Student.
15. The School will not be responsible for the loss or damage to any personal property of the Student (including but not limited to computers) no matter how or by whom caused. (You must ensure that Your own insurance policy provides adequate cover).
16. That You authorise staff to arrange medical, surgical or hospital treatment for the Student in the event of an emergency and that You will be responsible for any expenses incurred in relation to that treatment.

ABSENCE DURING TERM

17. Parents are asked not to take the Student out of school during term. It is not ideal as the Student may well miss important educational experiences.
18. Where it is unavoidable, written requests should be made to the Principal. Where the Principal has approved the Student being absent from School, fees will be charged as follows:
 - (a) If less than one term, the normal tuition fee will be charged; or
 - (b) If more than one term, a reduced tuition fee of \$500 per term.Regular or ongoing absences must be approved by the Principal and may incur an additional fee.
19. In the case of long term illness, please provide a medical certificate covering the period of leave for the Principal to consider a pro rata waiver of Fees. These rules do not apply where the Student has not been immunised and is excluded from School during an outbreak of an infectious disease.

TERMINATION OF ENROLMENT

20. Enrolment may be terminated where:
 - (a) You fail to comply with the Terms and Conditions of Enrolment; or
 - (b) the Principal determines that the Student's behaviour amounts to a serious breach of the School's Policies and Procedures.

JOINT AND SEVERAL LIABILITY

21. You are jointly and severally liable for the obligations listed in these Terms and Conditions of Enrolment, including but not limited to payment of Fees as and when they fall due.

ALTERATION

22. These Terms and Conditions are subject to alteration from time to time by the School. Any such alteration shall be notified in writing to You. Continuing enrolment of the Student at the School following receipt of such notice shall be deemed to constitute acceptance of the revised Terms and Conditions of Enrolment.

COURT ORDERS

23. Are there any Court Orders pertaining to the Student? Yes (if yes please attach) No