

TERMS OF ENROLMENT

PRE-ENROLMENT

1.1 Each applicant's name will be placed on the College's waiting list on payment of the Application for Enrolment fee of \$100.00 (GST incl) per student. Such placement of name does not constitute enrolment and this fee is non-refundable.

1.2 The Principal shall determine the number of places to be available at any level for any year.

1.3 The offer of enrolment is at the discretion of the Principal who will consider each case on its merits in light of enrolment priorities and the availability of places.

1.4 All applicants will be required to attend an enrolment interview and/or undertake assessments, This is to ensure that, as far as possible, those who are accepted are likely to benefit from the courses provided.

1.5 In the event of the number of applications exceeds the number of places available for a particular year level a number of criteria will be considered including the child's capacity to benefit from the education the College offers, a family's commitment to College expectations and the Christian ethos, current or previous association with the College, the date an application is received and any special circumstances.

1.6 The College Principal reserves the right to decline the enrolment of any prospective student without disclosing any reason for doing so.

1.7 Permission is given to Aitken College to contact any of the following people in order to establish their child's readiness for school: kindergarten/preschool director, childcare facilitator or previous school.

POST-ENROLMENT

Responsibilities of the College

2.1 The College will provide education for the Student during the period of enrolment, in accordance with the curriculum framework approved by the Victorian Registration & Qualifications Authority.

Parent/Guardian Responsibilities

3.1 An Establishment Fee of \$2,000.00 is payable upon acceptance of enrolment and is payable within 14 days of an offer being made. \$1,000 of this Establishment Fee will be held as a refundable deposit, the balance of this Establishment Fee is non-refundable and will go towards College operational costs, resources and projects. In the event an enrolment is withdrawn prior to commencement at the College, the full amount of \$2,000.00 remains non-refundable.

Once an enrolment commences, the refundable portion of the Establishment Fee will be refunded either on completion of Year 12 or after one full term's notice of withdrawal has been provided to the College in writing.

3.2 All tuition fees and other charges levied by the College (collectively, **College Fees**) must be paid by the due dates, and in accordance with the payment terms, set out in the Fee Schedule document published by the College. The Fee Schedule document is reviewed by the College annually, and subject to change from time to time. Any amendments to the Fee Schedule document are at the College's absolute discretion, but any changes to College Fees will not be retrospective. The fee Schedule is not an exhaustive list of fees, charges and levies that apply during the child's enrolment. Additional fees, charges and levies may

apply from time to time for certain activities and events in which a student participates (e.g. co-curricular activities such as music tuition), or for goods purchased from or via the College (e.g. textbooks and resources). Each Parent/Guardian agrees to jointly and severally liable for the payment of any such fees, charges or levies as and when they fall due for payment.

3.3 Parents/Guardians are jointly and severally liable for the payment of all College Fees unless the College advises otherwise in writing.

3.4 College Fees are payable during any period in which the Student is enrolled and absent from the College.

3.5 The College operates on a not-for-profit basis, and is reliant on families meeting their financial commitments if it is to deliver a quality education for its students. Should any College Fees not be paid by the due date then:

3.5.1 the College may suspend and/or terminate the Student's enrolment, and/or commence debt recovery action, at the College's absolute discretion; and

3.5.2 parents/guardians indemnify the College for all reasonable costs and disbursements (including debt recovery and legal professional costs on an indemnity basis) incurred in recovering outstanding College fees.

Support for the College

4.1 A condition of entry to the College is that parents or guardians agree to abide by the Terms of Enrolment. The Principal has the right to dismiss, or to suspend, any student from the College on the grounds of willful misconduct or unacceptable behavior, or failure to obey the rules of the College as outlined in the Student Code of Conduct, College Handbook or any reasonable instruction by a member of staff. These may be amended from time to time at the College's absolute discretion and parents/guardians and the student will need to remain abreast of any such amendments.

4.2 Participation in the Religion and Values Education program is compulsory, as is attendance at weekly Chapel services and other celebrations such as the Easter and Carol Services and Presentation Night.

4.3 Students are required to arrive at school on time, attend all classes (except for where they have a reasonable excuse), are prepared for study (including by having any requisite textbooks and resources specified by the College), and complete assigned homework. Requisite textbooks and resources are detailed in the College's annual booklist.

4.4 Camps and excursions are an integral part of the College curriculum and attendance is compulsory.

4.5 Wearing of the College uniform correctly is compulsory and parents/guardians must agree to support rules in the matter of jewellery and hair.

4.6 Parents/Guardians are required to cooperate fully with the College to promote the Student's education, including by involving themselves in the life of the College and being responsive to the College's management, discipline and concerns. This is important for the well-being and progress of the Student.

4.7 Parents/Guardians are required to understand, remain abreast of and cooperate with the College's Parent Code of Conduct which is available on the College website.

TERMINATION OF ENROLMENT

Notice of Withdrawal

5.1 One full term's notice is required in writing as notice of withdrawal of current enrolment. A full term's fees will be charged if one term's notice is not given.

5.2 If a student leaves during a term, no refund will be made for the remaining portion of the term.

5.3 The College may terminate the Student's enrolment, by giving written notice, where the parent/guardian or the student breaches the College's Enrolment Agreement (including by breaching a code of conduct, rule, regulation policy or procedure of the College), or where the College is not satisfied it can meet the needs of the Student or the expectations.

CHANGE OF DETAILS

6.1 Parents should note that it is their responsibility to notify the College in writing if there are any changes to the information given on the Application for Enrolment form (e.g. address, phone number). Failure to do so may result in the application losing its place of priority.

INSTRUCTIONS AND EMERGENCIES

7.1 Should the College require instruction, authority or direction from parent/guardian on any issue concerning the Student then the College may act upon the instruction, authority or direction provided in accordance with what the College determines in its absolute discretion to be the best interests of the Student.

7.2 In the event of any medical or other emergency arising in respect of the Student then, should the College consider it impracticable to communicate with the parent/guardian, authorisation is provided to the College to act as it considers, in its absolute discretion, to be in the best interests of the Student. The parent/guardian will agree to indemnify the College in respect of any costs or expenses which the College incurs as a result of the College taking action pursuant to this clause.

STUDENT INFORMATION/SPECIAL NEEDS

8.1 The College is an inclusive school, but may have limited resources to provide for special needs of students. Special needs include physical or intellectual disabilities, behavioral or learning difficulties, learning support requirements and needs of a medical, psychological, health or dietary nature. The College will comply with its statutory obligations, but does not warrant that it is able to provide for special needs.

8.2 Parents/Guardians must inform the College of all special needs of the Student which may be relevant to the education or welfare of the Student (or which may impact upon the education or welfare or others). Failure to inform the College of any special needs in relation to the Student then the College, in its absolute discretion, may refuse to proceed with enrolment of the Student (or, if the enrolment has already commenced), terminate the enrolment of the Student.

8.3 Parent/s Guardians must immediately inform the College should a Student develop special needs after the date of an enrolment, or should the special needs of the Student change in any way from the date of signing an Enrolment Agreement until termination of the Student's enrolment at the College.

8.4 Where a student's special needs develop or change, the College will discuss those special needs with the parents/guardians and decide on the best strategy for the student moving forward.

8.5 If the College agrees to accept a student for enrolment or to continue with the enrolment of a student after being informed of special needs then that should not be taken to mean the College is agreeing to (or can) provide for those special needs.

DISCIPLINE

9.1 The College's codes of conduct, rules, regulations, policies and procedures may apply to conduct of the student both inside and outside the College, and whether or not the conduct is connected to College activities.

9.2 The College may, in its absolute discretion, determine when conduct of the Student warrants discipline and may apply such discipline as the College, in its absolute discretion, considers appropriate having regard to the students' inappropriate conduct. In the event of suspension or termination of enrolment, no refund of any College fees previously made will be refundable.

LOSS OF PROPERTY AND INSURANCE

10.1 The College does not insure the personal property of students or parents which is brought to the College or to College activities. It is the responsibility of the parent/guardian to arrange such insurance as is considered appropriate. The College accepts no liability for loss or damage to personal property of the student and the College has no responsibility to implement and administer systems or processes which may minimise or avoid such loss or damage.

10.2 Although the College has limited personal accident insurance in respect of its students, the parents should arrange such personal accident insurance in respect of the student as they consider appropriate.

10.3 The College may provide bag areas, lockers and work areas for the students use. These areas remain the properties of the College and are provided with the understanding the College has the right to access them at any time it deems necessary.

10.4 Students are to care for the property of others including the College's buildings, furniture and equipment. Parents/Guardians are financially responsible for any property damage caused by the student (either at College or while taking part in College activities).

PERSONAL INFORMATION

11.1 The College handles personal information in accordance with its privacy policy, as amended from time to time and available on the College website.

11.2 In circumstances of separated parents, the College requires copies of Court Orders if applicable and parents are expected to abide by the guidelines as set out in the Aitken College Communication with Separated Parents policy statement.

11.3 The College has a Student Information Collection Notice which parents/guardians will need to read, understand and acknowledge.

11.4 Students may be photographed or video recorded at College or while taking part in College activities such as the College Presentation Night. Parents/Guardians will need to indicate upon enrolment whether they authorise for the College to publish any such photographs or livestream or record and broadcast any such video recordings of the student in any publication or platform authorised by the College.

11.5 Aitken College acknowledges that students will retain all copyright in works that they produce. The College agrees to respect the students' moral rights in all works that they produce. Where the College seeks to specifically use, reproduce, publish, record or live stream a student's work, the College will seek specific consent from the student, or the parent where necessary or appropriate.

Aitken College is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act. The school has a Privacy Policy in conformity with the legislation and a copy is available from our website: www.aitkencollege.edu.au