

ENROLMENT TERMS AND CONDITIONS

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. To immediately notify the School if your personal circumstances change which may materially affect this application or future / current enrolment and comply with any reasonable requirement by the School arising out of the notification including any changes to your care, custody or support of the child or any care, custody or support of the child provided by others.
3. Interest will be paid on any overdue amounts owing to the School (including Fees, charges and interest) calculated at 4% per annum from the due date until the date of payment in full of those overdue amounts.
4. 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.
5. Discounted Enrolment Fees may be offered to second and subsequent children and to children of Collegiate Alumni.
6. The Enrolment Fee is non-refundable in all circumstances, with the exception of termination of enrolment by the School detailed in Clause 25 of these Terms and Conditions.
7. To give at least one term's written notice of withdrawal of the student from the School. Notice must be given by the first day of term for withdrawal at the end of that term. If this period of notice is not given, the remaining balance of the current term is due, as well as half of the term tuition fees for the following term, calculated at the level at which the student is currently enrolled.
8. To immediately notify the School in writing of any serious illness or disability suffered or developed by the child.
9. To provide the School with all relevant information relating to the child's Educational Support prior to enrolment, if any.
10. To, at all times, keep the School fully informed of any changes to the child's Educational Support as defined in this Enrolment Application Form and comply with any reasonable requirement by the School arising out of the information provided.
11. To comply with the rules set out within the 'Infectious Diseases' section of the Enrolment Application Form.
12. To comply with and take responsible steps to ensure that the child complies with the School's policies and procedures including but not limited to the Student Code of Conduct, Anti-Bullying Policy, Cyber Safety Policy Agreement and School Expectations as amended and communicated from time to time (Policies and Procedures). By signing this Enrolment Application Form, you agree to abide by the Positive Community Relationships - Parents' Code which is available on the School website.
13. You acknowledge that the School will follow the Student Code of Conduct Non-Compliance Procedure, where applicable, which is on our School website.
14. To pay all Fees during any period of suspension.
15. To pay all Fees applicable in the event of expulsion up to the end of the Term in which the child is expelled.
16. The child's attendance at school may be suspended where, in the Principal's reasonable opinion, the child has engaged in behaviour which is inconsistent with the School's Policies and Procedures.
17. Any suspension will be for a period of time at the Principal's discretion taking into account the safety of the child and other children at the School.
18. To accept responsibility for all breakages and damage to School property and/or to the person or property of another caused by the child.
19. The School will not be responsible for the loss or damage to any personal property of the child (including but not limited to computers) no matter how or by whom caused. (You must ensure that your own insurance policy provides adequate cover).
20. That you authorise staff to arrange medical, surgical or hospital treatment for the child in the event of an emergency and that you will be responsible for any expenses incurred in relation to that treatment.

ABSENCE DURING TERM

21. Parents are asked not to take the child out of school during Term. It is not ideal as the child may well miss important educational experiences.
22. Where it is unavoidable, written requests should be made to the Principal. Where the Principal has approved the child 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.
23. 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 child has not been immunised and is excluded from School during an outbreak of an Infectious Disease.

TERMINATION OF ENROLMENT

24. Enrolment may be terminated where:
 - (a) You fail to comply with the Terms and Conditions of Enrolment; or
 - (b) In the Principal's reasonable opinion, the child has engaged in behaviour which is inconsistent with the School's Policies and Procedures; or
 - (c) The child's Educational Support requirements cannot be reasonably accommodated and/or without causing unjustifiable hardship to the School and/or others at the School.
25. In the event that the enrolment is terminated by the School prior to the child commencing attendance at the School, the Enrolment Fee, where paid, will be refunded in full.

JOINT AND SEVERAL LIABILITY

26. 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.

AMENDMENT

27. These Terms and Conditions of Enrolment are subject to amendment from time to time by the School. All amendments will be published on the School's Parent Portal at least two months before the amendment is to take effect. You agree to comply with all Terms and Conditions of Enrolment as amended under this clause.

Terms and Conditions effective from
1 January 2024.