

## SECTION 13: CONDITIONS OF ENROLMENT

I/We understand and agree that:

- a) In seeking enrolment, I/we have read the **School Community Agreement Code of Conduct** and agree to abide by the agreement and support the school in promoting the terms of the Agreement. Should I have any concerns regarding the content of the Agreement, I have the right to withdraw my application for enrolment for mychild.
- b) Education is a partnership between school and home. In enrolling children within the Diocese of Maitland-Newcastle, parents and carers undertake to support positively the school in all aspects of Religious Education. This includes participation in Religious Studies, retreat and community day programs, liturgical events, class masses and prayer in general. It is expected that parents, carers and students will support these vital activities regardless of their own personal beliefs.
- c) My child must abide by the School Rules and Policies as interpreted by the school. The school reserves the right to take disciplinary action thought appropriate by the school in relation to any child whose attitude, progress and behaviour is not in the schools opinion, conducive to the welfare of the said child, other children at the school, or the school community. These actions include lunch time and out-of-school detentions, exclusions for school activities, internal and external suspensions, and expulsion. Expulsion is used as a last resort for behaviour of gross misconduct, extremely grave breaches of school rules and behaviour that is persistently disruptive and/or dangerous.
- d) The school reserves the right to vary its academic and other programs and this may include the right to discontinue teaching subjects and other programs.
- e) The conditions of enrolment and school policies and procedures may be amended at any time at the discretion of the school.
- f) Prior to the acceptance of a place at the school I/we will disclose all information about my/our child that relates to details of special circumstances of my/our child that may need to be taken into account by the school such as medical conditions, special gifts or talents, special needs, psychological test results or English as a second language.
- g) The school may publish within school newsletters, on the school network and school website, and in school promotional material names and photographs of students. If I/we do not wish this information to be used to celebrate achievement and promote the school, it is my/our responsibility to put this request in writing.
- h) My child is responsible for their personal belongings and the school will not be liable for any loss or damage of these belongings.
- i) The school will be notified of all changes to the personal details as supplied in this application.
- j) I/We give permission for the school authorities to authorise any medical steps which may become necessary as the result of any accident occurring at the school or at functions/excursions organised by the school if I/we cannot be contacted before any such treatment is deemed necessary by proper medical authorities.

### SCHOOL FEES

I/We agree to the following conditions:

- a) **To lodge with the school** a non-refundable enrolment fee within two weeks of acceptance of offer. The fee covers the costs associated with enrolment and orientation procedures and data entry.
- b) To apply for concessions within one week of receiving the school account. (Holders of a Health Care Card (HCC) or a Pension Concession Card with a code (PPS) are offered a tuition fee discount equivalent to 50% off the full Diocesan tuition rate. Fee payers can also apply for a further discount by submitting an Application for School Fee Concession with supporting documentation.)
- c) **All fees on the term account published by the school will be payable by the due date within the term in which they are incurred, or as otherwise agreed to by the school. All other school expenses incurred by my child whilst enrolled at the School shall be paid by the date nominated by the school.**
- d) Should I/we have difficulty meeting my school fees obligations I/we agree to contact the Principal or a member of the Executive approved by the Principal to discuss options.
- e) I also understand and agree to meet with the Principal, or a member of the Executive approved by the Principal, to discuss my school fee obligations to ensure continuity of participation in non-core activities for my child.
- f) **The parents/guardians who seek enrolment in a Catholic school, remain (joint and severally) liable for the payment of all fees including fees and costs incurred by the school in recovering or attempting to recover any unpaid amount due.**
- g) By signing and agreeing to these terms I/we understand I/we are joint and severally liable for all fees and expenses incurred while our child is enrolled within the Diocese of Maitland-Newcastle irrespective of Court Orders or personal agreements made between parents/carers.

## SECTION 14: SIGNATURES (BOTH PARENTS OR GUARDIANS TO SIGN)

1. I/we acknowledge that acceptance of a place for a child signifies agreement to support all policies and guidelines covering Catholic schools in the Diocese of Maitland-Newcastle.
2. I/We have read and agree to support the Catholic philosophy, values and aims of the school and cooperate in their implementation.
3. I/We agree to promptly pay all school fees, levies and charges incurred while my child is enrolled. (*Note: No student will be refused enrolment because of an inability, as distinct from unwillingness, of a parent/guardian to meet their school fee commitments. Please contact the Principal or Secondary Bursar to discuss your particular circumstances.*)
4. I/We acknowledge the details supplied in this form are full and accurate and I/we agree to advise the school of any change to these details.
5. I/We have read and understand the Enrolment Policy, the Conditions of Enrolment, the School Community Code of Conduct, and the Enrolment Information Collection Notice.

PARENT/CARER 1 SIGNATURE

DATE

PARENT/CARER 2 SIGNATURE

DATE