



ST CHARBEL'S COLLEGE

A Co-Educational Independent Catholic School K-12

ABN 97 411 479 164

Terms of Enrolment

This document sets out the agreement between St Charbel's College and parents and/or guardians (each a "Parent") who sign and return the Enrolment Application Form in respect of the student named in the Enrolment Application Form ("the Student") relating to the enrolment and attendance of the Student at the School. School refers to any School-endorsed activity regardless of the location of the activity.

By accepting an offer of enrolment at St Charbel's College, each parent agrees to comply, and ensure that the Student complies with these Terms of Enrolment.

1. Behaviour

1.1 The Student must:

- a. comply with the School's rules and policies and with all lawful directions of the School staff;
- b. behave in accordance with the School's values and not do anything that may bring St Charbel's College into disrepute; and
- c. wear the School uniform neatly and properly while at School, at all School events and when travelling to and from School.

1.2 The School may discipline the Student if the Student breaches any of the School's Rules and Policies, or any obligations under these Terms of Enrolment.

1.3 The Student must not possess, supply or consume any alcohol, illegal drugs, cigarettes or Vape products at School, while travelling to or from School, or during any School-related activities.

2. Parents

2.1 Each Parent warrants that they have full power and authority to enter into and perform their obligations under these Terms of Enrolment.

2.2 Each Parent must:

- a. ensure that the Student has all items necessary to attend School and participate in school activities;
- b. attend parent-teacher interviews and speech nights as requested;
- c. comply with all relevant School Rules and Policies and with the directions of School staff;
- d. adhere to the School's Parent Code of Conduct; and
- e. behave in accordance with the School's values and not do anything that may bring St Charbel's College into disrepute.

2.3 The Parents must disclose to the School all medical and education information relating to the Student, and any other information relating to the Student's needs at School, in a

complete, accurate and current form. If the Parents fail to declare any such information, the School may terminate the Student's enrolment with immediate effect.

2.4 The Parents must immediately notify the School of any change to their contact details. Responsibility for maintaining the accuracy of each Student's details rest with the Parents.

3. Attendance

3.1 Subject to these Terms of Enrolment, the Student must attend School during school hours every school day during term, and at any other time as required for school events, activities or disciplinary reasons.

3.2 Each Parent grants permission for the Student to attend and participate in all school events and activities including but not limited to excursions and camps. The Parents may request that the Student be excused from an activity by providing the Principal with a request in writing with reasons supporting the request, and the Principal may approve such a request in his sole discretion.

3.3 Parents must contact the School if the Student is unable to attend School on a given day due to illness.

3.4 The Student may not be absent from School, other than for illness, without the School's written approval at least three days prior to the absence.

3.5 The Parents must submit an approval request that is a request for extended leave as early as possible, but in any event, no later than fourteen days prior to the absence.

3.6 The School may grant or refuse each request for Student absence in its sole discretion and on any conditions as it sees fit. School fees remain due during this period, unless the School waives its rights in writing. Students granted extended leave may hold a place at the School as long as full school fees are being paid and the Student does not enrol in another School.

4. Fees

4.1 The School will determine the School's enrolment and tuition fees and will notify the Parents as required.

4.2 The School will issue fee notices to Parents at the commencement of Terms 1, 2 and 3. Parents must pay the fees in full by the date specified on the fee notice.

4.3 Each Parent is jointly and severally liable for payment of school fees.

4.4 If the Parents are unable to pay school fees by the due date, they may notify the Finance Office and the School may in its discretion enter into alternative payment arrangements with the Parents.

4.5 If the Parents fail to pay any school fees in full by the due date, including any instalments under an agreed payment plan, the School may suspend or expel the Student from the School and may commence any action it considers appropriate to recover debts comprising unpaid school fees and any related costs including but not limited to legal costs.

4.6 If the Parents fail to pay any school fees in full by the due date, including any instalments under an agreed payment plan, the School reserves the right to exclude the Student from extra-curricular activities.

4.7 If the Student starts attending the School after the first week of Term, the School will charge the Parents the school fees for that Term calculated as a pro rata amount of the fees otherwise payable for the full Term.

4.8 If the Student ceases attending School during a Term for any reason, school fees remain due and the School will not refund any School fees already paid.

5. Termination of enrolment

5.1 If the Student:

- a. seriously or repeatedly breaches the School Rules and Policies, or fails to follow staff directions;
- b. does anything that may bring the School into disrepute; or
- c. is absent repeatedly, or for an extended period, without School authorisation,

the School may suspend or expel the Student from the School. School fees remain due and the School will not refund any School fees already paid.

5.2 If in the School's opinion its relationship with either or both Parents is at any time not one of trust and cooperation, the School may terminate the Student's enrolment.

5.3 If a Parent breaches any of these Terms of Enrolment, the School may terminate the Student's enrolment.

5.4 If Parents wish to withdraw the Student from the School, the Parents must provide the Principal with one full Term's written notice. If such notice is not provided, the Parents must pay to the School the school fees for the total Term. Re-enrolment is at the School's sole discretion and a re-enrolment fee will apply if a new Application for Enrolment is accepted and a place is available.

6. Illness or injury

6.1 If the Student is injured or ill and requires first aid or urgent medical treatment (including without limitation treatment by a doctor, paramedic or ambulance officer, hospitalisation etc.), the Parents authorise the School to do all things it considers necessary or appropriate for the Student's welfare including but not limited to authorising such treatment.

6.2 The School and its employees and agents are not liable for any loss or damage in relation to any first aid or other medical treatment provided to the Student by the School or under its authorisation.

6.3 Each Parent indemnifies the School against all liabilities, losses, damages, costs and expenses suffered or incurred by the School in relation to any act or omission by the School or under its authorisation in relation to any first aid or other medical treatment provided to the Student, and the Parents release the School from all related claims and liabilities.

7. Other

- 7.1 The School may at any time commence, vary or discontinue any academic program without notice to the Parents.
- 7.2 The School may use any personal information it collects under these Terms of Enrolment in accordance with the School's Privacy Policy.
- 7.3 The School may confiscate, examine or conduct searches of the Student's belongings and locker, and may undertake any surveillance or monitoring it considers appropriate.
- 7.4 The Parents and Student must not publish or cause to be published any images of or information relating to the School, or any images of or information relating to any person connected with the School, or any of the School's intellectual property without the School's prior written approval.
- 7.5 The School may vary these Terms of Enrolment in its reasonable discretion with one Term's notice.