

Sathya Sai College



CONDITIONS OF ENROLMENT

1. Acceptance of Offer of Enrolment

1.1 An offer of enrolment must be accepted by both Parent/carer(s) where appropriate unless the School agrees to waive this requirement. Upon acceptance, all signatories to the terms and conditions will be jointly and severally liable in respect of the obligations contained in these terms and conditions.

1.2 The acceptance of the offer must be accompanied by a non-refundable fee of \$100. This fee will be deducted from the student's annual resource levy.

1.3 If Parent/carer(s) wish to defer the entry of a student to a different calendar year to the initial request, the School will advise whether it is able to agree to this. If it is unable to agree, the Student will be placed on a waiting list for the requested year but enrolment cannot be guaranteed.

2. Conditional Enrolment

2.1 All enrolments are conditional upon the School being satisfied in its discretion that the Student's needs can be met by the School. The School may cancel the enrolment if it determines prior to the start of the enrolment that the Student's needs cannot be met.

2.2 The School may require Parent/carer(s) to provide reports and assessments necessary to determine the particular needs of the Student.

2.3 Competence in English is a prerequisite for enrolment. If the School considers that the English language capabilities of the Student are not sufficient it may require the Student to undergo an intensive English language course external to the School at the applicant's own expense. Upon completion of the course, the School will reassess the Enrolment Application.

3. Progress of Student

If the School considers that the progress of a Student is unsatisfactory and that it can no longer meet the Student's needs it may cancel the enrolment of the Student by giving not less than one term's notice.

4. Levies and Charges

4.1 The School Management determines the levies and charges that will be payable from time to time. The levies are revised regularly and may be amended each year.

4.2 Levies and Charges are also required for co-curricular activities, elective subjects, excursions, camps, service clubs and sport.

4.3 The School may also incur expenditure for the Student's needs on behalf of the parent/carer(s) as it reasonably considers necessary, which may be added to the parent/carer(s)'s school account.

- 4.4 All medical expenses incurred on behalf of a Student must be reimbursed by the parent/carer(s).
- 4.5 All levies and Charges must be paid on or before the due date set out in the levies notice.
- 4.6 If levies are not paid within 30 days of the due date an overdue charge may be calculated on the amount outstanding from the due date. This charge reflects the loss which may be incurred by the School as a result of the late payment. The charges payable from time to time can be obtained from the School office.
- 4.7 If levies and Charges are not paid within 60 days of the due date the enrolment of the Student may be suspended unless the School agrees in writing to accept other arrangements. Failure to abide by any other agreed arrangements may result in the enrolment of the Student being cancelled without further notice.
- 4.8 Levies will not be remitted in whole or part if the Student is absent due to illness, leave, suspension or the student being disenrolled by the parent.
- 4.9 If students are undertaking activities which incur extra levies or charges, not less than six (6) weeks' notice must be given to discontinue these activities. Should this levy be paid to an external provider/supplier by the school the a refund will only be made for the amount received as refund by the school less admin charges.

5. Withdrawal of Students

Where students leave to enrol at another school, the NSW Education Standards Authority (NESA) requires that parent/carer(s) advise the School in writing of the name of the school the Student will be attending and the grade the Student will be entering at the new school.

6. Obligations of Students

Students are required to have high standards of behaviour and:

- 6.1 abide by the School Rules and Codes of Conduct
- 6.2 behave courteously and considerately to each other and to staff at all times
- 6.3 not do anything which may bring the School into disrepute, including in print and electronic media
- 6.4 support the vision, mission, goals and values of the School
- 6.5 attend and, if required, participate in assemblies, the School sports program, important school events such as Speech Day or other events determined by the Principal, and camps and excursions that are an integral part of the School curriculum
- 6.6 wear the School uniform as prescribed including when travelling to and from school and follow conventional standards of appearance while at school in accordance with the School's guidelines and the expectation of the School community
- 6.7 attend the School during school hours, except in the case of sickness or where leave has been given or an exemption from attendance has been granted

7. Obligations of Parent/Carer(s)

The parent/carer(s):

7.1 must accept and abide by the requirements and directions of the School Management and the Principal relating to the Student or students generally and not interfere in any way with conduct, management and administration of the School,

7.2 are required to support the goals, values and activities of the School, and

7.3 must remain up to date with school events and proceedings by checking the school calendar on a regular basis and/or reading the fortnightly Newsletter

The Parent/carer(s) must promptly advise the School:

7.4 in writing of any change of home, mailing, email address or contact details or other information on the Enrolment Application Form. Offers of enrolment may be cancelled if the School loses contact with the parent or mail is returned

7.5 if the Student is absent from the School due to ill health or other reason

7.6 in writing of any orders or arrangements that affect the Student concerning custody or access, any change to them or any other orders or arrangements which were relevant to the Student's education and welfare and provide copies of any orders to the School.

The Parent/carer(s) also:

7.7 must ensure the Student has each item of officially required uniform, clean and in good repair, and all other requirements such as textbooks and stationery,

7.8 should communicate with students, parent/carer(s), visitors and staff members in a courteous manner, and follow the communication guidelines laid down by the School from time-to-time and observe the Parent Code of Conduct,

7.9 should use their reasonable endeavours to attend parent-teacher interviews and parent forums and participate in courses offered by the School which are relevant to the Student's education including but not limited to; Educating Human Values workshops, Orientation day/night (s), information evenings, subject selection meetings.

7.10 must not use social media to denigrate the School, staff, students or other members of the School community

7.11 must promote the use of technology at school and at home by providing and supporting the use of appropriate resources for the student to complete learning tasks administered by the school. This includes, but is not limited to; a reliable home internet connection, a tablet or personal computer, assistance with accessing appropriate websites and apps.

8. Health and Safety

8.1. Parent/carer(s) must advise the School immediately if they become aware of any special needs that the Student may have including, but not limited to, any medical, physical, psychological needs, or any changes to these needs

8.2. Parent/carer(s) must complete and return to the School the required health form for the Student prior to the Student commencing at the School and provide updates if circumstances change or as required by the School from time to time.

8.3. If the Student is ill or injured, requiring urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and parent/carer(s) are not readily available to

authorise such treatment, the Principal or, in the Principal's absence, a senior staff member of the School, may give the necessary authority for such treatment. The parent/carer(s) indemnify the School, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.

8.4. Parent/carer(s) must observe School security procedures for the protection of students

8.5. Students are responsible for their personal property and the School does not accept any responsibility for the loss of their belongings

8.6. The Principal or the Principal's nominee may search the Student's bag, locker or other possessions where there are reasonable grounds to do so, in order to maintain a safe environment for all students.

9. Programs and Activities

9.1. The School determines the educational and other programs and activities conducted at the School from time to time in its absolute discretion.

9.2. The School may change its programs and activities and the content of these programs and activities without notice.

9.3. The Student will be required to participate in all compulsory activities including excursions, camps and outdoor education unless the Principal agrees otherwise. Charges may be levied for these activities and will be payable unless the Student is unable to attend due to ill health or other reason where it is impossible for the Student to attend.

9.4. The student may be required to attend short excursions outside of school grounds without prior notification or exclusive permission (trips to Knox Park, road safety lessons, cross country, trips to the High School/ Primary School campus, etc)

10. Reports

The School will send academic reports to the address or addresses notified by the Parent/carer(s). Where Parent/carer(s) do not live together, reports will be sent to both Parent/carer(s) unless there is an Order of the Court or an agreement that the reports will only be sent to one Parent.

11. Leave

If the Parent/carer(s) wish to seek leave for the Student not to attend any School academic or co-curricular program or activity during a term, they must apply to the Principal. Leave will usually only be granted in most extreme circumstances.

12. Suspension & Termination of Enrolment

12.1. The School may suspend or terminate the enrolment of a student, either temporarily or permanently at any time for reasons which may include, but are not limited to:

- a serious breach of the School's Discipline Roadmap and student Code of Conduct where applicable
- conduct prejudicial to the reputation of the School or the well-being of its students or staff, and;

- where the Principal or School Management believes that a mutually beneficial relationship of cooperation and trust between the School and the Parent/carer(s) has broken down to the extent that it adversely impacts on that relationship

12.2. The School will only exercise its powers under this clause to expel a student if it has provided the Student and their parent/guardian(s) with details of the conduct which may result in a decision to expel the Student and provided them with a reasonable opportunity to respond and where there has been procedural fairness.

12.3. The School may terminate the enrolment of the Student without notice if, either before or after the commencement of enrolment, the School finds the relevant particulars of the special needs of the Student have not been provided to the School or the particulars provided are materially incorrect or misleading.

13. Privacy

13.1 The Parent/guardian(s) acknowledge that they have read the School's Personal information and Privacy policy.

13.2 The Parent/guardian(s) acknowledge that they have read the Standard Collection Notice about the collection and management of the personal information contained in this form.

14. Amendment of Terms and Conditions

The School may alter the terms and conditions of enrolment at any time by giving not less than one term's notice to the Parent/guardian(s) in writing which shall apply to both current and future students and parent/guardian(s) from the date specified in the notice.

15. Definitions

In the terms and conditions:

Parent means the parent/guardian(s) who entered into the contract of enrolment with the School

School means the Sathya Sai College

Student means the student who is named in the contract of enrolment

I/We declare that the information provided in this Enrolment Application is, to the best of my knowledge and belief, accurate and complete. I/We recognise that should statements in this application later prove to be false or misleading, any decision made as a result of this application may be reversed.

Parent/ carer 1 signature _____ Date _____

Parent/ carer 2 signature _____ Date _____