



# ST GEORGE CHRISTIAN SCHOOL

## BUSINESS TERMS AND CONDITIONS

### **TERMS AND CONDITIONS**

The terms and conditions set out in the Prospectus and on the Application Form, and all associated papers or information sheets, may be amended from time to time, and the provisions subject to any amendments shall continue to apply during the whole period that a student continues to attend the School.

### **FAMILY REBATE**

In cases where two or more children of the same family are attending, rebates apply. Refer to Fee Schedule. These rebates only apply to the tuition fees.

### **APPOINTMENTS WITH THE PRINCIPAL**

The Principal is available for interviews with parents and appointments may be made by contacting the Principal's Personal Assistant.

### **LEAVE DURING TERM**

Term dates are published a year in advance. It is expected that only in the most exceptional circumstances, would a student be absent on vacation or travel at times other than in official vacation periods. Should such leave be required, it is a requirement of the Department of Education and Training that an application for Exemption from Attendance be made to the Principal on the appropriate forms. Exemption cannot be granted retrospectively.

### **INSURANCE**

It is the responsibility of the parent or guardian of each student to provide appropriate insurance cover should a student be injured or taken ill at School. Insurance of personal property is the responsibility of the parent or guardian. The School does not accept responsibility for personal property introduced to the School by any member of the School community.

### **ILLNESS OR INJURY**

The School provides a sick bay where students who are taken ill or injured at School are accommodated while contact is made with parents or guardians as quickly as possible. When a student is absent because of illness, immediate notice should be given by telephone to the School office and the reason for the absence confirmed in writing by the parent or guardian upon the first day of the student's return to School.

### **SCHOLARSHIPS AND BURSARIES**

Scholarships are awarded on the basis of testing for academic excellence for entry into Years 7 and 11 only. Music scholarships are also offered at these entry points.

Bursaries may be awarded to students only after a confidential needs-based assessment of the family's situation. Generally, a student has to be enrolled for at least one School year before applying for a bursary. Further information may be obtained from the School's Bursar.

### **DISCIPLINE OF STUDENTS**

The continued enrolment of students is dependent on their behaviour being in accord with the School rules and regulations, as amended from time to time. Parents shall withdraw a child upon request of the Principal. The School applies a positive approach to discipline of students. Further details are available in the School's Family Handbook.

### **GENERAL**

Students shall attend School functions as and when required.

Students are expected to fulfil sports training commitments as required and to play in teams or competitions for which they are chosen.

All students are required to attend the School camps, unless excused by the Principal for medical reasons.

A note signed by the parent or guardian is required to excuse a student for not completing set work.

A note signed by the parent or guardian is required to excuse a student for being late or absent.



# ST GEORGE CHRISTIAN SCHOOL

## ENROLMENT CONDITIONS & PROCEDURES

### THE CONDITIONS OF APPLICATION, ENROLMENT AND ADMISSION ARE AS FOLLOWS:

1. Applications can only be made on the official form and must be duly signed.
2. Applications will be processed after the payment of a non-refundable Application Fee for each family. (See Fee Schedule)
3. Acceptance is for the year stated and any alteration to that would depend on a vacancy being available. The School reserves the right at any stage to refuse a student who, at the absolute discretion of the School, is unable to meet the course or general requirements of the School.
4. Acceptance of a student will be followed by a Letter of Offer. Return of the duly signed copy of Letter of Offer, along with payment of the Capital Levy and Enrolment Bond within 21 days of offer, will confirm the intention to proceed with the student's entry. This payment secures the student's position at the School for the year of entry.
5. If a student is enrolled and then withdraws before commencement date or defers to a year where only a waiting list exists, all fees previously paid are forfeited.
6. One term's written notice must be made to the Principal, of any students withdrawing from the School. For students in Year 6 who are not continuing to Year 7 at St George Christian School, two terms' written notice to the Principal is required. Failure to give the required notice will result in a charge of one term's fees.
7. The School reserves the right to terminate the enrolment of any student whose conduct or behaviour is, at the absolute discretion of the School, unsatisfactory. In such a situation, no refund of fees will be granted.
8. The rules and regulations of the School shall be duly observed by students and their parent/s or guardian/s.
9. In the event of an injury to or illness of the student necessitating urgent hospital and/or medical treatment, including injections, blood transfusions and the like, if the parent or guardian is not readily available to authorise such treatment, a responsible person on the School staff is hereby empowered to give the necessary authority for the treatment without the School or such a person incurring any legal liability to the parent/s, guardian/s or student, in so doing.
10. All fees and charges are due and payable by the first Friday of each term. Accounts are normally rendered prior to the commencement of each School term. If payment is not received by the due date a late fee will be charged. A further charge may continue to accrue until the account has been settled.
11. If an account remains unpaid for 6 weeks after the account fee is due, and the School decides to place the unpaid account in the hands of a debt collection agency, Solicitor or third party, the parent/guardian/s will bear all costs pertaining to the recovery of the outstanding account, including but not limited to court, legal and other costs and these costs will be added to and become part of their debt due to the School.
12. The parent/s will actively support the goals of the School whenever and wherever possible.
13. Full Fee Paying Overseas Students have conditions beyond this document and enquiries should be directed to the Registrar.

### PROCEDURES FOR ENROLMENT:

1. Complete and duly sign the Application Form, obtain TWO written references on the School's form, attach a copy of the applicant/s birth certificate/s and where applicable, attach the TWO latest school reports. Photocopies of pertinent medical reports and evidence of Australian citizenship or resident status if the child was born overseas must also be provided. Forward these together with the Application Fee.
2. When the possibility of a placement arises, an interview will be scheduled with the Principal.
3. Upon satisfactory outcome of this process, an offer of enrolment will be made.
4. Acceptance of the offer will be by returning the signed copy of the Letter of Offer and payment of the Capital Levy and the Enrolment Bond within twenty one days of the date of the offer. Non payment of this fee within twenty one days may result in the position being offered to another applicant. Refer to the School Fee Schedule.
5. Any notice of withdrawal must be made in writing to the Principal, and in accordance with the terms of the Conditions above.

**The School reserves the right to amend the conditions and procedures at any time. Notification of changes will appear on the School's website and in the School's newsletter. Copies of the revised conditions and procedures will also be available from the School's Reception.**

**IT IS ESSENTIAL THAT THE SCHOOL BE NOTIFIED OF ANY CHANGE OF ADDRESS.**