



St Aloysius' College
Conditions of Enrolment



ST ALOYSIUS' COLLEGE

CONDITIONS OF ENROLMENT

These Conditions form part of the enrolment contract between the Parents and St Aloysius' College.

Interpretation

"College" means St Aloysius' College.

"Parents" means the Student's mother and father; or, where the Student has only one parent, that parent. "Parents" also includes the Student's legal guardian.

"Student" means the person who is enrolled as a student at the College

"Principal" means the principal or acting principal of the College, by whatever title she or he is known, and/or his or her nominee.

Fees and Charges

1. The Parents are to pay to the College all fees and charges for school fees, extra subjects, excursions, camps and the supply of other goods and services to the Student, as determined by the College or incurred on behalf of the Student from time to time (**Fees and Charges**).
2. Schools fees and charges are usually increased each year. Such increases may be in excess of changes in the Consumer Price Index. Towards the end of each year the College issues the schedule of fees for the following year.
3. The Parents are to pay all Fees and Charges in advance, at the end of the first week of each term, except Fees and Charges on amended accounts and accounts raised for mid-term enrolments, which the Parents are to pay within 21 days from the date of the invoice. If the Parents fail to pay an account for Fees and Charges within 21 days of the due date they will be liable to pay an administration charge which reflects the administrative and financial cost to the College in collecting the outstanding Fees and Charges. The Parents may enquire as to the current amount of the administration charge at the College Office.
4. If an account for Fees and Charges is not paid in full within 21 days from its due date, the Student's enrolment may be suspended and the Principal may without further notice refuse entry to the Student and/or terminate the Student's enrolment.
5. While an account for Fees and Charges remains outstanding, the Student may not be permitted to participate in any discretionary activity offered by the College (for example, overseas trips).
6. No remission of Fees and Charges, either in whole or in part, will be made if the Student is absent due to illness, leave, or temporary or permanent exclusion.
7. The College may incur from time to time such incidental expenditure on behalf of the Student as it may consider necessary, including for items such as books, excursions, educational programs, stationery and equipment. This incidental expenditure will be included in the Fees and Charges invoiced to Parents.
8. The Parents are to reimburse the College for all medical and ambulance expenses incurred by the College on behalf of the Student which the College is not able to otherwise recover.

Students' Obligations

9. Students are to demonstrate high standards of behaviour and:
 - (a) abide by the College rules as they apply from time to time;
 - (b) act courteously and considerately to each other and to staff at all times;
 - (c) not do or say anything which may adversely affect the reputation of the College, including in print or electronic media;
 - (d) support the goals, values and mission of the College;
 - (e) attend and, as required, participate in:
 - (i) the Community Service Program as stipulated by the College;
 - (ii) Liturgical services and assemblies;
 - (iii) the College sports program. Membership and participation in College sporting teams and activities is to take priority over other sporting teams and competitions. Students are to participate in the College sports program even in circumstances where the Student is required to participate in a sporting activity not chosen by the Student;
 - (iv) important College events such as Athletics and Swimming Carnivals, social justice events or other events determined by the College;
 - (v) retreats, camps and excursions that are an integral part of the College curriculum;
 - (f) wear the College uniform as prescribed and follow standards of appearance in accordance with the College's guidelines and the expectation of the College community; and
 - (g) attend the College during school hours, except in the case of sickness or where leave not to attend has been given by the College.

Parents' Obligations

10. The Parents:
 - (a) are to assist and require the Student to comply with the above requirements of students;
 - (b) are to accept and abide by the requirements and directions of the College relating to the Student or students generally and not interfere in any way with the conduct, management and administration of the College;
 - (c) are to support the goals, values and mission and activities of the College;
 - (d) are to read the College newsletter;
 - (e) are to advise the College in writing of any change of home, mailing, email address or contact details or other information on the Application for Enrolment or Registration Form within one month of such change (including any change to the person to whom the accounts are being sent). Applications for a Student place may be cancelled if the College loses contact with the Parent or has mail returned to it;
 - (f) are to ensure the Student has each item of official required uniform, clean and in good repair, and all other requirements such as textbooks and stationery;
 - (g) must accept and abide by the directions of the College and the directions of staff in relation to picking up and dropping the Student at or near the College;
 - (h) while on the College premises, or attending College activities elsewhere, must comply with College procedures, the requests of College staff, with any applicable code of conduct of the College or the sporting association of which the College is a member, and encourage others attending in relation to the Student to do the same;
 - (i) must not do or say anything which may adversely affect the reputation of the College, including in print or electronic media;
 - (j) are to communicate with students, parents, visitors and staff members in a courteous manner, and follow the communication guidelines laid down by the College from time to time; and
 - (k) are to use their reasonable endeavours to attend parent-teacher interviews and parent forums and participate in courses offered by the College which are relevant to the Student's education.

Exclusion of Students and Termination of Enrolment

11. The Principal may in his or her absolute discretion temporarily or permanently exclude the Student for:
 - (a) breaches of College rules, discipline or policies in place from time to time;
 - (b) behaviour prejudicial to the welfare of the College, its staff or students; or
 - (c) where parents have failed to comply with these Conditions of Enrolment.
12. The Principal also may suspend or expel the Student if the Principal considers that a mutually beneficial relationship of trust and cooperation between the Parents and the College has broken down to the extent that it adversely impacts on that relationship.
13. Before the College exercises its power to exclude a Student it will provide the Student and Parents with details of the conduct which may result in a decision to exclude the Student and provide them with an opportunity to respond.
14. Where the Student is permanently excluded, the enrolment is terminated.
15. The continuing enrolment of a Student is also conditional upon his maintaining academic standards set by the College. If the College forms the view that the Student is not meeting those standards, it may terminate his enrolment.
16. The Parents are to give at least one full term's notice in writing to the Principal before terminating the Student's enrolment (**Notice of Withdrawal**). The Notice of Withdrawal must stipulate the date from which the Student will cease to attend the College. If the Parents do not give sufficient notice of termination of the Student's enrolment, they are to pay to the College one term's school fees, plus GST as applicable. The Parents agree that this amount is a genuine estimate by the College of the loss that it would suffer as a consequence of insufficient notice of termination of the Student's enrolment.

Leave

17. Requests for leave from College activities, including academic and co-curricular programs, and for early departure at the end of a day or term and/or late return from breaks are, in general, considered only in exceptional cases, and only on receipt of written application from the Parents to the Principal. Parents are to explain in writing to the Principal any Student absence for a part or whole day during term time, including late arrival at the beginning of the day.

Curriculum and Co-curricular activities

18. The College determines which particular courses and activities are offered and/or provided at any time and which of these courses and activities are compulsory.
19. It is a requirement of the College that Students participate in the sporting activities offered by the College. In some circumstances, for example if a particular sport is oversubscribed, a Student may be required to participate in sporting activities not chosen by him. If the Student has an illness, injury or other disability which prevents him from taking part in a particular sport, or that makes him particularly susceptible to injury, Parents must advise the College. In addition to a range of sports, there are a variety of activities eg music, drama, debating, chess, computers, cadets and the like, in which students are encouraged to take part.
20. The College reserves the right to amend its academic and other programs, including co-curricular activities, at any time and without notice to Parents. This may include discontinuance of teaching subjects, co-curricular activities and other programs.

Special needs, Health and Safety

21. The Parents are to disclose fully any special needs or changes in special needs of the Student (including but not limited to any medical, physical, learning or psychological needs) as soon as they become aware of those special needs or changes in special needs. The Parents are required to have included all relevant information regarding special needs in the Registration Form provided to the College and to have promptly advised the College of any changes to that information.
22. In circumstances where the Student requires provisions or assistance in relation to the special needs (for example, special provisions for the entrance examination), the Parents must fully disclose to the College all assistance and provisions required.
23. By accepting an offer of enrolment, the Parents warrant that they have provided all relevant information regarding special needs to the College and the College's offer of enrolment is conditional upon the Parents having done so.
24. The Parents have an ongoing obligation to update the College and provide updates regarding the Student's special needs if those needs change. In circumstances where the Student requires provisions or assistance in relation to the special needs (for example, special provisions for examinations), the Parents must fully disclose to the College all assistance and provisions required.
25. Parents must complete and return a student medical form as required by the College prior to the commencement of the Student and as required by the College from time to time. Parents must keep the College informed of any changes to the Student's health as reflected on the student medical form and provide any medical information required by the College including medical reports.
26. If the Student is ill or injured, necessitating urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and if the Parents are not readily available to authorise such treatment, the Parents authorise the Principal or, in the Principal's absence, a responsible member of the College staff to give the necessary authority for such treatment.
27. The Student may not be fully covered under any College insurance policy for accidental injury during College related activities.
28. The Principal may search the Student's bag, locker or other possessions where reasonable grounds exist to do so in order to maintain an environment that is safe for all students.
29. The Student's personal property is not insured by the College, and the College does not accept any responsibility for loss of or damage to the Student's personal property.
30. Parents are to observe College security procedures for the protections of students.

Personal information

31. In accepting these conditions the Parents:
 - (a) acknowledge that the College may from time to time collect personal information about parents and students for the College's function or activities;
 - (b) authorise the College to use and disclose information in such a manner as the Principal may deem appropriate for the purposes of the Student's education, health, care, welfare and development; and
 - (c) acknowledge that they have read the College's Privacy Collection Notice, as displayed on the College's website, or as otherwise published.
32. The Parents give permission for photographs and videos of the Student to be placed in the College's records; displayed from time to time around the College; and published in College publications, on its website and in other marketing and promotional material, unless the Principal has been advised or is advised in writing that the Parents do not give this permission.

Court Orders and Provision of Reports

33. The Parents are, where relevant, to provide to the College all current Family Court or other court orders relating to the Student. Such information will be dealt with in accordance with the College's Privacy Policy.
34. The College will send academic reports to the address or addresses notified by the Parents. If the Parents are separated or divorced, reports will be sent to each of the Parents on request to the address notified by each Parent unless there is an order of a court or an agreement that reports are to be sent to only one of the Parents.

General

35. The Student must, at all times (including on application to the College) be a permanent resident of Australia, or one of the Parents must be on an eligible working visa. Non-permanent resident students must ensure that the College is always in possession of a copy of the Student's current visa. The Parents must advise the College immediately if there is a change in the Student's visa status and/or if the Student is granted a bridging visa at any time during the Student's enrolment. The holding of a bridging visa may alter the Status of the Student's enrolment, resulting in, amongst other consequences, a significant increase in the Fees and Charges.
36. The College may change these Conditions of Enrolment at any time, provided the College gives the Parents at least two terms' notice.
37. The Parents' obligations to the College, are joint and several.