



## Enrolment Terms & Conditions

### 1. Acceptance of Offer of Enrolment

- 1.1 An offer of enrolment must be accepted by both Parent/carer(s) where appropriate. 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 \$1,000 and a refundable bond of \$1,000 (to be returned upon departure of the child from the school)
- 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 and in which case the application fee of \$220 can be transferred to the new requested year. If the School is unable to agree, the Student will be placed on a waiting list for the requested year but enrolment cannot be guaranteed.
- 1.4 Enrolment is dependent on the School receiving the first term's fees in the year of entry by the first day of attendance. If the fees are not received by the due date the enrolment will lapse.

### 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.

### 3. Fees and Charges

- 3.1 Parents are required to pay the school all fees which are set out in a Schedule of Fees. The fees are revised regularly and may be amended in April each year.
- 3.2 The \$220 Application fee is payable via BPOINT- a secure payment portal provided by the Commonwealth Bank. A surcharge shall be applied to VISA and Mastercard made through this BPOINT facility. The application fee is non-refundable as outlined in the [Enrolment Policy](#).
- 3.3 The Parents are to pay all fees and charges in advance at least one week prior to term commencement, except fees and charges on amended accounts which the Parents are to pay within seven days from the date of invoice.

3.4 If fees are not paid within 30 days of the due date an overdue charge may be levied 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.

3.5 If Fees and Charges are not paid within 60 days of the due date the enrolment of the Student's enrolment 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.

3.6 The Parents are to pay all medical and ambulance expenses incurred by the School on behalf of the Student which the School is not able to otherwise recover

#### **4. 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.

#### **5. Students' Obligations**

Students are required to have high standards of behaviour and:

5.1 abide by the School Values and Ethos and apply them

5.2 behave courteously and considerately to each other and to staff at all times

5.3 not do anything which may bring the School into disrepute, including in print and electronic media.

5.4 attend and, if required, participate in assemblies, important school events such as Sports Day, Language Festivals or other events determined by the Principal, and camps and excursions/incursions that are an integral part of the School curriculum

5.5 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

5.6 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

#### **6. Parents' Obligations**

The parent/carer(s):

6.1 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,

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

6.3 should view the School's app on a regular basis and/or read the weekly Newsletter

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

- 6.4 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
- 6.5 if the Student is absent from the School due to ill health or other reason
- 6.6 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:

- 6.7 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,
- 6.8 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.
- 6.9 should use their reasonable endeavours to attend parent-teacher interviews and parent forums and participate in activities offered by the School which are relevant to the Student's education
- 6.10 must not use social media to denigrate the School, staff, students or other members of the School community

## **7. Special Needs, Health and Safety**

- 7.1. 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
- 7.2. Parent/carer(s) must complete and return to the School the required health record 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.
- 7.3. 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.
- 7.4. Students are responsible for their personal property and the School does not accept any responsibility for the loss of their belongings
- 7.5. The Parents must sign permission forms for photographs and videos of the Student to be placed from time to time, on the Schools website, school newsletter, social media portals and other Marketing and Promotional material.

7.6. 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.

## **8. Programs and Activities**

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

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

8.3. The Student will be required to participate in all compulsory activities including excursions/incursions, camps and outdoor education unless the Principal agrees otherwise. Charges and program fees may be levied for these activities and will be payable regardless of attendance.

## **9. Reports**

The School will provide academic reports on the last day of Term 2 and Term 4. Where Parent/carer(s) do not live together, reports will be available to both Parent/carer(s) unless there is an Order of the Court or an agreement that the reports will only be available to one Parent.

## **10. Leave**

If the Parent/carer(s) wish to seek leave for the Student not to attend any School activity, they must apply to the Principal.

## **11. Suspension & Termination of Enrolment**

11.1. 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) a serious breach of the School's values and Code of Conduct
- b) conduct prejudicial to the reputation of the School or the well-being of its students or staff, and;
- c) where the Principal or School management believes that a mutually beneficial relationship of co-operation and trust between the School and the Parent/carer(s) has broken down to the extent that it adversely impacts on that relationship

11.2. The School will only exercise its powers under this clause to expel a student if it has provided the Student and their parent/carer(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.

11.3. 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.

## **12. Privacy**

The Parent/carer(s) acknowledge that they have read the School's privacy policy.

## **13. Amendment of Terms and Conditions**

The School may alter the terms and conditions of enrolment at any time by giving not less than two (2) term's notice to the Parent/carer(s) in writing which shall apply to both current and future students and parent/guardian(s) from the date specified in the notice.

## **14. Definitions**

In the terms and conditions:

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

School means the Sydney Japanese International School

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