



SYDNEY JAPANESE
INTERNATIONAL
SCHOOL
シドニー日本人国際学校

Enrolment Terms & Conditions



Enrolment Terms & Conditions

1. Enrolment Application Form

- 1.1 The Enrolment Application must be signed by both Parent/carer(s) where appropriate. By sign in the form, they jointly accept the responsibilities and obligations contained in these terms and conditions.
- 1.2 Enrolment will be confirmed once payment has been received for both the non-refundable admission fee of \$1,000 and the 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.
- 2.3 All enrolments are conditional on the family having the correct visas to legally live, work or study in Australia. The school will not accept applicants on certain visas.

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 Additional school fees will apply for students who are not eligible for recurrent Government funding due to the type of visa they hold.
(e.g. Overseas Student Subclass 500)
- 3.3 The \$220 non refundable 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.
- 3.4 The Parents are to pay to the School, all fees and charges for school fees, extra activities including excursions, and the supply of other goods and services to the Student, as determined by the School.
- 3.5 The Parents are to pay all fees and charges in advance at least 1 (one) week prior to term commencement, except fees and charges on amended accounts which the Parents are to pay within 7 (seven) days from the date of invoice.
- 3.6 If fees are not paid within 30(thirty) days of the due date, the Parents will be liable to pay an overdue charge which reflects (among other things) the administrative and financial cost of collecting the outstanding Fees and Charges.
- 3.7 While an invoice for Fees and Charges remains outstanding, the Student may not be permitted to participate in any discretionary activity offered by the School (for example, excursions).
- 3.8 If Fees and Charges are not paid within 60 (sixty) 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.
- 3.9 No remission or refund of Fees and Charges, either in whole or in part, will be made if the Student is absent due to illness, leave, suspension, expulsion, or any other reason.
- 3.10 The School 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.
- 3.11 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.

3.12 If the Parents enrol more than one child at the School concurrently, the second and subsequent Students will receive a 10% discount on the tuition fees.

4. Leave of Absence

- 4.1 Parents may apply for a leave of absence for their child due to temporary reasons such as illness, a parent's circumstances, or a temporary move overseas or outside the commuting area. However, leave of absence will not be approved if the Student is attending another school within the Sydney area or if the leave is for temporary return to Japan for entrance exam purposes.
- 4.2 The period of leave must be taken in full academic terms, with a minimum of 1 (one) term and not exceeding 2 (two) terms. If the period exceeds 2(two) terms, the Student will be considered to have withdrawn, and a re-enrolment process will be required for their return. If the leave is for less than 1(one) full term, it will be treated as a long-term absence, not a formal leave of absence.
- 4.3 The leave of absence fee is \$2,000, regardless of the length of the leave, and must be paid in a lump sum within 7 (seven) days from the date of invoice. This amount is subject to change in accordance with any future revisions to tuition fees or other charges.
- 4.4 When a student returns to school after a leave of absence, the previously paid fees (\$2,000) can be applied toward their tuition.

5. Withdrawal of Students

- 5.1 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.
- 5.2 The Parents are to submit a Departure Form with at least 1 (one) full term's notice to the Principal before terminating the Student's enrolment. The form must be submitted no later than the day before the first day of student attendance of the last term of enrolment. If the Parents do not give 1 (one) full term's notice of termination of the Student's enrolment, they are to immediately pay to the School, 1 (one) full term's Fees.

The expat families leaving Australia are to submit a Departure Form as soon as they know their move but at least 4 (four) full weeks' notice is required. If the expat family does not give 4 (four) full weeks' notice of termination of the

Student's enrolment, they are to immediately pay to the School, 4 (four) weeks' fees.

6. Students' Obligations

Students are required to have high standards of behaviour and:

- 6.1 abide by the School Values and Vision and apply them.
- 6.2 behave courteously and considerately to each other and to staff, visitors and other members of the School community at all times.
- 6.3 not do anything which may bring the School into disrepute, including in print and electronic media.
- 6.4 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.
- 6.5 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.
- 6.6 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.

7. Parents' Obligations

The Parent/carer(s) are to:

- 7.1 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 be aware of, acknowledge and support the School's Value, Mission, Strategic Plans and activities of the School.
- 7.3 should view the School's app on a regular basis and/or read the weekly Kakehashi newsletter.
- 7.4 ensure to read and understand the School policies available on the School's website.
- 7.5 advise the School 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.

- 7.6 notify the school as soon as possible if there are any changes in the student's visa status to ensure compliance with Government Regulations and to assess any impact on enrolment eligibility or applicable fees.
- 7.7 accept and abide by the directions of the School and the directions of School staff in relation to picking up and dropping off the Student at the School's premises.
- 7.8 communicate with students, parent/carer(s), visitors and staff members in a courteous manner, and follow the communication guidelines laid down by the School.
- 7.9 contact the School if the Student is absent from the School due to ill health or other reason.
- 7.10 advise 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.
- 7.11 ensure the Student has each item of officially required uniform, clean and in good repair, and all other requirements such as textbooks and stationery.
- 7.12 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.
- 7.13 must not use social media to denigrate the School, staff, students or other members of the School community. Please refer to the Parental Code of Conduct on the School's website.

8. Special Needs, 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 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.

- 8.3 Students are responsible for their personal property and the School does not accept any responsibility for the loss of their belongings.
- 8.4 The Parents must submit 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.
- 8.5 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/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.

10. Reports

The School will provide academic reports on the last day of Term 2 and Term 4.

11. Leave

If the Parent/carer(s) wish to seek leave for the Student not to attend any School activity for more than 3 (three) days, they must apply to the Principal.

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) 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 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/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.

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. Amendment of Terms and Conditions

The School may alter the terms and conditions of enrolment at any time by giving not less than 1 (one) 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 enrolment form