



## Business Notice

**This Business Notice should be read in conjunction with the School's Application for enrolment form. Before signing the Enrolment Application form it is understood that you have read, understood and are willing to abide by the terms and conditions of the School's Business notice, and any future amendments that will be advised to you as they occur.**

### Application for Enrolment

1. Applications for enrolment must be made on the Schools official application form. Both parents/guardians of the student are required to sign the Enrolment Form.
2. While an application is a pre-requisite to admission, it not a guarantee of admission and the School reserves the right to offer a place to any applicant irrespective of the date of application.
3. Parents / Guardians must, if invited to an interview, advise the School of any matters that pertain to the educational, physical or psychological development of their child, as this information is of significant importance in permitting the School to assess the child's needs.

### Admission and Confirmation of Enrolment

1. Once a formal offer of a place within the School has been made, it can only be held by one or both of the following:
  - Family Admission Fee
  - Term in Advance Payment
2. The Family Admission Fee covers administrative costs and is **non-refundable**. Should a student not commence, the Term in Advance Fee will be refunded minus the Admission Charge which is decided by the Business Manager each year.
3. The School does not need to provide reasons when declining an enrolment application. The Principal is authorised at any time to refuse to permit a student to continue as a pupil at the school.

### Information Disclosure

Parents/guardians must disclose, with appropriate documentation, all relevant details regarding medical or other conditions which may impact upon the School's approach to meeting the needs of the student, and to enable consideration of any extra services and facilities which may be required. Such information must be based on all current information available to the parents or guardians at the time of application. Failure to provide relevant information may lead to the student's enrolment being terminated.



### OAKLEIGH GRAMMAR

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### **School's Duty of Care to Students**

The School owes a duty of care toward all of its students. In order to discharge this duty, the School must necessarily rely upon the accuracy and completeness of information provided by the parents and guardians of students

### **Tuition Fees and Consolidation Charge**

1. Annual fees and charges are payable within 21 days of an account being rendered. If required a further notice may be issued before year end for any additional charges.
2. The School reserves the right to charge interest on overdue accounts at the rate applicable under the Penalty Interest Rates Act 1983. The School is not responsible for any delays in receiving your payment (including banking delays, postal delays or lost mail).
3. The School further reserves the right to on-charge enforcement expenses incurred by the School in the collection process for outstanding accounts, including without limitation any legal costs on an indemnity basis incurred as a result of engaging an external debt collection agency or law firm.
4. If payments cannot be adhered to because of personal or financial difficulties, an application for variation must be made in writing to the Business Manager.
5. The School reserves the right, which may be exercised at any time, to refuse to allow a pupil to continue his/her education at the School, while any fees remain unpaid for that student.
6. The School reserves the right to refuse a student permission to register and/or participate in any School events or activities that require additional payments to the School or a third party, while any amount remains outstanding or unpaid to the School in respect of that student or any of his/her siblings.
7. Any agreement or failure by the School not to strictly enforce any of its terms or payment in relation to amounts owing to the School, or any agreement to defer payment of an unpaid amount to the School, will not operate as a waiver of the School's rights in relation to such amount.

### **Withdrawal of a Student**

One full term's notice in writing of the intention to withdraw a student from the School is required, otherwise a terms fee will be due and payable. This applies to all students enrolled at Oakleigh Grammar and the ELC Centre. If a student leaves during the term without the appropriate notice, no refund will be made for the remainder of the term.

### **Planned Absences**

No discounts or concessions will be granted for any intentional or planned absences during the year. This includes, but is not limited to, holidays that extend beyond the gazetted Victorian school and public holidays, external activities that result in extended absences from the School and student exchange programs.

### **Removal of a student**

The Principal is authorised at any time to refuse to permit a student to continue as a pupil at the School. If, at the discretion of the Principal, it is desirable and in the interest of the School that a student should be removed from the School, the Principal may notify the parents/guardians to that effect, remove the student's name from the School roll and exclude them from further attendance at the School. The parents/guardians will be liable for all tuition fees and other fees and charges up to the day before the student's removal from the School.

## **School Policies**

Enrolment of students is conditional upon students and parents/guardians at all times observing all other relevant policies and directions of the School, determined by the School from time to time.

By applying for enrolment, each parent/guardian accepts these terms.

These terms and conditions may be varied at any time by the School, by written notice to parents through the School's communication systems, and will apply from the time they are promulgated.

## **Medical**

In the event of an accident when it is impractical to communicate with a parent or guardian, the Principal or his representative may authorise medical, surgical or other treatment considered necessary by a qualified medical practitioner.

The School must be kept up-to-date and informed of a student's medical needs, including any significant illness or disability suffered or developed by the student during his/her enrolment. The School must be immediately notified of any infectious or contagious illnesses or diseases which are contracted by a student and that student will not be permitted to attend the School, or any School activity, until a medical clearance has been obtained in writing.

## **School Damage**

Parent(s) or guardian(s) accept the liability for, and indemnify the School against, any loss or damage to the School or any person caused or contributed to by any act or default of the student.

## **Student Absence from School**

One term's notice in writing is required to be given to the Head of School for any extended absence from the School during any term (holidays, overseas travel etc). Full School fees are still payable for the duration of the student's absence.

## **Change in Parent / Guardian Relationship**

Parent/s and guardian/s must inform the School if there is a change in their relationship with each other since the application form was lodged, (for example, divorce or separation).

Each signatory to the Enrolment Form agree that they are jointly and severally bound by the terms and conditions of this Business Notice, including but not limited to payment of fees and charges and compliance with School rules, regulations and policies that may be in force at the School from time to time, and that they will continue to be jointly and severally bound notwithstanding any changes to the relationship between them.

All information given to the School will be treated in the strictest confidence.

## **Authority and Indemnity**

There are occasions during the course of a student's enrolment at the School where travel to School activities will be arranged through contracted bus services, School vehicles and other modes of transport. A parent enrolling a child in the School consents to such travel arrangements.

Parents / Guardians agree, that to the full extent permitted at law, the School will not be liable for any injury, sickness or accident that may occur while a student is either attending the School or taking part in a School activity and the parents/guardians will indemnify the School against all costs, claims, actions and demands made against the School, its employees, contractors, servants and agents to the extent that such injury, sickness or taking part in a School activity.

The School, and its employees, agents or representatives, will not be liable for any loss or damage to, or theft of any property or personal effects of a student, or of which a student has in its possession while attending the School or any School event or activity and the parent/guardians will indemnify the School against all costs, claims, actions, and demands made against the School, its employees, contractors, servants and agents to the extend that any loss, damage, theft of any property or personal effects occurs while his/her child is attending the School or taking part in a School activity.

**Insurance**

The School maintains a range of insurance policies. Parents are encouraged to maintain their own insurance policies for students which cover medical, dental, and other costs arising from an accident to a student.