

Carey Baptist Grammar School

Enrolment Agreement Local Students

For further information please email:

Admissions Office
admissions@carey.com.au

The *Application for Enrolment* is also available online at carey.com.au

The following School Rules, Policies and Forms can be found on our Website:

- Child Safety Policy
- Student Behaviour
- Uniform and Appearance
- Privacy
- Enrolment Procedure and Policy – Local Students
- Fee Schedule and Further Information – Local Students covering:
Annual Fees and Additional Charges, Withdrawal of a Student, Uniform and Books, Digital Learning Program
- Immunisation Policy

After orientation further School Policies and Information become accessible on CareyLink.

Carey Baptist Grammar School Limited
ABN 83 051 576 062 CRICOS #00135G

* Fees and Condition of Enrolment are subject to change without notice

October 2018



FULL NAME OF STUDENT

ENTRY LEVEL AND YEAR

Victorian Student Number (VSN) if known

PARENT/GUARDIAN 1 (IN BLOCK LETTERS)

Full Name

Address (Not P.O. Box)

Postcode Country

Home Email Preferred?

Business Email Preferred?

Home Phone Business Phone Mobile Phone

PARENT/GUARDIAN 2 (IN BLOCK LETTERS)

Full Name

Address (Not P.O. Box)

Postcode Country

Home Email Preferred?

Business Email Preferred?

Home Phone Business Phone Mobile Phone

I/We have read the *Conditions of Enrolment* on the reverse of this form and jointly and severally agree to be bound by these Conditions.

PARENT/GUARDIAN 1

Please Print Name

Signed

Date

THIRD PARTY WITNESS

Please Print Name

(Cannot be a Carey staff member)

Signed

PARENT/GUARDIAN 2

Please Print Name

Signed

Date

THIRD PARTY WITNESS

Please Print Name

(Cannot be a Carey staff member)

Signed

Please complete, sign and have witnessed all sections of this form otherwise it will be returned for completion. The offer of enrolment will not be processed unless accompanied by this signed Enrolment Agreement, the Enrolment Fee of \$1,500*, and a Tuition Deposit of \$2,000* (as outlined in the Letter of Offer). The Enrolment Fee and Tuition Deposit are non-refundable and non-transferable.

Please return this form to: The Admissions Manager, Carey Baptist Grammar School
349 Barkers Road, Kew, Victoria 3101, Australia

Office Use Only – Student Number

CONDITIONS OF ENROLMENT (Subject to Change Without Notice. Revisions to Conditions of Enrolment will be published on CareyLink)

Important notice: This document forms the basis of a legal contract between the Applicant/s and the School. If there is more than one Applicant each is bound by the Terms and Conditions under this Agreement including joint and several liability for payment of fees.

SECTION 1 – DEFINITIONS

- *Applicant* means the person/s set out in the *Enrolment Agreement*, being the Parent/s and/or Guardian/s of the Student listed in the Agreement and if more than one, each of them jointly and severally.
- *Conditions of Enrolment* means these Terms and Conditions of Enrolment, including any subsequent amendments made by the School.
- *Enrolment Agreement* means the agreement forming part of these Terms and Conditions of Enrolment by which the Applicant agrees to be bound.
- *Fees* means tuition and additional charges set out by the School and outlined in the annual *Fee Schedule and Further Information*, available on our Website and on CareyLink.
- *Fee Schedule and Further Information – Local Students* is the relevant Fee Schedule published annually by the School for Local Students.
- *School Rules and Policies* means School Policies and Guidelines as detailed on our Website and on CareyLink.
- *Principal* means the Principal of the School, or the Principal's authorised delegate.
- *School* means Carey Baptist Grammar School Limited, ABN 83 051 576 062, CRICOS #00135G, 349 Barkers Road, Kew, Victoria, 3101, Australia.
- *Website* means www.carey.com.au
- *CareyLink* means the School's intranet site, www.careylink.com.au
- *Student* means the student set out in the *Enrolment Agreement*.
- *Parent Contact List* is a directory of Carey Parents and Guardians which provides contact details for Parents and Guardians of the activities with which their student is involved in the School: Co-curricular, House, House Mentor and class groups. It also facilitates the sharing of information by House and Class Representatives. Parents/Guardians may opt-out of this program.

SECTION 2 – CONTINUED ENROLMENT

1. The continuing enrolment of a Student at the School is subject to compliance with these *Conditions of Enrolment* including the *School Rules and Policies* available on our Website and on CareyLink.
2. Overseas students accepting enrolment must hold a valid visa for the duration of their enrolment at the School, allowing the student to both remain, and be educated in Australia.
3. If an Applicant wishes to withdraw a Student from the School, the Applicant must give to the School one term's notice in writing signed by each of the persons who signed the original *Enrolment Agreement* or pay to the School the equivalent of one term's fees. This notice must be given to the Admissions Manager of the School.
4. Transfer of enrolment between Junior School campuses is not permitted.

SECTION 3 – FEES AND ACCOUNTS

1. Fees

- The Applicant shall be liable for payment of Fees and, if there is more than one Applicant, each of them are jointly and severally liable.
- Fees will be billed at the rates, and intervals outlined in the annual *Fee Schedule and Further Information – Local Students*.
- Students admitted to the School during a billing period will be charged fees on a pro-rata basis for that period.
- Fees are due and payable in full on the dates set out in fee statements.
- The Enrolment Fee is a fee for enrolment services provided at the time of enrolment. The Tuition Deposit is a deposit towards the tuition fee applicable to the first year of tuition.

The Applicant shall be liable for payment of an Enrolment Fee and a Tuition Deposit (as outlined in the Letter of Offer) in order to confirm enrolment. These fees are neither refundable nor transferable. The Tuition Deposit is only redeemable against tuition fees and credited to the April fee account in the year the student commences (Prep and Year 7). Should a confirmed enrolment place be cancelled by the Applicant, the Tuition Deposit is forfeited to the School.

2. Overdue Accounts

Overdue Accounts may result in:

- Late fees until payment is made in full.
- A Student's enrolment being suspended until payment is made in full.
- A Student being excluded from certain activities.
- A Student being permanently excluded from the School.
- Recovery legal action being taken against the Applicant for unpaid Fees and the costs of recovery being charged to applicants.

3. Special Circumstances

- The absence of a Student from the School for a billing period or any part thereof, whether due to illness, suspension, extended vacation, withdrawal or termination of enrolment, or any other reason, will not entitle the Applicant to a refund or reduction in fees for that billing period.
- Under Section 2 further fees may also be payable where late notice of withdrawal or termination of enrolment is given.

SECTION 4 – RULES AND DISCIPLINE

1. Enrolment at the School is conditional upon the Applicant and Student agreeing to comply with *School Rules and Policies*.
2. Without affecting the generality of sub-section 1, the School reserves the right to discipline the Student. The Principal may require the Student to attend the School for a portion of a school vacation, or suspend, exclude or expel the Student as part of disciplinary action.

SECTION 5 – ATTENDANCE

1. The Student must attend the School on the dates and between the hours advised by the School.
2. The Student must attend and participate in all scheduled classes, co-curricular activities and any activity expected of a Student at the School. These frequently involve attendance on Saturdays or before and after normal School hours.

SECTION 6 – CONSENTS

1. This section applies to all programs and activities run by the School, both curricular and co-curricular, and any activities within the scope of activities expected of a Student of the School. This includes before and after school care and any travel undertaken in the course of, to or from school activities.
2. The Applicant agrees that the Student may access the services of School specialists such as the School Nurse, Counsellors and Chaplains. The Applicant consents to those services being provided to the Student and for confidentiality between Student and specialist to be maintained without reference to the Applicant where the specialist deems that appropriate.
3. The Applicant consents to the School arranging first aid and medical treatment in the event of an emergency and indemnifies the School for the cost of any such treatment.
4. The Applicant agrees that the School is not liable for any loss or damage to property of the Applicant or the Student including musical instruments, sporting equipment, electronic devices and clothing, caused by the Student, by other Students or by third parties other than School.
5. The Applicant agrees to indemnify the School for any loss or damage to School property arising from the use or possession of such property by the Student.
6. Occasionally the School may wish to include photographs and/or audio/visual material of the Student in print and online for distribution within the School community (photographs may be captioned with names) or outside the School community (photographs would not be captioned with names). The Applicant consents to such use and disclosure of the Student's photographs and/or audio/visual material unless such consent is expressly withdrawn via written notification to the School.
7. In signing this Enrolment Agreement, you consent to us using your personal information and the Student's personal information for the purposes of receiving School marketing communication such as our School magazine or invitations to Open Morning or philanthropic support for the School, by mail or email. You may at any time opt out of any of the above marketing communication either by clicking the opt out prompt on the marketing communication or by advising Community Relations via email that you wish to opt out from this marketing communication.

SECTION 7 – COLLECTION AND USE OF PERSONAL INFORMATION

1. Occasionally the School will need to collect personal information about the Student, including:
 - information necessary to satisfy the School's legal obligations under statute and common law
 - medical/health information, and
 - academic information.The School shall deal with such personal information pursuant to the School's *Privacy Policy* available on our Website and on CareyLink.
2. The School will request from the Applicant on an annual basis updated contact details and excursion, medical and print/audio/visual material consents, and advise Applicant/s of their current status for *Parent Contact List* permissions. Where requested, Applicant/s are required to check and confirm the information noted therein and advise the School of any changes, omissions and incorrect information.
3. The Applicant/s acknowledges that the inability of the School to obtain or disclose personal information about the Student may affect the enrolment or continuing enrolment of the Student.
4. Philanthropic support and marketing activities are important to the future development and growth of the School. You may be contacted from time to time to seek such philanthropic support for the School, or receive marketing communication by mail or email. The opportunity to opt out of receipt of such materials will be made available with each communication.

SECTION 8 – COMMUNICATION WITH APPLICANT

1. The Applicant/s will advise the School of any change in contact details and other personal information, within a reasonable time of the change, to the Head of the relevant School Section.

SECTION 9 – PREVAILING CONSUMER PROTECTION LAWS

This Agreement does not remove the right of the Applicant to take action under Australian Consumer Law.