



Conditions of enrolment

 Students are enrolled at Ascham School on the following conditions:

A. Acceptance of Enrolment Offer

1. Offer and Acceptance fee

Places are offered at Ascham School upon the discretion of the Head of School and only after each student and their parents or guardians (**Parents**) have attended an interview with the Head of School. In order to accept an offer of enrolment at the School both Parents must sign the acceptance of offer form and pay an acceptance fee. The acceptance fee is not refundable.

2. Deferment of enrolment

An offer of enrolment is for a particular year. To defer an offered or accepted place at the School, prior to commencement, the student will be placed on the waiting list for the deferred entry point. The student's date of application will be amended to the date of the deferment.

3. Confirmation of enrolment

To confirm the enrolment of a new student, the first term's tuition fees must be paid by the date specified by the School in the year prior to entry, or the accepted place will be lost. The School will only refund those tuition fees if enrolment is withdrawn more than three months before the student is due to commence at the School.

B. Capacity of the School to cater for a student

1. Assessment before entry

All places are offered subject to the School's determining, in its absolute discretion, that the girl is suitable for its educational programs and life at the School, and that the School can supply an appropriate educational program for the girl. The School may require any girl to undergo an assessment by the School before joining.

Those joining after Kindergarten are also required to supply their most recent school report. Tuition at the School is in

English and competence in English is a condition of entry. If on enrolment a girl does not show evidence of the required competence, she may re-apply on completion of an intensive English course. This course would be at the discretion and expense of the girl's family.

2. Later years

The School may review the progress of a student at any time. All places at the School, and in particular a student's progression into each of Year 1, Fiona and the Senior School, are subject to the School's determining, in its absolute discretion, that the student is ready for the next stage of its educational programs and life at the School and that the School can supply an appropriate educational program for the student.

C. Requirements of Students

1. Behaviour

A student's poor behaviour or absence may disrupt not only her own education and development but also those of other students and the operation of the School. Consequently, a student is required at all times to:

- behave courteously and considerately
- support the goals and values of the School
- not do anything which may adversely affect the reputation of the School, including in print and electronic media
- comply with Ascham's rules, student codes and the directions of staff.

2. Uniforms

Students must be neatly dressed, clean and wear the school uniform as prescribed, without embellishment for any reason, including fashion, culture or religion, when travelling to and from school, at school and engaged in school activities.

3. Attendance

Students must attend the School during specified school hours, except where leave is granted or in the case of ill health. The School may require appropriate documentation, including medical certificates to support leave.

4. Personal belongings

Students are responsible for their personal belongings and the School will not be liable for any loss of these belongings. All items must be labelled.

D. Requirements of Parents

1. Following School procedures

The Parents of a student have an important role in ensuring girls meet School requirements and in fostering a respectful and supportive School community. Hence they are required at all times:

- to assist and require the student to comply with the above requirements of students
- to use their reasonable endeavours to attend parent-teacher interviews and parent forums
- to support the goals and values of the School, including those expressed in the School's statement of aspirations and codes of conduct
- while on the school premises, or attending school activities elsewhere (for example, sporting events, concerts, plays and excursions) to comply with school procedures, the requests of staff, and with any applicable code of conduct of the School or any sporting association of which the School is a member, and encourage others attending in relation to the student to do the same
- to comply with the procedures specified by the School and the directions of staff in relation to picking up and dropping the student at or near the School (this is important not only for safety and efficiency, and for the convenience of other parents, but also for the School's relationship with the wider community, including neighbours and the local authorities)
- to ensure the student has all requirements for school, including textbooks and stationery and each item of required uniform, clean and in good repair, and arrives at the School each day rested and ready for the day

- not to release any material for the purpose of promoting the School or School-related activities or students to the media without the written approval of the Head of School

- not to engage in any activity or conduct in relation to the School that will bring the School into disrepute

- to communicate with students, parents, visitors and staff members in a courteous manner and follow appropriate processes to raise any issues or concerns about their daughter or the School with School staff, as advised from time to time.

2. Medical conditions and treatment

It is the responsibility of the Parents to inform the School of any medical conditions or allergies of the student. In particular they must notify the School immediately if the student has a communicable infection or condition.

The School does not take responsibility for insuring students, including against medical expenses or injury. If a member of the School's staff determines that a student needs urgent hospital or medical treatment of any nature and the School is unable to contact the Parents after making reasonable efforts, or the staff determine that the emergency is such as to require immediate intervention, the Parents authorise the School to give or to give authority for such treatment. When the School does so, it will use reasonable endeavours to notify the Parent as soon as possible.

The Parents shall pay the School all costs and expenses arising directly or indirectly out of such treatment.

3. Keeping the School informed

The Parents must as soon as possible notify the School:

- in writing of contact details and any changes (telephone, email and address)
 - if a student is to be absent from the school through ill health, and subsequently to give details in writing
 - in writing, if there are orders or arrangements with respect to the student concerning custody or access, or changes to them or other orders which are relevant to the education and welfare of the student and if requested by the School, provide evidence and details
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E. Miscellaneous

1. Leave

Except in the case of ill health, permission for a student to be absent from the School must be sought beforehand. Leave will only be granted in exceptional circumstances and will be at the discretion of the School. Leave will not normally be given for journeys, either abroad or within Australia, during the school term. It is the Parents' responsibility to ensure they are fully aware of all term dates, details of which will be periodically provided.

In exceptional circumstances a leave of absence may be approved by the school. Leave of absence is granted at the Head of School's discretion for leave of a minimum of one term and a maximum of one year.

Students that wish to leave the School for more than one year will be required to withdraw and be placed back on the school's waiting list for re-enrolment. Should a place become available a non-refundable re-enrolment fee of \$3,000 will be charged to secure the place.

2. Removal and suspension

The School reserves the right to exclude any student either permanently or temporarily, at any time and without notice but subject to affording the student procedural fairness, if the Head of School or Council of Governors in their absolute discretion consider this appropriate. This could include, but is not limited to, any of the following:

- a serious breach of the School's rules and regulations or codes of conduct
- conduct prejudicial to the reputation or well-being of the School, its students or staff
- non-payment of fees and charges or other breach of these conditions
- a breakdown of the relationship of co-operation and trust between the School and the Parents of a student.

3. Programs and activities

The School reserves the right to determine all aspects of its educational and other programs, and the resources applied to them. The School may change these at any time without notice. This may include discontinuing subjects and other programs.

Upon enrolling a girl in the School her Parents are expected to give permission for her to participate in all its activities, including excursions, camps and outdoor education and activities. Unless the Head of School decides otherwise:

- students must participate in all compulsory activities, whenever held
- charges may be payable for all activities even if a student through ill health or otherwise is unable to attend.

4. Provision of Reports by the School

The School will send academic reports to the address or addresses notified by the Parents. Where the Parents are separated or divorced, reports will be sent to both Parents unless there is an Order of the Court or an agreement that reports are to be sent to only one Parent.

F. Fees and Charges

1. Responsibility

The Parents of each student are jointly and severally liable for all fees and charges and any other amounts due to the School.

2. Amount

Fees and charges, including any deposit or non-refundable enrolment fee, are as determined by the School's Council of Governors. Fees and charges can change without notice. Continued enrolment is conditional on payment when due. Fees and charges are not refundable, except as expressly provided in these conditions. Accounts for Fees are sent out in January, April and July each year.

3. Supplementary account

A supplementary expenses account will be issued towards the end of the year to cover any extra activities subsequent to the third billing.

4. Absences

Fees and charges will not be reduced in respect of a student's absence. Should a student be granted a leave of absence by the Head of School, for a minimum of one term and a maximum of one year, tuition fees will be charged for the duration of the granted leave.

5. Default in payment

Fees, charges and other amounts are payable by the due dates as specified by the School. Failure to pay by the due date causes the School to incur costs. Charges for late payment will apply to compensate the School for these costs. If fees and charges for any student are not paid when due and alternative arrangements have not been agreed, the student may not be allowed to continue in attendance at the School until they have been paid in full. Extra activities are not available to students whose fees are in arrears.

6. Discontinuing activities

If a student is to discontinue an activity that is provided for an additional fee, the Parents must give at least six weeks prior notice of the discontinuance expiring at the end of a term otherwise six weeks' fees will be charged.

7. Changing from boarder to day girl

If a student enrolls as a boarder, she takes a place as a boarder and not as a day girl. If the Parents wish a boarder to become a day girl, the student's Parents must give at least one term's notice, expiring at the end of a school term or in lieu of notice pay an amount equal to one term's boarding fees and any GST incurred by the School.

8. Leaving Ascham

If a student is to leave the School before the completion of the student's Higher School Certificate (or other final year examinations):

- the student's Parents must give at least one full term's notice, in writing, addressed to the Head of School, expiring at the end of a school term. This notice must be received by the last day of the preceding term. In the absence of one term's notice, the Parents must pay an amount equal to one term's fees (including boarding fees if the student has been a boarder) and any GST incurred by the School

- if the student has received a scholarship, bursary or other financial assistance from the School, the Parents may be required to repay it, if that is a condition of its grant
- if a boarding student in Year 12 is withdrawn part way through the year, the school will charge a full year's boarding fees
- to enrol at another school, the Parents must provide the School with formal documentation giving details of the date of written notification, the school which their daughter will now be attending and the grade she will be entering at her new school. This is a NSW Board of Studies requirement and the School is required to advise the Board if this documentation is not completed.

G. Amendment of these Terms and Conditions

The School may alter these conditions at any time by giving not less than two terms' notice to the Parents in writing. Alterations will apply to all current and future students and their parents and guardians from the date of the notice.

Ascham School

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