



ENROLMENT TERMS

In completing and signing the Enrolment Application we the parent(s) or guardian(s) noted on that application form request The Scots School Albury (the “School”) to accept the child identified in the application (the “Student”) for enrolment as a student at the School on the terms set out in these Enrolment Terms.

1. Application and Acceptance Process

1.1 We acknowledge that the Student’s name will be registered for enrolment at the School following the submission of the Enrolment Application form and our payment of the non-refundable application fee (as specified in the Fee Schedule). We understand that acceptance of this application is at the discretion of the School.

1.2 We understand that before the School determines whether or not to accept this application the Student is required to attend an interview with the Principal (or their representative) at the School.

1.3 We declare that all information provided to the School on the Enrolment Application is correct, complete and not misleading and that we have fully disclosed any special needs (including medical, learning, physical or psychological needs) of the Student which may be relevant to the education or welfare of the Student. We understand that the School welcomes applications for enrolment of students with any educational needs but it is not a special School equipped to serve complex disabilities and that as such the School reserves the right to decline such an application if it is determined that the School’s resources and programs are unable to accommodate the specific needs of a student.

1.4 We understand that if the School accepts this application it will notify us in writing offering the student a place at the School.

1.5 On receiving the acceptance of the Enrolment Application from the School for our first child entering the School, we agree to pay the Family Entrance Fee (as specified in the Fee Schedule).

1.6 Confirmation of a place at the School will be made upon receipt of the Family Entrance Fee.

2. School Fees and other charges

2.1 We agree to pay all School Fees levied by the School (being annual tuition fees, annual composite fees and where applicable Boarding fees) together with other charges for all extra goods and services provided by the School to the Student as invoiced to us (such as optional subject levies and extra-curricular activities)

by the due dates in accordance with the Fee Schedule published by the School for the relevant year (a copy of the current Fee Schedule is attached). We understand that the School has a right to amend the School Fees and other charges from year to year.

2.2 We understand that School Fees and other charges are rendered in three instalments in February, May and August and are payable within 30 days of an account being rendered. If required a further invoice may be issued monthly / before year end for any additional charges (such as Term 4 extra-curricular activities).

2.3 We acknowledge that School Fees and other charges are payable either by:

- three equal payments (“Instalment Payments”) as detailed below; or
- ten equal payments (“Monthly Payments”) or
- one lump sum payment in advance (“Annual in Advance Payment”).

All School Fees and charges may be paid by cheque, BPay, credit card (Mastercard, Visa, American Express or Diners Club – see Fee Schedule for applicable credit card surcharges) or if we elect the Monthly Payments option by Direct Debit Scheme.

2.4 Fees will be charged on a pro-rata basis for new students commencing during a School term. These will be due 14 days from the date of invoice.

2.5 We agree that all signatories to the Enrolment Application (and thereby these Enrolment Terms) are jointly and severally liable for all fees and charges payable and that this arrangement continues irrespective of any changes between the relationship of co-signatories, any child support arrangements or any private agreement with a third party regarding payment of fees.

2.6 The School will apply discounts for second and subsequent siblings who attending the School at the same time. These discount rates are set out in the relevant Fee Schedule. We also acknowledge that any such discounts will be revoked if there are outstanding amounts owing on our account.



2.7 The School will apply Annual in Advance Payment discounts if we elect to pay a full year's School Fees in advance – the amount of the discount and the due date for payment are specified in the Fee Schedule.

2.8 We recognise that the School maintains an active building programme and to enable parents to contribute to this programme, an amount (as specified in the Fee Schedule) is added to the voluntary contributions section of each Instalment Payment's billing statement. Donations to the School's Voluntary Building Fund are tax deductible.

2.9 We understand that the School levies a late payment fee for fees owing at 30 days and a further late payment fee if still owing at 60 days (both of which are specified in the Fee Schedule) and agree to pay this fee if applicable. Once the debt to the School is 30 days old, we understand that we must be in regular communication with the Business Operations Manager and enter into an agreement with acceptable repayment terms. Any such agreement will not act as a waiver in respect of School Fees or other charges outstanding as at the time the agreement was reached. Failing this, we acknowledge that the School will commence legal proceedings for recovery and/or exclude the Student(s) from the School. We also acknowledge that any discounts will be revoked if there are outstanding amounts owing on our account.

2.10 We accept and agree that the School reserves the right to suspend or terminate the enrolment of a student if any portion of the School Fees or other charges remains unpaid. We also understand that the Student will not be permitted to return to School for another term if the School Fees for the previous billing are unpaid unless expressly agreed in writing with the School.

3. Withdrawal of Students

3.1 We understand that we must provide one term's notice in writing of our intention to withdraw the Student from the School, and that such notice must be given no later than the first day of the School term at the end of which the notice expires. If this notice is not given, we agree to pay ONE term's School Fees in lieu of notice.

3.2 A full Term's notice, in writing, of intention to change the status of a student from Boarder to Day student must be given to the Principal and such notice must expire at the end of a Term, unless such requirement is waived by the Principal.

3.3 We acknowledge that the Principal reserves the right to suspend or terminate an enrolment. No remission of fees will be made in the case of suspension or removal of a student for unacceptable conduct or failure to pay fees.

4. Expectations and Behaviour

4.1 In enrolling the Student, we agree to support the ethos and to abide by the policies, rules and regulations of the School as set out in the School Handbook (and where the Student is a boarder, the Boarder's Handbook) and as published from time to time at the Principal's discretion. We note that the Student's behaviour is required to be at all times lawful, safe for all concerned, considerate of others and a good reflection on the Student, the Student's family and the School and we agree to encourage the Student in this.

4.2 We agree to support the School in the administration of its discipline policies and acknowledge that these apply to conduct of the Student both inside and outside the School and whether or not the conduct is connected to School activities. We accept that the School's disciplinary procedures for breach of School rules or behaviour by the Student which is prejudicial to the welfare of the School, its staff or students or for where we have failed to comply with these conditions of enrolment include suspension from the School and immediate termination of the Student's enrolment at the School's absolute discretion. We acknowledge that In the event of suspension or termination of enrolment there will be no refund of any School Fees or other charges previously paid.

4.3 We accept that the School may determine which particular courses and activities are offered and/or provided at any time and which of these courses and activities are compulsory. We understand that all students are required to attend the School at the dates and hours nominated by the Principal as well as attend must participate in and/or attend the following compulsory activities, as determined by the Principal:

- School Chapel and religious and values education classes;
- obligatory co-curricular activities including all School camps;
- the School sports events such as athletics and swimming carnivals
- School functions such as Speech Day, Anzac Day, Carol Service and other events as required by the Principal from time to time;
- various excursions that occur from time to time as an integral part of the School curriculum.

We consent to the Student participating in these events and agree to ensure that the Student attends these events.



4.4 We are aware that the School requires parents to be actively involved in the School through attendance at parent-teacher interviews and parent forums, participation in courses offered by the School relevant to the student's education and assistance to the School in a voluntary capacity from time to time.

5. Health and Safety

5.1 If the student is ill or injured, necessitating urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and if we are not readily available to authorise such treatment, or should the School consider it impracticable to communicate with us, we authorise the Principal or, in their absence, a responsible member of the School staff, to give the necessary authority for such treatment. We agree to indemnify the School in respect of any costs or expenses which the School incurs as a result of the School taking action pursuant to this clause.

5.2 We acknowledge that the School seeks to maintain an environment that is safe for all students and in which learning can take place. We also acknowledge that to this end the Principal or their nominee may search the student's bag, locker or other possessions where there are reasonable grounds to do so. We also agree that we will be responsible for all breakages and damage to School property caused by a Student.

5.3 We recognise that the Student's personal property is not insured by the School and that the School does not accept any responsibility for loss or damage.

6. Leave

6.1 We acknowledge that requests for leave from School activities, including academic and co-curricular programs, and for early departure at the end of term and/or late return from breaks must be applied for in advance in writing to the Principal.

6.2 We agree that absence from the School due to illness, leave or suspension during the whole or part of a term does not remove our obligation to make payment of the full term's School Fees and charges.

6.3 However, we understand that we may apply for a planned leave of absence from the School of between two terms and one year from the School (whole terms only), and that subject to the School's discretion, the School may guarantee to hold the Student's place for a fee equivalent to 50% of the applicable School Fees for that period. All requests for a planned leave of absence from the School must be submitted in writing

to the Principal for approval at least one full term in advance. Approval is not guaranteed.

7. Privacy

7.1 We accept that the School may from time to time collect personal information about us and the Student which may be necessary for the School's function or activities. We authorise the School to use and disclose such personal information in such a manner as the Principal may deem appropriate for the purposes of the Student's education, health, care, welfare or development. We acknowledge having read the School's Privacy Policy and Standard Collection Notice.

7.2 We give permission for photographs and videos of the student to be placed in the School's records, displayed from time to time around the School, be published in School publications, on its website and in other marketing and promotional material.

7.3 Where relevant, we agree to provide to the School all current Family Court or other court orders relating to us and the student. We understand that the School's Privacy Policy deals with the confidentiality of such information.

7.4 We agree to advise the School of any change of address, contact details or other information as soon as the change takes place.

8. Changes to these Conditions

8.1 We agree that these conditions are subject to alteration from time to time by the School. Any such alterations shall be notified, in writing, to parents. Continuing enrolment of a student at the School following receipt of such notice shall be deemed to constitute acceptance of the revised conditions.



THE SCOTS SCHOOL ALBURY

Find out how we can help open
a new world of life, learning and leading



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Day & Boarding