

Conditions of Enrolment

1. Signatories to this Enrolment Agreement agree:
 - (a) to accept the authority of the Board of Directors and of the Principal to run the College and for that purpose from time to time to impose, modify, rescind and apply in their unfettered discretion rules, policies and regulations hereinafter referred to as "the Rules";
 - (b) to be bound by and observe the Rules;
 - (c) to pay by the due date (in the case of signatories to 'liability for payment of fees and charges') all:
 - i. fees, charges and any accounts in relation to the enrolment or tuition of any student they are financially responsible for;
 - ii. interest on any unpaid accounts from the fee due date until the account is paid in full;
 - iii. any other charges referred to in Clause (8) that may become due.
2. The enrolment deposit accompanying this application is non-refundable.
3. All fees and levies will be charged on 1st February each year and required to be paid by 10 equal instalments commencing on 1st February, unless some other arrangement has been agreed to in writing by the Business Manager.
4. Any account rendered by or on behalf of the College shall be subject to the addition of compound interest, at the current rate of interest charged by the bankers for the College on overdrawn accounts plus 2%, if not paid within twenty-eight days of the due date.
5. Ten weeks' notice in writing, or the payment of ten weeks in lieu thereof (tuition and/or boarding) is required before a student leaves the College or before a boarder becomes a day student.
6. The College may, at its discretion, refuse to retain a place for a student if any fees, charges or accounts in relation to the enrolment or tuition of such student remain outstanding.
7. The liability of the signatories regarding liability for payment of fees and charges is joint and several.
8. Should debt collection action be necessary to recover outstanding fees, charges or any accounts in relation to the enrolment or tuition of any student, all costs arising from or associated with such debt collection action will be borne by the person(s) who has accepted responsibility for payment of the said fees, charges, loans or accounts.
9. The College reserves the right in its complete discretion and for any reason to suspend or to dismiss any student from the College and without limiting the generality of such discretion, such suspension or dismissal may be upon the grounds of unsatisfactory conduct or performance on the part of such student and/or upon a failure of the student or his or her parent or guardian to obey or comply with the Rules or these Conditions of Enrolment.
10. Insurances
 - (a) Parents are responsible for ensuring that students' personal possessions brought to the school are adequately insured against loss or damage. The College is not responsible for, and does not accept liability for, damage to or loss of any personal possessions of students whilst at school or whilst travelling to/from the College.
 - (b) Parents are advised that the College's insurance policies do not generally cover personal injury to students – eg. injuries incurred in the College grounds, or whilst playing sport. It is advised that parents check their own insurance policies and health cover to ensure that they are adequate.

Collection of Personal Information

1. The College collects personal information, including sensitive information, about students and parents or guardians before and during the course of a student's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for students.
2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask parents to provide relevant medical information about sons/daughters from time to time.
5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, medical practitioners and people providing services to the College, including visiting specialist teachers and sports coaches.
6. If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of the student.
7. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions, information such as academic and sporting achievements, student activities and other news is published in College publications such as newsletters, magazines and on our website.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the College. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include when access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the student, or where students have provided information in confidence.
9. The College, from time to time, engages in fundraising activities. Information received from you may be used to make an appeal to parents. Information may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose. We will not disclose personal information to third parties for their own marketing purposes without parental consent.
10. If parents provide the College with the personal information of others, such as doctors or emergency contacts, we encourage parents to inform those people that they are disclosing that information to the College.