



Trinity Grammar School



# OVERSEAS STUDENT ENROLMENT CONDITIONS YEARS PRE-K – 12

## A Safe School

1. Recognising that the School is committed to the safety and well-being of all its students, we agree to support the School in its efforts to provide a safe school environment that supports student well-being and effective learning.
2. We acknowledge that the School is a Christian community and that conduct and attitudes based on Christian values are encouraged.
3. We agree that all communication between students, parents/guardians (parents) and staff members should be conducted in a courteous and respectful manner.
4. We agree to avoid confrontation and criticism in public and accept that there is no place in the School community for sarcasm, derogatory remarks, inappropriate familiarity or offensive comments.
5. We agree to support the values and to abide by the rules of the School as set out in the appropriate publications such as the Handbook (and for boarders the Boarding House Handbook) or the School Bulletin's as published from time to time at the Head Master's discretion. We note that the student must do the same and we agree to encourage him in this. In particular, we have noted the School's requirements in relation to discipline, home study, uniform, attendance, a safe learning and working environment and leave.
6. We acknowledge that the Head Master or his nominee may search the student's bag, locker, mobile phone and electronic devices or other possessions where there are reasonable grounds to do so. The Head Master may also carry out computer surveillance which includes using software or equipment to monitor use of computers, the sending or receiving of emails, the accessing of websites and the use of social media.
7. We understand that the School requires parents and others to observe School security procedures for the protection of students from direct contact with those outside the School during school hours and that we are only to make contact through the School office.

## Participation

8. 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 must participate in and/or attend the following activities, which may involve weekend activities, as determined by the Head Master:
  - a. Chapel Services and Assemblies;
  - b. Co-curricular Activities;
  - c. the School's Sports Programmes;
  - d. School events such as Speech Day and other events as required by the Head Master, from time to time;
  - e. various Camps and Excursions that occur from time to time as an integral part of the School curriculum.
9. We understand that requests from us for the student to be given leave from School activities, including academic programmes and co-curricular activities, must be made to the School in writing to the appropriate person noted in the Handbook.
10. We understand that requests for early departure at the end of a term and/or late return from breaks are considered only in the most extreme cases. Such requests must be in writing to the respective Masters of the Preparatory or Junior Schools for primary students and to the Head Master, or his nominee, for Middle and Senior School students.
11. We understand that the School requires parents to be actively involved in the School through attendance at parent-teacher interviews, parent information evenings 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.

## Health

12. We have fully disclosed any special needs of the student (including but not limited to any medical, physical, learning or psychological needs). Where any disclosed special needs change or where any special needs arise, we agree to notify the School immediately. We also agree to complete the student's medical form accurately and provide annual updates for the School Health Centre.
13. 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, we authorise the Head Master or, in his absence, his nominee to give the necessary authority for such treatment.

## Privacy

14. We acknowledge that the School may from time to time collect personal information about parents and students which is necessary for the School's function or activities. We authorise the School to use and disclose such information in such manner as the Head Master deems appropriate for the purposes of the student's education, health, care, welfare or development. We have read the School's Privacy Policy and Standard Collection Notice as found on the School's website. We give permission for images of the student to be placed in the School's records, displayed from time to time around the School, and published in School publications, on its website and in other marketing and promotional material. We acknowledge that should we wish the student to be omitted from School publications and promotional material, we must advise the Head Master in writing.
15. Where relevant, we agree to provide to the School all current Family Court or other court orders relating to us and the student. We note that the School's Privacy Policy deals with the confidentiality of such information.

## What we must pay

16. We agree to pay to the School all fees and charges for tuition, boarding, co-curricular activities, excursions, camps and the supply of goods and services to the student as determined by the School Council and as published in the Fee Schedule from time to time.
17. All tuition and boarding fees are based on a four-term year and charged annually at the beginning of each calendar year. Fees may be paid in:
  - a. one payment at the beginning of the year, or
  - b. equal weekly, fortnightly, monthly or termly instalments provided the instalment amounts would clear the fees owing by the end of that calendar year.
18. We agree to notify the Bursar if we wish to pay fees by instalments, noting that, if we do not notify the Bursar, the fees are due in one payment at the beginning of the year.
19. If we fail to pay an account for fees and/or charges within its due date, we agree to pay an overdue charge ("Administration Fee") as determined by the School from time to time. We understand that we may obtain the current rate from the Bursar's Office.
20. If an account for fees and/or charges is not paid in full by the end of the term in which they are due, the student's enrolment may be suspended and the School may subsequently without further notice refuse entry to the student or terminate his enrolment.
21. We understand that no remission of fees, either in whole or in part, will be made if the student is absent due to illness, leave or suspension.
22. We authorise the School to incur expenditure on our behalf such as purchases of books, stationery and equipment, and to advance such fares from time to time as the School considers necessary.
23. We agree to pay all medical and ambulance expenses incurred on behalf of the student.
24. We acknowledge that the student's personal property is not insured by the School and that the School does not accept any responsibility for loss.

## Ending enrolment

25. We understand that our acceptance of the School's offer of enrolment for the student implies that he will complete his schooling at the School (and, where he is enrolled as a boarder, complete his schooling as a boarder) unless unforeseen circumstances arise. Where the student is a boarder, we acknowledge that any request for a change to day student status must be in writing at least one term before the change is to occur and that approval is at the Head Master's discretion.
26. We accept that, if we wish to withdraw the student, we must give a full term's notice in writing to the Head Master. The notice must be given no later than one week prior to the end of the preceding term. If this notice is not given, we agree to pay a term's fees plus GST in lieu of such notice. This amount is a genuine pre-estimate by the School of the loss that it would suffer because we have not given the required notice.

27. We agree that the Head Master may, by giving us one term's written notice:
- exclude the student if the Head Master considers that a mutually beneficial relationship of trust and cooperation between us and the School has broken down to the extent that it adversely impacts on that relationship; or
  - ask us to remove the student from the School at the end of an academic school year where the student has, in the Head Master's opinion, failed to meet the requirements of the New South Wales Education Standards Authority or has otherwise failed to make satisfactory progress in his academic work.
28. We agree that the Head Master may terminate the student's enrolment if:
- we have provided or do provide information to the School before or after our acceptance of the School's offer of enrolment for the student which is materially incomplete, incorrect or misleading; or
  - we fail to comply with these conditions.
29. We agree that the Head Master may in his absolute discretion, but subject to affording the student procedural fairness, suspend or dismiss the student for breaches of rules or ill-discipline.

## General

30. We agree that the School may change these Conditions provided it gives us at least two terms' notice and that the new Conditions take effect from the beginning of a calendar year.
31. We acknowledge receipt of these Conditions in duplicate, and agree to retain the copy marked 'duplicate' for our records.
32. We agree to give the School notice of any change in our contact details.
33. We each agree that our obligations to the School, as set out above, are joint and several and, subject to the conditions, may only be terminated by one of us at the end of three months after that one gives notice, in writing, to the Head Master, of his or her desire to be released from such obligations.

## Overseas Students

34. We understand that information about the student may be provided to, and shared by, Australian Government agencies, including personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition.
35. The student must hold a current passport and a current student visa throughout his enrolment at the School. The student must comply with all requirements of his student visa.
36. If the student is a Full Fee Paying Overseas Student, we agree to pay:
- a Full Fee Paying Overseas Student Supplement as determined by the School and published in the Fees Schedule.
  - the cost of private health cover in advance in compliance with government Visa requirements.
37. Where we do not reside in Australia, we agree to appoint a suitable adult resident in Sydney to act as a guardian for the student. We understand the guardian must:
- be at least 21 years old;
  - speak English;
  - be contactable by the School;
  - be able to give support to the School in meeting the student's needs;
  - attend enrolment interviews, parent-teacher interviews and other contacts at the School's request;
  - exercise a duty of care to the student when he is on leave with them;
  - liaise with parents and the relevant Head of School to ensure the student's welfare; and
  - sign the Expectations of a Guardian form before the student enters the School.

## Refund Policy

38. If the School does not commence, or ceases to provide, a particular course of study before its completion, any monies paid in advance will be refunded.
39. If the student does not wish to commence a course of study or withdraws before completion (defaults), and we provide a full term's notice of his wish in writing, addressed to the Head Master, any monies paid in advance of the student's last day of school and after deducting any monies owing to the School will be refunded.
40. The refund will be made within four weeks (28 days) of the student's last day of school. These conditions, and the availability of complaints and appeals processes, does not remove the right of the student to take further action under Australia's Consumer protection laws.