



CLAYFIELD COLLEGE

Students Enrolment Procedures & Business Regulations (Domestic)



Enrolment Procedures & Business Regulations (Domestic Students)

Application for Enrolment

Parents and/or Guardians are required to complete the online Enrolment Registration Form at www.clayfield.qld.edu.au OR complete, in full, a hard copy Enrolment Registration Form which must be signed by both parents/guardians.

Enrolment Registration Fee

A non-refundable Enrolment Registration Fee is payable at the time of lodgement of the Enrolment Registration Form (please refer to current fee schedule). This fee covers the administrative costs associated with prospective enrolments and interviews. A copy of the student's birth certificate must accompany the Enrolment Registration Form.

Enrolment Registration List/Waiting List

Once registered, you will receive a confirmation that your Enrolment Registration Form has been received. Year level intakes are based on current vacancies. Requests to defer the year of entry may be considered, but are dependent on current waiting lists and availability of places.

You will then be invited to attend an interview with the relevant Academic Dean. Interviews are conducted three years prior to commencement.

Offer of a Place

A formal Offer of a Place at Clayfield College will be made in writing. It will normally be valid for three weeks or the period indicated in the offer. Where a formal offer is not accepted within the nominated period, that offer may be withdrawn without notice and the vacant position offered to the next student on the waiting list. The Acceptance of Offer Form must be completed in full and signed by both parents/guardians. This form encompasses undertakings relating to business regulations and disciplinary matters which enrolling parents/guardians are required to give before their child can take up a place at the College. In addition, parents/guardians are required to accept joint liability for the payment of all school fees for their child.

The completed Acceptance of Offer form must be lodged together with a Confirmation Fee before the nominated date in order to secure the enrolment (please refer to the current fee schedule). Where both of these requirements are not fulfilled, the Acceptance of Offer will not be valid and the place offered to the student will be forfeited.

Confirmation of a Place Offer

Please note that all parents/guardians are also required to advise the College of any changes to information regarding the enrolment of their child. Failure to disclose information may result in cancellation of the child's enrolment/place at the College.

Confirmation Fee

The Confirmation Fee is a non-refundable fee that indicates the acceptance of a place held for their child for commencement on a nominated date. The first term's fees are payable in advance prior to the student commencing at Clayfield College.

College Fees: Pre-Prep - Year 12

The academic year has four terms of approximately ten weeks in duration. A Statement outlining all fees and charges for the academic year is generally issued three weeks prior to the commencement of Term 1. Updated statements showing all payments and receipts are sent regularly throughout the year. The College's preferred method of payment is via direct debit by an Australian bank account or credit card. The College fees are set out on a separate schedule, which can be found on the College website.

Payment of the full year's College fees by 4pm on the first day of the school year attracts a discount. Parents who wish to take advantage of this discount should refer to the current fee schedule. There is a higher discount available for parents who pay the full year in advance by 30 November in the prior year.

The College Council reserves the right to vary the Fee Schedule, upon notice to the Fee Payer. If an account is outstanding without formal arrangement, a late payment charge of \$55 (inc GST) may be applied in the first instance 14 days after the due date and then every 30 days thereafter.

A student for whom there are outstanding or unpaid fees may be asked to be withdrawn from the College until the outstanding amount is paid and is not entitled to participate in co-curricular trips and tours.

The amount of any concession, discount or other reduction in fees given (including Scholarships and Bursaries) will be forfeited and become immediately due for payment where fees are not paid in full by the due date of payment.

Parents who encounter difficulty in timely payment of College fees must contact the Business Manager in advance of the due date for payment. The College will consider, on an individual basis, any genuine cases of hardship but will be forced to take legal action for recovery where those in difficulty do not communicate with the College.

Overseas/Interstate/Intrastate Trips

Increasingly, our students are proceeding on these trips either at end of term or end of year as an addition, or an extension, to the school program. It is a College rule that students will not be permitted to participate in these trips if there are school fees outstanding or overdue.

Deferred Enrolment

Where it is necessary to defer a confirmed enrolment to a subsequent year, written notice addressed to the Enrolments Office must be received from the parents/guardians at least one term prior to the nominated commencement date of the child at the school. Every effort will be made to defer a confirmed enrolment to a later year. If a place is not found, or the child does not ultimately commence at the College, then the Confirmation Fee will be forfeited.

Early Departure/Change of Enrolment Status

Notice of withdrawal of a student after commencement must be provided in writing to the Principal.

A full term's notice of the student's withdrawal from the College or change from Boarder to Day Girl must be provided in writing as per the Domestic Business Regulations (to avoid fees being charged in lieu of notice + GST). Notice must be received by the first day of Term 4 where changes are proposed from Term 1 in the following year.

Discounts and Scholarships

Sibling Discount: In the case of two or more siblings attending Clayfield College at the same time, a concessional discount of 10% off the tuition fees applies automatically to the younger sibling or siblings and, in the case of a fourth or subsequent sibling, the discount is increased to 15%. The same concession is allowed for a younger sibling who has a sister or brother enrolled at another PMSA school. The Application for Sibling Discount form is available from the Business Office.

Scholarships: Where scholarships are awarded, the greater concession will apply. A student will not be granted more than one concession (including sibling discount) at any one time.

Clayfield College Building Fund

The continued delivery of a superior quality education for our students is the highest priority for the College. Your donation to the Building Fund is important in assisting the College to implement the College Master Plan.

A suggested voluntary donation is indicated on each term's fee statement. This contribution is modest in amount but is a valuable contribution to the fund. Your contribution is voluntary and is fully tax deductible. An official receipt will be issued for tax purposes.

The College reserves the right to discipline, suspend or expel any student who breaks the College rules or, who in the opinion of the Principal, is guilty of behaviour, prejudicial to the welfare of the College. If, in the opinion of the Principal, it is desirable in the interests of the College that a student's enrolment should not continue any longer, the Principal may notify the parent or guardian to that effect and debar the student from further attendance.

The College reserves the right to alter, from time to time, these enrolment procedures and business regulations, including any amounts contained therein. The revised documents will be those considered applicable for all students enrolled at the time of revision.



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For general information, please contact:

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