



# Conditions of Enrolment



These Conditions are to be agreed to by parent(s) or guardian(s) when they accept an offer of enrolment at Oakhill College.

## Interpretation

'Parents' includes biological parents or legal guardians.

Words implying the singular number include the plural and the converse applies. Unless the context otherwise requires, headings are for ease of reference only and do not affect the construction of these Terms and Conditions.

## Fees

1. We agree to pay to the College all fees for tuition, extra subjects, excursions, camps and the supply of goods and services to the student as determined by the College Board and as published in the Schedule of Fees and Charges from time to time.
2. We acknowledge that if we fail to pay an account for fees by the due date and no payment plan has been established, we may be required to pay a fee ("Late Payment Fee") as outlined in the Schedule of Fees and Charges. The Late payment Fee is a fixed amount as determined by the College from time to time in order to reflect the administrative costs to the College associated with the collection of outstanding fees.
3. We acknowledge that if an account for fees and/or charges is not paid in full within 60 days from its due date, the student may be suspended from attending school for a period of time until fees are paid or a payment plan has been established. Failure to do so will result in the termination of enrolment by the College Board.
4. We acknowledge that a full term's notice in writing must be given to the Principal before our son/daughter is withdrawn. If this notice is not given, the Enrolment Deposit paid at the time of accepting the offer of enrolment at the College will be withheld as fee in lieu of notice. This amount is a genuine pre- estimate by the College of the loss it would incur if notice had not been given.
5. We understand that no remission of fees, either in whole or in part, will be made if our son/daughter is absent due to illness, leave or suspension.
6. We understand that no remission of fees, either in whole or in part, will be made if our son/daughter is on Leave of Absence from the College for part of the year.
7. We authorise the College 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 College considers necessary.
8. We agree to pay all medical and ambulance expenses incurred on behalf of our son/daughter.

## Expectations and Behaviour

9. We understand that our acceptance of the College's offer of enrolment implies that our son/daughter will complete his/her schooling at the College unless unforeseen circumstances arise.
10. We acknowledge that the College is a Catholic community conducted by the De La Salle Brothers and grounded in, and informed by, the values inherent in Lasallian education and that behaviours and attitudes based on these values are expected. We agree that all communication between students, parents, visitors and staff members should be conducted in a courteous and respectful manner. We agree to avoid confrontation and criticism in public and accept that there is no place in the College community for sarcasm, derogatory remarks, inappropriate familiarity or offensive comments.
11. We agree to support the values and to abide by the College's Code of Conduct, as set out in publications such as the Information Pack, College Diary, Learning Framework, Oakhill Graduate, and on the College website, as published from time to time at the Principal's discretion. We note that our son/daughter must do the same and we agree to encourage him/her in this. We have noted the College's requirements in relation to discipline, home study, uniform, attendance and leave.
12. We accept that the College may determine which particular courses and activities are offered and/or provided at any time and which of these courses and activities are compulsory.
13. We accept that our son/daughter must participate in and/or attend the following activities, as determined by the Principal:
  - (a) Chapel Masses, including Liturgy, and Assemblies;
  - (b) co-curricular activities;
  - (c) the College sports program;
  - (d) important College events such as Founder's Day, Sports Days, Retreat and Reflection Days and other events as required by the Principal, from time to time; and
  - (e) various camps and excursions that occur from time to time as an integral part of the College curriculum.
14. We acknowledge that requests for leave from College activities, including academic and co-curricular programs, and for early departure at the end of term and/or late return from breaks are considered only in the most extreme cases and must be applied for by completing an 'Application for Exemption from Attendance at School Form' for approval by the Principal.
15. We accept the College's discipline policy contained in the Information Pack, College Diary and on the College



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website. We agree to support the administration of the College's discipline policy. In particular, we accept that the Principal may in his absolute discretion, subject to affording procedural fairness, suspend or dismiss our son/daughter:

- (a) for breaches of the College's Code of Conduct;
- (b) for engaging in conduct which is prejudicial to the College or its students or staff;
- (c) for failure to make satisfactory progress or improvement in his/her behaviour or attitude; or
- (d) where we have failed to comply with these conditions of enrolment.

16. We understand that the College requires parents to be actively involved in the College through attendance at parent-teacher interviews and parent forums, participation in courses offered by the College relevant to our son/daughter's education and assistance to the College in a voluntary capacity from time to time.

17. We agree that the Principal may exclude our son/daughter if the Principal considers that a mutually beneficial relationship of trust and cooperation between us and the College has broken down to the extent that it adversely impacts on that relationship.

18. We acknowledge that the Principal may, by giving us reasonable notice, ask us to remove our son/daughter from the College where the he/she has, in the Principal's opinion, failed to meet the requirements of the Board of Studies Teaching and Education Standards or has otherwise failed to make satisfactory progress in his academic work.

19. We agree that no remission of fees will apply in relation to any of the above cases.

## Health and Safety

20. We acknowledge that we have fully disclosed any special needs (including but not limited to any medical, physical, learning or psychological needs) which our son/daughter has. Where any disclosed special needs change or where any special needs arise, we agree to notify the College immediately. We also agree to complete the 'Medical Form' accurately and provide annual updates to the College.

21. We acknowledge that the College 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 his nominee may search our son/daughter's bag, locker or other possessions where there are reasonable grounds to do so.

22. We acknowledge that if our son/daughter 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 Principal or, in his absence, a responsible member of the College staff, to give the necessary authority for such treatment. We indemnify the College, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.

23. We understand that the College requires parents to observe College security procedures for the protection of students from direct contact with those outside the College during school hours and that we are only to make contact through the College office.

24. We acknowledge that our son/daughter's personal property is not insured by the College and that the College does not accept any responsibility for loss.

## Privacy

25. We acknowledge that the College may from time to time collect personal information about parents and students which may be necessary for the College's function or activities. We authorise the College to use and disclose information in such a manner as the Principal may deem appropriate for the purposes of our son/daughter's education, healthcare, welfare or development. We acknowledge having read the College's Privacy Policy.

26. We give permission for photographs and videos of our son/daughter to be placed in the College's records; displayed from time to time around the College; published in College publications; published on its websites, social networking sites, intranet and community websites, and on College-owned blog websites; and displayed in other marketing and promotional material.

27. Where relevant, we agree to provide to the College all current Family Court or other court orders relating to us and our son/daughter. We note that the College's Privacy Policy deals with the confidentiality of such information.

## General

28. We agree that the College may change these Conditions of Enrolment from time to time.

29. We agree to give the College notice in writing of any change in our contact details.

30. We agree that our obligations to the College, as stated in the Enrolment Policy, are joint and several and may only be terminated at the end of three months after we give notice, in writing, to the Principal, of our desire to be released from such obligations.