



# ST AUGUSTINE'S COLLEGE – SYDNEY

A Catholic school for boys in Years 5 to 12, teaching the Augustinian values of  
*'Truth, Love & Community'*

## CONDITIONS OF ENROLMENT

### CONTEXT

St Augustine's College – Sydney is a Year 5 to Year 12 Catholic Congregational comprehensive school for boys teaching the Augustinian values of *Truth, Love* and *Community*.

The College seeks to promote the formation of the whole person; an individual who is well rounded and lives by the Gospel mission of justice, forgiveness, compassion and generosity.

Key to an Augustinian education is friendship, a commitment to learning and the opportunity to achieve academic and personal excellence within a faith community.

As such, a student's enrolment at the College requires there to be a mutually trusting and co-operative relationship between parents and the College. The College, at the discretion of the Principal, may terminate these terms and conditions with the parents should this relationship become irreparably damaged, without hope of resuming a mutually respectful working relationship. As a result, the enrolment of the student will cease.

### Fees and Charges

1. An offer of enrolment at St Augustine's College – Sydney will be conditional upon payment of a non-refundable and non-transferable Enrolment Acceptance Fee, as per the Fees and Charges Schedule. Non-payment of the Enrolment Acceptance Fee by the specified due date will result in forfeiture of an offer of a place at the College.
2. Acceptance at one Entry Level does not confer the right to defer to another Entry Level. Separate applications must be submitted for other Entry Levels.
3. The parent(s) / guardian(s) / carer(s) or person(s) who has/have signed the enrolment contract is/are responsible for payment of fees and charges. This applies to all signatories who have signed the enrolment contract including those separated or divorced. Unless court orders / legal documents state otherwise, the parent(s) / guardian(s) / carer(s) or person(s) who has/have signed the enrolment contract is/are jointly and severally liable for all fees, interest and charges.
4. Those responsible for payment of fees and charges are expected to open an account and set up a payment plan with the College's specified fee management company. Fees and charges are payable in three instalments due on the 28 February, 28 May, and 28 August each year. Under any other payment plan selected (monthly, fortnightly, weekly), all fees and charges invoiced must be fully paid by 31 October of that year. Fees and charges will be spread equally over the

payment plan term chosen. Any returned, unresolved, or past due scheduled direct debit will incur a Returned Payment Fee.

5. In the event of financial hardship, persons responsible for payment of fees who have difficulty in meeting payment dates must contact the College Finance office via email [fees@saintaug.nsw.edu.au](mailto:fees@saintaug.nsw.edu.au) or phone before the due date to agree on a revised payment plan.
6. In the unlikely event of non-payment of invoiced fees and charges by the due dates, the following may apply:
  - an overdue fee of \$100 may be charged,
  - those responsible for the payment of fees and charges will be required to meet with the Head of Business and Finance and/or the Principal,
  - the Principal may suspend or terminate a students' enrolment,
  - the debt outstanding may be referred to an external debt collection agency and/or legal action may be taken to recover the debt.
7. Parent(s) / guardian(s) or carer(s) will be notified regarding registration of sport and co-curricular activities. Based on activities selected, relevant fees are to be paid at the time of registration.
8. The Principal and/or College Registrar must receive one term's notice in writing of student departure. If one term's notice is not received, a fee in lieu of notice, equivalent to one term's tuition fees (1/4 of the year's school fees) will be charged. If one term's notice is provided, fees will be invoiced on a pro rata basis to the date of the student departure. This also applies to the cancellation of enrolment prior to commencement. If a full term's notice of cancellation is not provided, a term's fees in lieu of notice will be charged.
9. If there is more than one Parent/Guardian under the Enrolment Contract, the Withdrawal Notice must contain the consent of each Parent/Guardian for the withdrawal to be considered valid by the College. If the College does not receive a compliant Withdrawal Notice, the student will not be considered validly withdrawn from the College and the Enrolment Contract will remain in force and binding upon the parties.
10. No remission of fees and charges, whether in whole or part, will be made if the student is absent due to illness, leave, suspension, or expulsion.

## **Student and Parent / Guardian / Carer Obligations**

1. It is a prime condition of enrolment to St Augustine's College that students conduct themselves in a manner which reflects due respect for staff and their peers.
2. Students are not permitted to smoke, vape, or consume alcohol on College property, at any College-organised activity, or in school uniform.
3. The College maintains a strict 'No Drugs' policy. No student is permitted to be in the possession of illegal substances on College property, at any school-related activity or in school uniform. Students found in the possession of illegal substances or are implicated in dealing with illegal substances will be suspended pending an investigation. Termination of enrolment will follow if the allegations are substantiated.
4. Students are not permitted to be in the possession of weapons whilst on College property or at any College-organised activity.
5. A student is required to make available his school bag, locker or electronic device for inspection if directed by the Principal or staff member to whom the authority has been delegated.
6. Acts of violence, illegal behaviour, misogyny, discrimination, racial vilification, intimidation, bullying, harassment, including the misuse of technology, and reckless or dangerous behaviour will not be tolerated.
7. Students must wear the appropriate College uniform in good and clean condition and in such a way as to show pride in being identified with the College. Students are to wear the authorised College uniform throughout the school day and when travelling to and from the College. When appropriate and when authorised, sport uniform will conform to the same requirements.
8. Students are required to participate fully in the College's sporting, physical education and outdoor education programs. This includes, but is not limited to, compulsory camps, Retreats and Reflection Days and excursions. Exemptions may be permitted only on the relevant medical advice and/or medical certificate.
9. Student expectations and the above conditions continue to apply to students outside normal school hours whenever they are identified as students at the College.
10. The College reserves the right to discipline, suspend or expel a student at any time if his behaviour is considered by the Principal to be unacceptable, including events that take place outside of regular College hours.
11. The College accepts no liability for personal property brought to school by their son, including but not limited to electronic items. A student's personal property is not insured by the College. Students must secure items in their lockers.
12. Parents / guardians / carers will cover the cost for the repair or replacement of any damage to College property or equipment intentionally caused by their son.

13. Parents / guardians / carers are responsible for ensuring the regular attendance of their son for the full gazetted term. Parents must notify the College if their son is to be absent from school for any reason and indicate the period of time he will be absent. Families applying for leave must complete an *Application for Student Absence or Exemption from Attendance at School* form which must be approved by the Principal.
14. In accepting enrolment, parents / guardians / carers agree to, and will support, the Student Management Policy, the College Sport and Co-curricular Policy, Code of Conduct for Parents and Guardians and all other College policies.
15. Parents are, where relevant, required to provide the College with all current Family Court Orders or other court orders related to the student. Such information will be dealt with in accordance with the College Privacy Policy.
16. The College may publish information about students for the purposes of sharing his experiences with other students, informing the College and broader community about College and student activities, and recording student participation in noteworthy projects or community services.

This information may include a student's name, age, class and information collected at school such as photographs, sound and visual recordings of him, his work and expressions of opinion such as in interactive media. The communications in which a student's information may be published include but are not limited to:

- websites including the College website, the College intranet and College publications including the school newsletter *Tolle Lege*, College Yearbook, promotional material published in print and electronically
- College social media accounts

Should parents not give permission for this to occur, they will need to contact [studentpublicationrecords@saintaug.nsw.edu.au](mailto:studentpublicationrecords@saintaug.nsw.edu.au)

17. Parents/guardians/carers are required to read all correspondence from the College which includes but is not limited to the College newsletter, *Tolle Lege*, and email communication.
18. In accepting these *Conditions of Enrolment*, parents / guardians / carers acknowledge that:
  - the College may from time-to time collect personal information about parents / guardians / carers and students, which may be necessary for the College's function or activities
  - parents / guardians / carers have read and understood the College's Privacy Policy available on the College website.

19. Parents / guardians / carers are required to provide details of any condition of the student that may call for special steps to be taken for his benefit or protection and that of other persons at the College. This includes specific details, reports and information on any medical issues (including mental health issues), psychometric testing, cognitive, mobility, vision/hearing, behaviour management, speech and communication, and any current court orders including restraining orders. Failure to disclose all such information may jeopardise a student's enrolment at the College. Details of special funding or services, which the student may receive from an external agency, should be included.
20. It is the responsibility of parents / guardians / carers of students who have ongoing medical conditions, such as, but not limited to, anaphylaxis, epilepsy and asthma, to ensure the College has been provided with current Medical Action Plans.
21. It is the responsibility of parents / guardians / carers to advise and update the College of any changes in their son's health or development, as well as any changes to court orders, family circumstances or contact details.

**College policies and procedures may change during the period of your son's enrolment due to changes in legislation and/or operational requirements, and it is the responsibility of parents / guardians / carers to maintain knowledge of the currency of all College policies, available on the College website and portal, for the duration of their son's enrolment.**

<b>Policy Status</b>	<b>CURRENT</b>
<b>Last Review</b>	2021
<b>Next Review</b>	2022