



**St Aidan's Anglican Girls' School**  
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## St Aidan's Enrolment Agreement

IT IS AGREED AS FOLLOWS:

### 1. DEFINITIONS

1.1 Unless the context otherwise requires:

- (a) "Enrolment Fee" means the non-refundable fee referred to in the Fee Schedule for the relevant year and paid by the Parent to confirm the enrolment of the Student at the School.
- (b) "Fee Schedule" means the form detailing all tuition fees, levies and other charges, and the terms for their payment, as set from time to time by the School.
- (c) "Parent" means the Parent or Parents stated above acting as the Parent or Guardian.
- (d) "Principal" means the Principal of the School, any Acting Principal or any other senior teacher of the School from time to time carrying out the duties or exercising the authority of the Principal of the School.
- (e) "Relevant Year" means the calendar year for which the Student is enrolled.
- (f) "School" means St Aidan's Anglican Girls' School.
- (g) "School Fees" means all tuition fees, levies and other charges detailed on the Fee Schedule for the relevant year.
- (h) "School Year" consists of four (4) terms. The first and last days of these terms shall be as published by the School each year.
- (i) "Student" means the girl stated above.

### 2. ENROLMENT OF THE STUDENT

2.1 The Parent wishes the School to accept the Student's enrolment as a student at the School commencing from the date of entry stated above.

2.2 The Parent agrees the Student will attend, if requested by the School, an interview at the School at a time and place convenient to the Parent and the School. If, for any reason, in the School's absolute discretion, the School forms the opinion that it would be inappropriate for the Student to be enrolled at the School, the School may terminate this Enrolment Agreement.

2.3 In consideration of the School agreeing to accept the Student, the Parent agrees with the School to:

- (a) pay the Enrolment Fee at the time of signing this Enrolment Agreement;



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(b) comply with the rules, regulations and policies of the School in force at the time of signing this agreement (which the Parent acknowledges may be altered or added to at any time either verbally or in writing);

(c) pay all School Fees strictly in accordance with the Fee Schedule; and

(d) keep the School indemnified against any loss or damage caused by the failure of the Parent to comply with the terms of this Enrolment Agreement and any failure of the Student to observe the School's rules, regulations and policies.

2.4 If School Fees are to be paid by a person other than the Parent, that person's name and address must be completed in the appropriate section on the last page and that person must sign this Enrolment Agreement, in that way accepting responsibility for payment of School Fees.

2.5 Throughout your daughter's time at St Aidan's Anglican Girls' School, official school excursions/ outings/ camps/activities will be held which require your daughter's participation. Prior written notice will be given by the School of each specific activity. Unless prior written notice to the contrary is provided to St Aidan's the school will assume your permission is granted for your daughter to participate. Separate specific consent will be sought and required in relation to any other activities that are not official School activities.

2.6 Students may be driven to Ambiwerra Sports Fields and other venues outside the School in the School bus, which will be driven by members of the school staff with a Bus Driver's Licence. On occasions, students will be requested to walk or run between the school and the Ambiwerra Sports Fields as part of training or an excursion. Unless prior written notice to the contrary is provided to St Aidan's the school will assume your permission is granted for your daughter to undertake these modes of travel/transport.

2.7 Other permissions granted to the School, unless prior written notice to the contrary, include:

- a. Inclusion of your name/s be included on a parent class contact list.
- b. Use of provided mobile number for inclusion in SMS communication.

2.8 Personal accident insurance and medical insurance cover beyond that provided by the Student Insurance policy operated by the School is your responsibility.

a. Authorisation is granted to the School and its employees and agents to obtain all such medical assistance and treatment as may be deemed desirable and to engage medical services for this purpose. Agreement to pay all fees and expenses resulting from the provision of these medical services.

### 3. DISCIPLINE OF STUDENTS

3.1 The Parent acknowledges and accepts that:

11 Ruthven Street, Corinda Qld 4075 Australia

P +61 7 3373 5999 F +61 7 3379 9432 E school@staidans.qld.edu.au

[www.staidans.qld.edu.au](http://www.staidans.qld.edu.au)

A School of the Society of the Sacred Advent

ABN 71079817981 CRICOS Provider Number 01194k

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- (a) The School may make such rules, regulations and policies from time to time as it may think fit, to be observed by the Students; and
- (b) The Principal has the right to discipline any Student if the Student fails to comply with the School's rules, regulations and policies, or behaves in a way which is prejudicial to the welfare of the School or whose conduct is, in the Principal's opinion, unsatisfactory. The Parent acknowledges that the School's disciplinary procedures include suspension and expulsion from enrolment at the School.
- 3.2 If the Student is expelled, no refund of School Fees will be made.
- 3.3 The Principal may also determine that the conduct of the Student prior to taking their place at the School on the date of entry warrants termination of this Agreement which shall be effected by written notice to the Parent.

#### **4. SCHOOL FEES**

- 4.1 Fee statements are issued each term. School Fees are payable by the due date. Fee payment options are set out in the Fee Schedule for the relevant year with the exception of Year 12 where payment is over three terms.
- 4.2 The School reserves the right to suspend or cancel the enrolment of any Student whose School Fees are overdue. In the case of financial difficulties, special arrangement may be made with the Business Manager providing that the arrangement is agreed to in writing and is maintained.
- 4.3 The School reserves the right to apply a monthly service charge as may be determined by the Council from time to time in respect of any unpaid School Fees. If it becomes necessary for the School to collect unpaid School Fees, any collection and legal fees incurred by the School will be paid by the Parent.
- 4.4 If both Parents have signed this agreement as Parent, both parties acknowledge their liability.

#### **5. ENROLMENT FEE**

- 5.1 The enrolment fee is required to be paid when the offer of a place in the School is accepted by the Parent or Guardian. This fee is not refundable.
- 5.2 The fee for membership of the Old Girls' Association, if applicable, will be deducted from the Enrolment Fee and paid to the Old Girls' Association. This will entitle the Student to lifetime membership of the Old Girls' Association.

#### **6. WITHDRAWAL OF STUDENT**

- 6.1 If a Student leaves the School or the Parent wishes to cancel or otherwise change the Student's enrolment, the Parent must give the School a minimum of one term's notice in writing.



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If the Parent fails to give written notice as required, the Parent must pay or forfeit, as the case may be, to the School an amount equivalent to a full term's School Fees applicable at that time.

6.2 If a Parent wishes to withdraw a Student from the School for an extended period but requests the School hold the Student's place for re-entry on a specific date, the School may apply a charge equivalent to 50% of the School Fees applicable to the Student's period of absence.

### **7. REQUEST TO CHANGE COMMENCEMENT DATE**

7.1 If the Parent wishes to postpone the date of entry of the Student to the School (either to another date in the same year or to a later enrolment year) the Parent must give notice in writing of that request to the School.

7.2 The School in its absolute discretion may or may not agree to that request.

7.3 If the School agrees to the Parent's request then the Parent acknowledges the Student will be placed on a waiting list for that year of enrolment and this Agreement will be at an end. The Parent further acknowledges that, should a place be available for the Student for a later date of entry, the Parent must sign a further Enrolment Agreement and otherwise comply with the School's enrolment requirements at that time.

### **8. PARENT'S INSTRUCTIONS**

8.1 If the School needs to take instructions from a Parent then:

(a) if more than one (1) Parent has signed this Agreement as Parent, the School may act upon the instructions of either or both Parents in its discretion; or

(b) if at any time there is in force a parenting order or registered parenting plan of the Family Court of Australia relating to the care, welfare, development or education of the Student (a copy of which must be given to the School), then the School will act only upon the instruction of the person on whom the order or the plan confers duties, powers, responsibilities or authority in relation to the particular matter upon which the School seeks instruction, regardless of who executed this Agreement as Parent. The School will not accept responsibility for any actions undertaken if a copy has not been provided.

### **9. EMERGENCIES / MEDICAL**

9.1 If there is a medical or other emergency arising concerning the Student, in which the Principal considers it impossible or impracticable to communicate with any Parent or any other nominated contact, the Parent authorises the School, the Principal or the Principal's representative to act as they may think appropriate or reasonable in all of the circumstances.

9.2 The Parent agrees that all costs arising from any such medical or other emergency attention given to the Student will be borne by the Parent.

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9.3 The Parent acknowledges that the Parent has disclosed to the School in the Student's Application for Enrolment any special needs (including but not limited to any medical, physical or psychological conditions and specific learning needs) which the Student may have. If the Parent has indicated that the Student has special needs, should any of those special needs change in any way, the Parent must notify the School immediately. If at any time during the Student's enrolment at the School the Student has any special needs which were not in existence at the time this Agreement was signed, the Parent is immediately to inform the School of those special needs. Particularly, the Parent must disclose to the School any medical, psychiatric or psychological condition of the Student which may impinge on the Student's academic performance or ability to participate fully as a member of the School community.

## **10. STUDENT ACADEMIC INFORMATION**

10.1 The Parent must provide the School with all information regarding the Student including all academic information, school reports (if any) and all medical and other reports pertaining to the Student.

10.2 The School may request the Parent to provide or obtain further information regarding the Student including all academic information, school reports and medical or other reports.

## **11. GST**

11.1 The Parent acknowledges that GST may apply to some of the fees and charges payable to the School. Wherever possible, the School will quote its fees and charges on a GST inclusive basis.

11.2 If for any reason GST becomes payable in respect of any fees and charges payable by the Parent to the School then the School reserves the right to amend those fees and charges at any time.

## **12. PERSONAL INFORMATION**

12.1 The Parent acknowledges that the School will collect personal information about the Parent and the Student from time to time which may be necessary to the School's functions or activities.

12.2 The Parent hereby authorises the School to use and disclose such information in a manner and in such circumstances as the Principal, in the reasonable exercise of his or her absolute discretion, may deem appropriate for the purposes of the education, health, care, welfare or development of the Student.

## **13. PHOTOGRAPHY PERMISSION**

13.1 Notwithstanding clause 12, the Parent acknowledges that the Student will be involved in school activities where they may be photographed.



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13.2 Pursuant to the Privacy Act 1988 (Cth) and its thirteen Australian Privacy Principles, the School seeks the Parent permission to use the Student's photographs for Marketing Purposes (Photography Permission).

13.3 The Photography Permission will be current for the duration of the Student's enrolment and up to five (5) years after the enrolment ceases, however, this Photography Permission may be withdrawn at any time upon written notice to this School.

13.4 The School will not be publish the Student's photograph for Marketing Purposes without the Parent permission; therefore, the School invites the Parent to complete and sign the form included in Schedule 1 indicating whether or not the Parent authorises the School to use photographs of their daughter for Marketing Purposes.

13.5 The term "Marketing Purposes" in this clause 13 means the inclusion of the Student's photograph in the School's stationery, newsletters, brochures, social media (including web site, Facebook page) and other hard copy or online promotional material.

13.6 The School will confirm the currency of the Photography Permission on a yearly basis, via email.

13.7 The rejection, unconditional approval and consent, conditional approval and consent or withdrawal of the Photography Permission will not affect the Student's enrolment.

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