



## BERENGARRA SCHOOL

### TERMS OF BUSINESS

Berengarra School Ltd.  
43 Harrison Street  
Box Hill North VIC 3129

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Kerrimuir VIC 3129

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E [info@berengarra.com.au](mailto:info@berengarra.com.au)

[www.berengarra.vic.edu.au](http://www.berengarra.vic.edu.au)

ABN 71 005 254 964

#### APPLICATION FOR ENROLMENT AND ADMISSION

Application must be made on the School's official enrolment form. While an application is a prerequisite to admission, it is not a guarantee of admission. The School reserves the right to offer a place and admission to the School is conditional upon the Principal or delegate being satisfied as to the suitability of the student after the applicant has been interviewed. When a place is offered, a non-refundable enrolment fee is payable with all enrolment paperwork completed.

#### SCHOOL FEES AND ACCOUNTS

The Board reserves the right to determine, at its discretion, the level of fees and charges. Fees and charges are subject to increase without notice. The School publishes the Fee Schedule before the academic year commences. The term's tuition fees are non-refundable and are charged 4 times a year. All fees and charges made by the School are due and payable by parent/s or guardian/s of a student within 14 days of rendering the prescribed invoice.

No reduction is made on an account for student absences, whether due to illness, suspensions, etc as the expense incurred in maintaining the costs of the School is not lessened by the temporary absence of individual students.

The School reserves the right to exclude a student from commencing a new term while any part of the fees or charges are more than one term in arrears without arrangements having been made with the School's Principal or Business Manager. Issues relating to the payment of fees should be referred to the Business Manager. The Business Manager is authorised by the Board to take such action as deemed necessary to recover unpaid fees or charges, including costs of recovery. Should the services of a collection agency or legal fees be required to recover outstanding arrears, all costs, commissions and liabilities of same may be added to the overdue account.

#### WITHDRAWAL OF STUDENT

If a student is withdrawn at the instigation of the School, the parent/s or guardian/s is/are liable for all School fees and charges to the date of notification of the student's enrolment at the School being terminated. Withdrawal of a student by the parent/s or guardian/s for any other reason is subject to a half term's written notice in writing to the Principal prior to any student leaving the School, otherwise a fee equivalent to half a term's fees will be charged in lieu of notice. If a student leaves during a term without the appropriate notice, no refund will be made for the remaining portion of the term.

#### SCHOOL POLICIES

Enrolment of students is conditional upon students and parents/guardians at all times observing all other relevant policies and directions of the School, determined by the School from time to time. By applying for enrolment, each parent/ guardian accepts these terms. These terms of business may be varied at any time by the School and is available on the School's website.

**Name of Student :** \_\_\_\_\_

**Signature :** \_\_\_\_\_  
(Parent 1 or Carer/Guardian) (Parent 2 or Carer/Guardian)

**Business Manager :** \_\_\_\_\_ **Date :** \_\_\_\_\_