

TERMS OF BUSINESS

APPLICATION FOR ENROLMENT AND ADMISSION

Application must be made on the School's official enrolment form. While an application is a pre-requisite 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 (as determined in accordance with the criteria set out in Application for Enrolment) after the applicant has been interviewed. Where a place is offered, a non-refundable enrolment fee is payable with all enrolment paperwork completed.

SCHOOL FEES AND ACCOUNTS

The School publishes the Fee Schedule before the academic year commences. The Board reserves the right to determine, at its discretion, the level of fees and charges payable for an academic year. Fees and charges are subject to increase without notice. The Board also reserves the right to increase the level of fees and charges payable before the start of each term on reasonable written notice.

The term's tuition fees for students 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 costs incurred by the School in maintaining the School are not lessened by the temporary absence of individual students.

Where this Terms of Business is executed by more than one parent or guardian, each parent or guardian acknowledges that they are jointly and severally liable for payment of all fees and charges owing to the School.

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. Should the services of a collection agency or legal fees be required to recover outstanding arrears, all reasonably incurred costs, commissions and liabilities of same may be added to the overdue account.

WITHDRAWAL OF STUDENT

Voluntary Withdrawal

Students may be withdrawn at the end of the academic year by notice in writing to the Principal provided such notice is given at least 4 weeks prior to the commencement of the next academic year.

Where the Board exercise its discretion to increase the level of fees and charges payable during an academic year, parent/s or guardian/s may instead elect to withdraw the student with effect from the end of the then current term by giving notice in writing to the Principal.

For the avoidance of doubt, parent/s and/or guardian/s will remain liable for all fees and charges payable prior to student's last day of enrolment.

Withdrawal of a student by the parent/s or guardian/s for any other reason is subject to a minimum 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 providing the minimum notice, no refund will be made for the remaining portion of the term.

Involuntary Withdrawal

As outlined in the Application for Enrolment, students will be placed on a 20-day trial period, after which the School will determine whether it is an appropriate educational setting for the student. For avoidance of doubt, this trial period will continue until such time that the student has attended the School on 20 separate school days, which need not occur consecutively and may occur over one or more school terms. Further, where accepted, a student's ongoing enrolment is subject to them continuing to be considered suitable by the School, including but not limited to adherence to the School's policies and any student management practices put in place by the School. Failure to adhere to these requirements may result in the student being temporarily suspended or, where warranted, involuntarily withdrawn from the School.

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.

LIMITATION ON LIABILITY

To the extent permitted by law, the School's maximum aggregate liability for any claim made in respect of a student's enrolment at the School will be limited to the tuition fees and charges paid pursuant to these Terms.

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 (as amended from time to time). A copy of these policies is available on the School's website. By applying for enrolment, each parent/guardian acknowledges that they have read and agree to these policies, as well as all other rules, regulations, procedures, codes of conduct and business practices of Berengarra School listed on the School's website.

These Terms of Business may be varied by the School on reasonable written notice. A copy of the latest version of these Terms is available on the School's website.