



## HUNTINGTOWER BUSINESS TERMS AND CONDITIONS

The Terms and Conditions concern the enrolment and School Fees for current and future students and are current as of October 2021.

On enrolment of a student, the parent(s)/guardian(s) acknowledge that they have read and understood and agree to be bound by the legal requirements of these Terms and Conditions, including amendments made periodically by the School Board. Parent(s)/guardian(s) acknowledge that they will be bound by the policies, rules and procedures of the School as introduced from time to time.

The School reserves the right to vary these Terms and Conditions periodically and any variation will come into effect at the commencement of the School term following notification of the variation.

The fees and charges referred to in this document are applicable to the year specified only and are subject to annual review.

### APPLICATION AND TERMS FOR ENROLMENT

Applications for entry to Huntingtower, for the Early Learning Centre (comprising 3 year old and 4 year old Kindergarten) to Year 12, must be made on the School's official Application for Enrolment Form. An application is a pre-requisite for enrolment but does not guarantee a place.

Parent(s)/guardian(s) are expected to confirm that the enrolment application has been completed honestly and correctly. The School reserves the right to collect further information if required.

#### Waiting List Fee

A non-refundable Waiting List Fee of \$150 (inclusive of GST) is payable before placement on the Waiting List.

#### Age specifications for the Early Learning Centre

All children must have turned three years of age before commencing pre-school in accordance with the Department of Education Regulations. Children commencing in the 3 Year Old Program at Huntingtower **must have turned three by the end of January in the year of commencement.**

#### Enrolment Fee

An Enrolment Fee of \$1,500 for the first student and \$1,200 for siblings subsequently enrolled at the School is payable upon acceptance of a formal letter of offer. This is not refundable.

A credit of \$750 will be applied to the student's tuition fees in the first term they commence School.

The total Enrolment Fee is non-refundable if the student does not commence School.

In the instance of non-payment of an Enrolment Fee by the date specified in the Letter of Offer, the offer will expire.

#### Enrolment Agreement and School policies

Parent(s)/guardian(s) must complete all enrolment documents prior to entry at the School. Parent(s)/guardian(s) are expected to abide by all School policies and procedures which relate to parents and students. These policies are available on the School's [website](#).

#### Parent Conduct

Parent(s)/guardian(s) are required to abide by the School's Parent Code of Conduct, which is published on the School's website.

The Parent(s)/guardian(s) will behave in such a manner that the image of the School is not negatively affected or brought into disrepute and will treat and deal with the School's employees, representatives, other parents, guardians and students with respect and consideration.



## Student attendance

Students are required to attend school on-site or via remote learning (if required) on all school days unless there are medical reasons for absence. This includes School events outside normal hours and as published in the School calendar. They are not permitted to leave school before the recognised final term date.

School excursions and/or camps are considered to form part of the curriculum. Refund for non-attendance will not be given for any reason.

The student must attend and participate in all co-curricular activities which may be held on the weekend or before or after normal school hours including sporting activities, house sporting carnivals, camps, excursions, celebrations, debating, open days, drama rehearsals and performances, musical rehearsals and performances, and other special school events as calendared.

Students are only permitted on school grounds during hours of operation as determined by the School and as notified to parents.

The parent(s)/guardian(s) will encourage the student to take full advantage of the curricular and co-curricular opportunities provided to further the student's education.

## Student discipline

Students are required to abide by the School's Student Wellbeing - Responsible Behaviour policy. Enrolment signifies agreement with the rules and regulations of the School and intention to abide thereby.

Parent(s)/guardian(s) agree to support the School in its Responsible Behaviour Policy. A student's behaviour is required to be at all times lawful, safe for all concerned considerate of others and a good reflection on themselves, their family and the School.

At the discretion of the Principal, a student may be excluded from the School either temporarily or permanently. The financial obligation of the parent/guardian will not be affected by the exercise of such discretion.

If in the opinion of the Principal it is in the interests of the School that a student should no longer continue at the School, the Principal may notify the parent(s)/guardian(s) to that effect, remove the student's name from the School register of Enrolments and exclude them from further attendance. The parent(s)/guardian(s) shall be liable for all fees up to the day the student's enrolment is cancelled.

## Privacy Policy

We are required by law to disclose some personal information relating to students, including to government authorities. Personal information provided to the School will be treated in accordance with the School's Privacy Policy – a copy of which is available on the School's website.

## Notification of address changes or changes in circumstance

Parent(s)/guardian(s) are reminded of their responsibility to notify the School of a change in address, telephone number, email or other circumstances including living arrangements. The School must be able to contact parents in an emergency or, in the case of applications, to advise of an interview time. Inability to contact applicants may lead to the loss of the offer for a place at the School.

## Uniform

All students are required to wear the School uniform as prescribed, neatly and properly, while in the School, travelling to and from the School and on all School occasions. Each item of clothing must be clean in good repair and labelled with the student's name.



## **Fees in Advance**

In addition to the Waiting List and Enrolment fees, new families to the School are required to make an advance payment of one term's tuition fees based on the current year's fees schedule to secure a place at Huntingtower by October in the year prior to commencement. When the student commences as scheduled, this payment is credited against the first term's fee account. If the designated place is not taken up by the student, this place will be cancelled and the advance payment is forfeited to the school as fees in lieu of notice.

## **PAYMENT OF SCHOOL FEES**

The School has the right to determine, in its discretion, the level of Fees. Fees are payable by the due date as noted on each fee invoice. Only in exceptional circumstances will a student be allowed to commence a new term if the account for the previous period has not been paid.

Please refer to the [Huntingtower Fee schedule](#) on the website for current fees and payment terms.

## **Responsibility for payment of fees**

The person(s) signing the Enrolment Form accepts formal responsibility for the payment of all fees and charges incurred on behalf of the student(s). Both parties are jointly and severally liable for the payment of school fees.

Notification of changes relating to this responsibility for payment of fees must be made to the Business Manager in writing and signed by the person(s) taking legal responsibility.

## **Communications**

All communications relating to the payment of school fee accounts will be directed to the signatories on the Enrolment Form, unless otherwise requested in writing by the signatories.

Parent(s)/guardian(s) are responsible for immediately informing the School of any change in their family circumstance or contact details. These changes can be advised to the School electronically via the School's "Parent Portal" or by emailing the office.

## **Withdrawal of student or leave of absence**

Parent(s)/guardian(s) must give one full term's notice in writing to the Registrar of their intention to permanently withdraw a student otherwise a full term's fees in lieu of notice will apply. If a parent intends to withdraw a student on the last day of term, then notice would have to be provided by the last day of the previous term.

For temporary absences of one term or more parents must also give one full term's notice in writing to the Principal of this intention. Tuition fees need to continue to be paid in full to hold the student's place during their absence.

## **Scholarships**

It is a condition of the award of a Scholarship that, except in unusual circumstances, for example relocation to another State or Country, the recipient remains at Huntingtower for the duration of their education up to and including Year 12. Should a student in receipt of a Scholarship leave the School prematurely, for example to enter another school, then the value of the Scholarship already received must be repaid to the School.

## **Withdrawal of a student by the School**

The Principal has the right to dismiss or to suspend any student from Huntingtower School on the grounds of unsatisfactory conduct, unsatisfactory performance, failure to obey the rules of Huntingtower, or for any other reason at the Principal's absolute discretion.

Parent(s)/guardian(s) hereby release the School from any claims which they might otherwise have as a result of the School acting under this provision and will indemnify it against any claims brought by the student as a result of it doing so.



If the School withdraws the right of a student to attend the School, the parent(s)/guardian(s) shall only be liable for all school fees and charges applicable up to the date on which the student's enrolment at the School was terminated.

School Tuition Fees remain payable during any temporary withdrawal or suspension of a student from the School.

## HEALTH INFORMATION

### Provision of information

Parent(s)/guardian(s) must inform the School of any medical conditions or special needs including any diseases, allergies, or restrictions on physical activity that the student has, and must update the School if there is any change to any such conditions or the development of a new condition. Parent(s)/guardian(s) release the School from any liability arising from the failure to provide such information.

### Medical treatment

In any emergency the School may arrange for a student to undergo medical treatment for an illness or injury without prior notification of the parent(s)/guardian(s). Parent(s)/guardian(s) release the School from any liability arising from arranging such treatment and will bear all costs associated with such treatment.

### School Counsellor

Students may use the services of the School Counsellor. In some circumstances the information shared during these sessions will not be disclosed to parents.

## INSURANCE COVER

### Personal Items

The School does not provide insurance cover for loss of student's personal property (e.g. computers, mobile phones and cameras), student personal accident / illness, ambulance and/or fees reimbursement through absence.

It is strongly recommended that parents(s)/guardian(s) consider the provision of their own insurance cover for these risks.

### Medical Insurance

The School strongly recommends that every family at Huntingtower takes out Private Health Insurance with full Private Health cover, as the cost of medical expenses to parents for accidents can be substantial, especially sports injuries.

The School provides Student Accident Insurance for all students whilst they are participating in a school organised and endorsed activity within Australia. This insurance is limited. In Australia the Federal Government has legislated that only non-Medicare related benefits may be covered in any student accident claim.

For school organised and endorsed overseas trips, the school arranges travel and medical coverage for students and staff via an alternate insurance policy.

To obtain a copy of the Student Accident Claim Form please email [sfranklin@huntingtower.vic.edu.au](mailto:sfranklin@huntingtower.vic.edu.au)