



CONDITIONS OF ENROLMENT

FEES AND OTHER CHARGES

01. We agree to pay the School all fees for tuition, boarding, extra subjects, excursions, camps, cadets, facilities and the supply of goods and services (including insurance for laptop computers) to the student as determined by the School Council and as published in the Schedule of Fees from time to time.
02. All fees are payable within 14 days of the date of the account. We understand that accounts for fees will normally be sent to us in January, April and July each year.
03. The School may suspend or terminate the enrolment of a student whose fees are in arrears. We understand that the student will not be permitted to return to School for another term if the fees for the previous billing are unpaid. In addition, the School may charge an additional fee where fees are paid after the due date to compensate the School for the loss that it has suffered because the fees were not paid by the due date.
04. A full term's notice in writing must be given to the Headmaster before any student is removed. The notice must be given no later than one week prior to the end of the preceding term. If this notice is not given, we agree to pay ONE term's fees in lieu of notice.
05. We understand that no remission of fees, either in whole or in part, will be made if the student is absent due to illness, leave or suspension.
06. We authorise the School to incur expenditure on our behalf such as purchases of books, stationery and equipment, and to advance such fees from time to time as the School considers necessary.
07. Application and enrolment fees are non-refundable whether or not a student takes up a position at the School.

EXPECTATIONS AND BEHAVIOUR

08. We understand that our acceptance of the School's offer of a place for the student implies that he will complete his schooling at the School (and, where he is enrolled as a boarder, as a boarder) unless unforeseen circumstances arise. Where the student is a boarder, we acknowledge that any request for a change to day boy status must be in writing, that the request must be made at least one term before the change is to occur and that approval is at the Headmaster's discretion.
09. We acknowledge that the School is built on the foundations of Faith, Wisdom, Integrity, Compassion and Courage, and on the behaviours and attitudes that these qualities engender. We agree that all communication between students, parents, visitors and staff members should be conducted in a courteous and respectful manner and where, between us and the School, using appropriate channels. We agree to avoid confrontation and criticism in public and accept that there is no place in the School community for sarcasm, derogatory remarks, inappropriate familiarity or offensive comments.

10. We agree to support the ethos and to abide by the policies and rules of the School as set out in the appropriate publications such as the Parents' and Students' Handbooks and the Volunteer Code of Conduct and as published from time to time at the Headmaster's discretion. We note that the student must do the same and we agree to encourage him in this. We have particularly noted the School's requirements for discipline, home study, attendance and leave.
11. If the student is a boarder, we agree to abide by those rules governing the boarding house, including leave provisions, as set out in the Boarders' Handbook and as published by the Boarding Housemaster. We note that the student must do the same and we agree to encourage him in this.
12. We accept the School's discipline policy contained in the students' School Diary, the Student Handbook and other relevant documents. We agree to support the administration of the School's discipline policy. In particular, we accept that the Headmaster (or his delegate) may in his absolute discretion, but subject to affording the student procedural fairness, suspend or dismiss the student:
 - (a) for breaches of rules or discipline; or
 - (b) for behaviour prejudicial to the welfare of the School, its staff or students.
13. We accept that the School may determine which particular courses and activities are offered and/or provided at any time and which of these courses and activities are compulsory. All students must participate in and/or attend the following activities, as determined by the Headmaster:
 - (a) religious education classes and Chapel;
 - (b) co-curricular activities including all school camps and Cadets in Year 9;
 - (c) the School sports program including twice weekly training, playing when chosen, and supporting school teams as required - both after normal school hours and on Saturdays;
 - (d) important School functions such as Presentation Day, Anzac Day and other events as required by the Headmaster from time to time;
 - (e) various excursions that occur from time to time as an integral part of the School curriculum.
14. We acknowledge that the Headmaster may, by giving us reasonable notice, ask us to remove the student from the School at the end of a school year where the student has, in the Headmaster's opinion, failed to meet the requirements of the New South Wales Board of Studies.
15. We understand that the School requires parents to be actively involved in the School through attendance at parent-teacher interviews and parent forums, participation in courses offered by the School relevant to the student's education and assistance to the School in a voluntary capacity from time to time.
16. We agree that the Headmaster may exclude a student if the Headmaster considers that a mutually beneficial relationship of trust and cooperation between us and the School has broken down to the extent that it adversely impacts on that relationship.

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(CONDITIONS OF ENROLMENT CONTINUED)

HEALTH AND SAFETY

17. We acknowledge that we have fully disclosed any special needs (including but not limited to any medical, physical, learning or psychological needs) of the student. Where any disclosed special needs change or where any special needs arise, we agree to notify the School immediately. We also agree to complete the student's medical form accurately and provide annual updates for the School.
18. If the student is ill or injured, necessitating urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and if we are not readily available to authorise such treatment, we authorise the Headmaster or, in his absence, a responsible member of the School staff, to give the necessary authority for such treatment. We agree to pay all medical and ambulance expenses incurred on behalf of the student.
19. We acknowledge that the School seeks to maintain an environment that is safe for all students and in which learning can take place. We also acknowledge that to this end the Headmaster or his nominee may search the student's possessions including bag, locker, mobile devices, computers and storage devices where there are reasonable grounds to do so.
20. We understand that the School requires parents and visitors to observe School security procedures for the protection of students from direct contact with those outside the School during school hours and that we are only to make contact through the School office.
21. We acknowledge that the student's personal property is not insured by the School which does not accept any responsibility for loss or damage.

LEAVE

22. We understand that requests for leave from School activities, including academic and co-curricular programs, and for early departure at the end of term and/or late return from breaks are considered only in the most extreme cases and must be applied for in advance in writing to the Headmaster.

PRIVACY

23. We acknowledge that the School may from time to time collect personal information about parents and students which may be necessary for the School's function or activities. We authorise the School to use and disclose information in such a manner as the Headmaster may deem appropriate for the purposes of the student's education, health, care, welfare or development. We acknowledge having read the School's Privacy Policy and Standard Collection Notice.
24. We give permission for photographs and videos of the student to be placed in the School's records, displayed from time to time around the School, be published in School publications, on its website, in the media, online in various forms including on social media and blogs and in other marketing and promotional material.
25. Where relevant, we agree to provide to the School all current Family Court or other court orders relating to us and the student. We note that the School's Privacy Policy deals with the confidentiality of such information.

CHANGES TO THESE CONDITIONS

26. We agree that the School may change these Conditions provided it gives us at least two terms' notice and that the new Conditions take effect from the beginning of a calendar year.

PRIVACY POLICY AND STANDARD COLLECTION NOTICE

For information regarding Knox Grammar School's compliance with the *Privacy Act*, please refer to our Privacy Policy and Standard Collection Notice which may be downloaded via the website.

The policies referred to in these Conditions of Enrolment may be downloaded via the website: www.knox.nsw.edu.au/policies.



CONDITIONS OF ENROLMENT ACCEPTANCE FORM

(Where more than one person is signing this form)

Each of us agrees that our obligations to the School, as set out above, may only be terminated at the end of three months after we give notice, in writing, to the Headmaster, of our desire to be released from such obligations.

I/we have read and agree to the Privacy Policy and Standard Collection Notice.

I/we agree to keep the School informed of any change of address and/or contact details.

Please keep a copy of this signed document for your own records.

This form applies to

STUDENT NAME

Commencing at Knox Grammar School in

ENTRY YEAR YYYY

Signatures of Parents/Guardians

PARENT/GUARDIAN A NAME

PARENT/GUARDIAN A SIGNATURE

DATE

PARENT/GUARDIAN B NAME

PARENT/GUARDIAN B SIGNATURE

DATE