



# WAVERLEY Christian College

## TERMS AND CONDITIONS OF ENROLMENT

(Subject to Change Without Notice. The most recent Terms and Conditions of Enrolment will be published on the College website)

Important notice:

- The Terms and Conditions of Enrolment form part of the Enrolment Agreement. By signing the Enrolment Agreement, the Applicant agrees to be bound by the Terms and Conditions of Enrolment, which may be amended during the period of enrolment at the discretion of the College.
- If there is more than one Applicant each is bound by the Terms and Conditions of Enrolment including joint and several liability for payment of fees;
- The College's policies, except for the Parent Code of Conduct and the Behaviour Management Policy, do not form part of the Enrolment Agreement.

### 1. DEFINITIONS

- Applicant means the person/s set out in the Enrolment Agreement, being the Parent/s and/or Legal Guardian/s of the Student listed in the Agreement and if more than one, each of them jointly and severally.
- College means Waverley Christian College, ABN 48 847 196 961, CRICOS 01958D. Campuses are located at 1248 High Street Road, Wantirna South, Victoria 3152 and 20 College Drive, Narre Warren South, Victoria 3805
- College Policies and Rules means College policies, rules and guidelines as detailed in the Parent and Student Information Handbook, on our Website, on Waverley Engage and in the College diary, as amended from time to time.
- Conditions of Enrolment means these Terms and Conditions of Enrolment, including any subsequent amendments made by the College.
- Enrolment Agreement means the agreement forming part of these Terms and Conditions of Enrolment by which the Applicant agrees to be bound.
- Fee Schedule is the relevant Fee Schedule published annually by the College for Students.
- Fees means tuition and additional charges set out by the College and outlined in the annual Fee Schedule, available on our Website and on Waverley Engage.
- Principal means the Principal of the College, or the Principal's authorised delegate.
- Student means the student/s set out in the Enrolment Agreement.
- Website means [www.wcc.vic.edu.au](http://www.wcc.vic.edu.au)
- Waverley Engage means the College's intranet site <https://coneqt-p.wcc.vic.edu.au>

### 2. CONTINUING ENROLMENT

The continuing enrolment of a Student at the College is subject to compliance with the College's Christ-centred vision, ethos and values, Terms and Conditions of Enrolment, Parent Code of Conduct, Student Code of Conduct and College Policies and Rules, as amended from time to time. Families and students are expected to comply with the College's policies on church engagement.

Overseas students accepting enrolment must hold a valid visa and Overseas Student Health Cover (OSHC) for the duration of their enrolment at the College, allowing the Student to remain and be educated in Australia.

If an Applicant wishes to withdraw a Student from the College, the Applicant must give to the College one term's notice in writing or pay to the College the equivalent of one full term's fees in lieu of notice. One term's notice in writing or one full term's fee in lieu of notice is required where the Applicant does not go ahead with a future place that has been accepted by payment of the Acceptance of Enrolment fee.

Transfers of enrolment between campuses are not permitted except in exceptional circumstances at the discretion of the Principal.

### 3. FEES AND ACCOUNTS

The Applicant shall be liable for payment of Fees and, if there is more than one Applicant, each of them are jointly and severally liable.

Fees are due and payable in full on the dates set out in fee statements unless another arrangement has been pre-agreed in writing between the Applicant and the College. Fees will be billed at the rates and intervals outlined in the annual Fee Schedule. Fees collected or funds raised by the College may be used to support the operations of the Kindergarten.

The Acceptance of Enrolment Fee of \$300 is payable to accept a place at the College. This fee is neither refundable nor transferable. From 1/4/2024, an Enrolment Bond of \$600 per student is also payable on the acceptance of an offer. This Bond is credited to the family in the last fee instalment for that child in the first year of their enrolment. The bond will be forfeited if withdrawal occurs before the end of Term 4 in the first year of enrolment or any time prior. The bond is not applicable to overseas students. Terms and Conditions regarding Fees and Accounts are included in the College's Fee Schedule which is published annually.

Applicants with an overdue account greater than one term outstanding will have their Student's enrolment reviewed. The enrolment may be suspended or terminated at the discretion of the Principal.

If the Student is withdrawn at the insistence of the College (e.g. due to unsatisfactory behaviour or conduct of the Student), the Applicant remains liable for all fees and charges to the date of notification of the Student's enrolment at the College being terminated.

Any overdue accounts may result in suspension of enrolment, the exclusion of the Student from certain activities and/or the permanent exclusion from the College. The College may take any such action it deems appropriate, including legal action, to recover any unpaid fees or charges as well as the costs associated with the recovery of the fees and charges.

### 4. RULES AND DISCIPLINE

Enrolment at the College is conditional upon the Applicant and Student complying with the College's policies and rules, including but not limited to the Admissions Policy, Codes of Conduct and the Behaviour Management Policy as amended from time to time.

The College reserves the right to discipline the Student, including for out of hours behaviour that may affect other students or staff or unduly damage the reputation or property of the College. Disciplinary action, including detention, suspension or expulsion from the College, may be taken, if in the opinion of the Head of School and/or the Head of Campus, the Student is found to have breached College policies and rules or is found to have engaged in behaviour detrimental or harmful to the College, its staff or students.

If the Student is suspended or expelled from the College, the Student shall not enter upon any of the College's grounds for any purpose during the period of suspension or after being expelled, unless expressly permitted to do so by the Head of School. While suspended or expelled from the College any further attendance on the College's grounds during the term of such suspension or expulsion, whether or not authorised by the College, shall be the sole responsibility of the Applicant.

Where the Applicant is found in breach of the Parent Code of Conduct, disciplinary action may be taken by the College against the Student up to and including suspension from activities or termination of enrolment.

#### **5. ATTENDANCE**

The Student must attend the College on the dates and between the hours advised by the College.

The Student must attend and participate in all scheduled classes, co-curricular activities and any activity expected of a Student at the College including chapel, community service, sporting training and matches, music rehearsals and performances, debating, public and community events and Presentation nights, including where these fall outside of school hours.

The Student will not be able to attend the College for any period of time during which the Student is suffering from a disease or condition which is contagious through normal social contact or a medical practitioner has recommended the Student not attend.

The Applicant must advise the College if the Student will be absent in the manner as advised in the Parent and Student Information Handbooks.

Planned leave of absence from the College for one term or more must be submitted in writing to the Heads of School providing at least one term's notice. No tuition fee concession will be provided in such instances.

Students are only permitted on the College grounds during hours of operation as determined by the College and as notified to parents. Outside of the formal school hours, students will be required to be in designated supervision area. Students on the grounds outside these hours for an event must follow the directions of supervising College staff.

#### **6. UNIFORM**

The Applicant agrees to support the College Uniform Policy and accepts that the Student will wear the correct uniform, and at all times when wearing the College uniform, act in a way that reflects well on the College.

#### **7. PERSONAL POSSESSIONS**

It is the responsibility of the Student and the Applicant to take care of any personal possessions including but not limited to musical instruments, sporting equipment, electronic devices and clothing. The College is not liable for any loss or damage to this property, regardless of where the possessions and kept.

#### **8. HEALTH AND MEDICAL TREATMENT**

The Applicant must notify the College if there are changes to the physical and/or mental health of the Student at any time and provide any relevant information or reports, as requested by the College, in a timely manner. The College reserves the right to assess and determine its ability to provide ongoing education to a Student. It is the responsibility of the Applicant to ensure appropriate insurance cover should the Student be injured or taken ill at the College. It is recommended that families take out Ambulance Victoria membership as the College, in exercising its duty of care, will call an ambulance if it deems it necessary to do so at the cost of the Applicant, regardless of whether the family has Ambulance Victoria membership.

The College will notify the Applicant of any injury or illness the Student may suffer at the College, which warrants staff intervention. If requested, the Applicant will collect their child within a reasonable period of time, otherwise the Applicant agrees to satisfy all costs associated with providing the Student with the required care and medical assistance.

The Applicant will ensure that the Student is appropriately immunised in accordance with the applicable laws. The College reserves its right to exclude a Student in certain circumstances if the Student is not appropriately immunised and this will be strictly enforced in line with the College's legislative obligations.

#### **9. CONSENTS**

This section applies to all programs and activities run by the College, both curricular and co-curricular, and any activities within the scope of activities expected of a Student of the College. This includes before and after school care and any travel undertaken in the course of, to or from College activities.

The Applicant agrees that the Student may access the services of College specialists such as the Nurse and Student Wellbeing Coordinators. The Applicant consents to those services being provided to the Student and for confidentiality between Student and specialist to be maintained without reference to the Applicant where deemed appropriate.

The Applicant consents to the College arranging first aid and medical treatment in the event of an emergency and agrees to be responsible for all cost of any such treatment, e.g. ambulance expenses.

The Applicant agrees that the College is not liable for any loss or damage to property of the Applicant or the Student including musical instruments, sporting equipment, electronic devices and clothing, caused by the Student, by other students or by third parties.

The Applicant agrees to cover all costs relating to loss or damage to School property arising from the use or possession of such property by the Student and/or Applicant.

The College may include photographs and/or audio/visual material of the Student for distribution both internally within the College community or externally i.e. promotional use, outside of the College community. The College seeks consent for such use and disclosure of the Student's photographs and/or audio/visual material on enrolment. Consent can be withdrawn/modified at any time via notification to the College.

In signing this Enrolment Agreement, you consent to the College using both the Applicant's and the Student's personal information for the purposes of receiving College marketing communication such as our College magazine or invitations to Open Morning or philanthropic support for the College, by mail or email.

#### **10. DISCLOSURE OF INFORMATION**

The Applicant acknowledges that the information provided to the College is true and correct, and that full disclosure has been made. The College reserves the right to obtain further information regarding the Student, for example by conducting reference checks with the Student's school or church.

Where information is not disclosed, or is inadequately or incorrectly disclosed, the College may decline to enrol the Student or terminate the enrolment.

#### **11. COLLECTION AND USE OF PERSONAL INFORMATION**

The College will need to collect personal information about the Student, including:

- information necessary to satisfy the College's legal obligations under statute and common law
- medical/health information, and
- academic information.

The College will deal with such personal information pursuant to the College's Privacy Policy available on our Website.

#### **12. COMMUNICATION WITH APPLICANT**

The Applicant/s will advise the College of any changes in contact details and other personal information including changes to family circumstances (e.g. separation or divorce), any court orders which deal with parental responsibility for the Student, the education of the Student or otherwise limit the Student's contact or communication with one parent or other person, within a reasonable time of the change.