

## Conditions of Enrolment

### Local Students

These Conditions of Enrolment set out the terms and conditions on which Students are enrolled at Trinity Grammar School, Kew (the School).

Definitions from the Enrolment Policy apply to these Conditions of Enrolment.

By enrolling their child at the School, applicants (parents/guardians) accept and agree to be bound by these Conditions of Enrolment.

### Educational Services Provided

The School provides educational services that are within the scope of the School's registration, being:

- a) Preparatory – Year ten under the Victorian Foundation-10 priorities and standards (or equivalent if superseded) (P – 10).
- b) Senior secondary courses which are normally provided in Years 11 – 12, including the Victorian Certificate of Education (VCE), Victorian Certificate of Applied Learning (VCAL).
- c) The School also operates an early learning centre service (ELC).

The School's course offerings, including co-curricular activities and programs, will be determined by the School at its sole discretion and may be varied or withdrawn at any time without prior notice. This may include making changes to the curriculum, co-curricular offerings, teaching methods and processes and other services affecting its Students, including offering remote learning. The School's offering and delivery may be subject to government directives in place at the time.

A proportion of funds raised, or fees collected on behalf of the School may be applied to the conduct of the School's ELC.

### Enrolment Process

An Application for Admission must be completed and submitted to the Registrar, together with a non-refundable application fee (as detailed in the Fees and Charges Schedule (Domestic)) and a copy of the Student's birth certificate or documentary evidence of Australian residency. An Application for Admission does not guarantee an offer of enrolment at the School.

Prior to the requested level of entry, Applicants (parents/guardians) will be asked to provide the School with all relevant information and supporting documents in relation

to a Student's enrolment. This includes (but is not limited to) any additional learning needs, educational history and assessments, legal or court orders, relevant medical records or other factors that may be relevant to a Student's educational needs or welfare.

Offers of enrolment are made in accordance with the School's Enrolment Policy and at the discretion of the Principal.

### Confirmation of Enrolment

If an offer of enrolment is received, the Applicants (parents/guardians) must confirm their acceptance of the offer and agreement to abide by the Enrolment Agreement (as defined in the Enrolment Policy and letter of offer) as varied from time to time by:

- a) signing a 'Confirmation of Enrolment' form;
- b) paying an Enrolment Fee of \$2,000 (of which \$500 is refundable when the Student leaves the School, or the Student's enrolment is otherwise cancelled, subject to all amounts due to the School having been paid); and
- c) paying a Holding Deposit of \$2,500 (which is non-refundable and non-transferable between year levels or between siblings) that:
  - for Students commencing in the ELC, will be credited against the Student's Term 2 tuition Fees in the year he commences Prep (in the February statement); or
  - for all other Students, will be credited against the Student's Term 2 tuition Fees in the year he commences at the School (in the February statement).

If a Student with a confirmed place does not commence at the School, the Holding Deposit is surrendered.

### Fees

Applicants (parents/guardians) agree to pay tuition fees and other charges and abide by the Terms of Payment and Business Regulations as detailed in the Fees and Charges Schedule (Domestic) in relation to the enrolment of their child.

Tuition fees and other charges are set by the School Council as detailed in the Fees and Charges Schedule (Domestic) and may be changed from time to time at its discretion.

The Fees and Charges Schedule (Domestic) is available at [www.trinity.vic.edu.au/fees](http://www.trinity.vic.edu.au/fees).

The Applicants (parents/guardians), if more than one, are jointly and severally liable for the payment of all Fees and Charges invoiced by the School as detailed in the Fees and Charges Schedule (Domestic) in relation to a Student's enrolment. This joint and several liability will continue regardless of any changes to the relationship between the Applicants (parents/guardians), any court order as between the parents/guardians, or any child support or other arrangement between the parents/guardians regarding payment of Fees, as detailed in the Fees and Charges Schedule (Domestic).

## Continued Enrolment

Subject to these Conditions of Enrolment, including the Business Regulations (as contained in the Fees and Charges Schedule (Domestic) which comprises part of the Enrolment Agreement), once enrolled, a Student remains enrolled at the School from year to year until the completion of Year 12.

During their child's enrolment, Applicants (parents/guardians) are required to inform the School of any change to their contact details, and any relevant information concerning their child, such as:

- a) reports or assessments pertaining to the Student's learning, medical, physical, social, and psychological needs
- b) any change in family circumstances which may affect the Student's life at school
- c) any Court orders that may impact on the Student and of which the School should be made aware.

Applicants (parents/guardians) are responsible for ensuring the ongoing accuracy and currency of Student and family information provided to the School. This may be done via Trinity Connect or by advising the School in writing.

The holistic development of the Student remains the priority of the School in carrying out its duty of care to the Student. As such, the School makes no representation or promise regarding any particular academic achievement or level of performance of any Student.

## Educational Program

The School offers an extensive range of academic, co-curricular and pastoral programs.

Students are expected to fully participate in all aspects of school life, including compulsory sport, excursions, and camps, unless otherwise agreed by the Principal.

The School has an Anglican foundation but welcomes Students of all faiths and those of no faith. Students are expected to participate in the religious life of the School.

The School reserves the right to vary its curricular, co-curricular and pastoral programs and teaching methods as it considers necessary and/or appropriate.

## Expectations of Students

Students are required to uphold the School's values and to abide by the School's rules, regulations and policies, including the Student Code of Conduct.

Applicants (Parents/guardians) agree to support their child in meeting these expectations.

Disciplinary action may be taken against a Student who fails to meet the School's expectations in line with the School's Student Behaviour Management Policy. Such action may include the detention, suspension, or expulsion of a Student. If the Principal suspends the Student, the Applicant shall be

notified to that effect and the period for which the suspension shall operate.

If suspended, the Student shall not enter upon any of the School grounds for any purpose during the period of suspension without the express permission of the Principal and shall be the sole responsibility of the Applicants during such period.

The Applicant is expected to support the aims, objectives, ethos, rules and policies and discipline of the School. Disciplinary action may be implemented against the Student and/or Parent if in the opinion of the Principal the Parent is found to have breached the Parent Code of Conduct. Disciplinary action may include, but is not limited to, termination of enrolment of the Student.

## School Policies

Applicants (parent/guardians) agree to abide by the School's rules, regulations and policies as introduced or varied from time to time, including the Parent Code of Conduct.

## Attendance

The Student must attend the School on the dates and between the hours advised by the School. In addition, the Student, and the parent/guardian if required, must attend and participate in all co-curricular activities including sporting training and matches, camps, excursions, music rehearsal and performances, inter-school activities, religious services and public and community events, which may be held on the weekend or before or after normal School hours.

After holiday periods it is expected that the Student will return to the School on the dates fixed for resuming unless permission is obtained from the Head of the relevant School.

The Student is not permitted to leave the School at the end of term until the published closing date unless permission is obtained from the Head of School.

It is the responsibility of the parent/guardian to advise the School as soon as practicable if a Student is to be absent for any reason and the estimated length of absence.

The parent/guardian will encourage the Student to take full advantage of the curricular and co-curricular opportunities provided to further their education so that the Student may develop holistically.

## Leave of Absence

All requests for an extended leave of absence must be submitted to the Principal for approval at least one term in advance. Apart from leave for medical reasons, requests for leave of absence are discouraged. Approval is not automatically granted.

Where a Student's leave of absence is approved, a holding Fee will be charged during the period of absence. The holding Fee will be one term's full tuition Fees for a full year's absence, or a pro-rata amount for absences of less than one year.

## Withdrawal of a Student

Parents/guardians who wish to withdraw their child from the School must provide the Principal with one full term's notice in writing.

If the required notice is not given, a fee of half a term's tuition Fees will be payable in lieu. For example, Applicants (parents/guardians) who wish to withdraw their child at the end of the academic year must give notice by the first day of Term 4, otherwise they will be liable to pay half the Term 1 Fees for the following year.

## Cancellation of Enrolment

At the discretion of the Principal, and in addition to any other right of cancellation in these Conditions of Enrolment, the enrolment of a Student may be cancelled where:

- a) the Student's application or attitude to his studies is unsatisfactory
- b) the Student or his parent/ guardian fails to adhere to the School's rules, regulations or policies (including the Student Code of Conduct and Parent Code of Conduct) or engages in conduct which is prejudicial to the School, its Students or staff
- c) tuition Fees are not paid in full by the due date, or within such time as agreed by the School in writing
- d) the Principal considers that the relationship of trust and co-operation between the parent(s)/guardian(s) and the School, or its staff, has broken down irretrievably
- e) the Student or his parent/guardian fails to meet visa requirements
- f) unless otherwise agreed by the Principal, there will be no refund of tuition or other Fees where a Student's enrolment is cancelled.

## Medical

The School must be kept up to date and informed of a Student's physical and/or medical needs, including any significant illness suffered or developed by the Student before and during their enrolment. The School reserves the right to assess and determine its ability to provide ongoing education to a Student and reserves the right to require the parent/guardian to provide the School with information as requested, or to require the parent/guardian to withdraw the Student for a period of time reasonably required to undergo medical treatment.

The School must be immediately notified of any infectious or contagious illnesses or diseases which are contracted by a Student and that Student will not be permitted to attend school, or any School activity, until a medical clearance has been obtained in writing.

The School will notify the parent/guardian of any injury or illness the Student may suffer at the School where the Student requires care or medical attention that falls outside the scope of services provided by the Health Centre.

If a Student sustains an injury or illness while attending the School or taking part in School activities, and the parent(s)/ guardian(s) cannot be contacted, the parents/guardians authorise the School to:

- a) administer such first aid as it considers reasonably necessary in the best interests of the Student; and/or
- b) consent to the Student being transported by ambulance, and receiving any medical, dental, or surgical treatment deemed necessary by a medical practitioner.

This authority exists in addition to any other medical consent provided by parents/guardians to the School (for example, via Trinity Connect).

The parents/guardians will be responsible for any expenses incurred by the School on behalf of the Student arising from any such the ambulance transport, or medical, dental, surgical or hospital treatment of the student.

## Academic Reports

Academic reports are provided to parents/guardians each semester.

Where parents are separated or divorced, reports will be sent to both parents unless a Court Order dictates otherwise.

## Variations to Conditions of Enrolment

The School reserves the right to vary these Conditions of Enrolment from time to time. Parents/guardians will be notified of material changes in writing.

The enrolment, or continued enrolment, of a Student will signify acceptance by the parents/guardians of any variation(s) to the Conditions of Enrolment.

## Use of photographs and videos

As part of its normal operations, the School may photograph, record or video students and other members of the School community. These may be published in classrooms, on class websites, on the School intranet, on Trinity Connect, on the School's website and social media platforms, and in School publications and communications.

Parents/guardians who do not wish to give permission for the publication of photographs, or audio/ video recordings, must notify the School via Trinity Connect or by contacting the School's Privacy Officer at [privacyofficer@trinity.vic.edu.au](mailto:privacyofficer@trinity.vic.edu.au)

## Student property

Students are responsible for any personal belongings brought to the School, including musical instruments, sporting equipment, electronic devices, clothing and other personal possessions. The School will not be liable for any loss or theft of, or damage to, such belongings.

The parent/guardian will indemnify the School for any loss or damage to School property arising from the actions of the Student.

## **Governing Law**

The laws of the State of Victoria apply and all parties submit to the exclusive jurisdiction of the courts of Victoria.

Approved by the Principal – May 2022