

# Conditions of enrolment



OUR LADY OF MERCY COLLEGE PARRAMATTA

These Conditions are to be agreed to by parents or carers when they accept an offer of a place for a student at the College.

## Fees

1. We agree to pay to the College all fees for tuition, extra subjects, excursions, camps and the supply of goods and services to the student as determined by the College Board and as published in the Schedule of Fees and Charges from time to time.
2. All fees are payable in advance and are due on receipt of account. If we fail to pay an account for fees and/or charges by its due date, we agree to pay an overdue charge ("Overdue Charge") calculated on the amount outstanding from the due date until the date of payment. The Overdue Charge reflects the administrative costs to the College of collecting outstanding fees and is a genuine pre-estimate by the College of the minimum loss that it would suffer if fees were not paid by the due date. We understand that we may obtain the current rate from the Finance Office.
3. If an account for fees and/or charges is not paid in full by the end of the term in which it was due for payment, the student's enrolment may be suspended and the College may subsequently, without further notice, refuse entry to the student or terminate her enrolment.
4. A full school terms notice in writing must be given to the Principal before any student is removed. If this notice is not given, we agree to pay 25% of the full year's tuition fees plus GST. This amount is a genuine pre-estimate by the College of the loss that it would suffer if we do not provide the required notice.
5. 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.
6. We authorise the College to incur expenditure on our behalf such as purchases of books, stationery and equipment, and to advance such amounts from time to time as the College considers necessary.
7. We agree to pay all medical and ambulance expenses incurred on behalf of the student.
9. We agree to support the values and to abide by the requirements of the College as set out in the appropriate policies and publications, such as the Student Diary, as published from time to time, at the Principal's discretion. We note that the student must do the same and we agree to encourage her in this. We have noted the College's requirements in relation to student management, home study, uniform, attendance and approval for leave.
10. We accept that the College 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 activities as determined by the Principal including but not limited to the following:
  - (a) Liturgies and Assemblies;
  - (b) any compulsory co-curricular activities;
  - (c) any compulsory sports activities including the annual athletics and swimming carnivals;
  - (d) important College events such as Celebration of Achievement and other events as required by the Principal, from time to time;
  - (e) camps, retreats, reflection days and excursions that occur from time to time as an integral part of the College curriculum and co-curricular programs.

## Expectations and Behaviour

8. We acknowledge that the College is a Catholic community in the Mercy tradition and that behaviours and attitudes based on Catholic values are encouraged. We agree that all communication between students, parents, visitors and staff members should be conducted in a courteous and respectful manner. We agree to avoid confrontation and criticism in public and accept that there is no place in the College community for sarcasm, derogatory remarks, inappropriate familiarity or offensive comments.
11. We acknowledge that the College has a notebook computer program for every student and we agree to sign the Notebook Agreement then in force before our daughter commences at the College. We also agree to sign the Parent and Student Agreement in the Student Diary that will be issued to our daughter upon commencement at the College and understand that the College also requires our daughter to sign this Agreement upon commencement at the College. We understand that this Agreement includes an agreement for acceptable use of technology and the internet by students at the College. We acknowledge that neither of these Agreements form part of our enrolment contract with the College.
12. Requests for leave from College activities, including academic and co-curricular programs, and for early departure at the end of a day or term and/or late return from breaks, are considered only in the most extreme cases and must be applied for in writing to the Principal.
13. We accept the College's student management policy as published on the College's website. We agree to support the administration of the College's student management policy. In particular, we accept that the Principal may in the Principal's absolute discretion, but subject to affording the student procedural fairness, suspend or dismiss the student for breaches of rules or discipline.
14. We understand that the College requires parents and carers

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to be actively involved in the College through attendance at student conferences, parent forums, participation in courses offered by the College relevant to the student's education and assistance to the College in a voluntary capacity from time to time.

15. We agree that the Principal may, by giving us three months' written notice, exclude a student if the Principal considers that a mutually beneficial relationship of trust and cooperation between us and the College has broken down to the extent that it adversely impacts on that relationship.
16. We acknowledge that the Principal may, by giving us reasonable notice, exclude the student from the College:
  - (a) where the student has, in the Principal's opinion, failed to meet the requirements of the NSW Education Standards Authority (NESA) or has otherwise failed to make satisfactory progress in her academic work; or
  - (b) where we have failed to comply with these conditions of enrolment.

### **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) which the student has. Where any disclosed special needs change or where any special needs arise, we agree to notify the College immediately and complete any forms as required by the College including the provision of accurate medical information.
18. We acknowledge that the College 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 Principal or the Principal's nominee may search the student's bag, locker, computer, mobile devices or other possessions where there are reasonable grounds to do so. The Principal may also carry out computer surveillance which includes using software or equipment to monitor use of computers, the sending or receiving of emails, the accessing of websites and the use of social media.
19. 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 Principal or, in the Principal's absence, a responsible member of the College staff, to give the necessary authority for such treatment.
20. We understand that the College requires parents to observe

College security procedures for the protection of students from direct contact with those outside the College during College hours and that we are only to make contact through the College office.

21. We acknowledge that the student's personal property is not insured by the College which does not accept any responsibility for loss.

### **Privacy**

22. We acknowledge that the College may from time to time collect personal information about parents and students which may be necessary for the College's function or activities. We authorise the College to use and disclose information in such a manner as the Principal may deem appropriate for the purposes of the student's education, health, care, welfare or development. We acknowledge having read the College's Privacy Policy and Standard Collection Notice.
23. Where relevant, we agree to provide to the College all current Family Court or other court orders relating to us and the student. We note that the College's Privacy Policy deals with the confidentiality of such information.

### **General**

24. We agree that the College may change these Conditions provided it gives us at least six months' notice and that the new Conditions take effect from the beginning of a calendar year.
25. We agree to give the College notice of any change in our contact details.
26. (Where more than one person is signing this form). Each of us agrees that our obligations to the College, as set out above, are joint and several and that if one of us wishes to be released from this contract, that one must give three months' notice, in writing, to the Principal