



# Terms of Enrolment

## 1. Introduction

These Terms of Enrolment set out the agreement between Meriden School and parents or guardians (each a **Parent**) who signed and returned the Application for Enrolment in respect of the student named in the Application for Enrolment (**Student**) relating to the Student's enrolment and attendance at the School. School refers to any School-endorsed activity regardless of the location of the activity.

By accepting an offer of enrolment at the School each Parent agrees to comply, and ensure that the Student complies, with these Terms of Enrolment.

## 2. Attendance

- 2.1 Subject to these Terms of Enrolment, the Student must attend School during school hours every school day during term, and at any other time as required for school events, activities or disciplinary reasons.
- 2.2 If the Student is unable to attend School on a given day due to illness, Parents must contact the School by 8.00am that day by telephone or email as notified from time to time.
- 2.3 The Student may not be absent from School, other than for illness, without the School's written approval at least three days prior to the absence.
- 2.4 The Parents must submit any approval request under clause 2.3 that is a request for extended leave as early as possible but in any event no later than fourteen [14] days prior to the absence.
- 2.5 The School may grant or refuse each request for Student absence in its sole discretion and on any conditions as it sees fit. School fees remain due unless the School waives its rights in writing. Students granted extended leave may hold a place at the School as long as full school fees are being paid, the enrolment continues to be eligible to attract government subsidies, and there are no existing debts at the School at the commencement of the period of absence. Tuition fees paid during a period of absence will not be credited on the return of the student to the School.
- 2.6 Each Parent grants permission for the Student to attend and participate in all school events and

activities including but not limited to excursions and camps. The Parents may request that the Student be excused from an activity by providing the Principal with a request in writing with reasons supporting the request, and the Principal may approve such a request in her sole discretion.

## 3. Behaviour

- 3.1 The Student must:
  - a. comply with the School's rules and policies from time to time (School Rules and Policies) and with all lawful directions of School staff;
  - b. behave in accordance with the School's values and not do anything that may bring the School into disrepute; and
  - c. wear the school uniform neatly and properly while at the School, at all school events and when travelling to and from the School.
- 3.2 If the Student breaches any of the School Rules and Policies or any obligation under these Terms of Enrolment, the School may discipline the Student.
- 3.3 The Student must not possess, supply or consume any alcohol, illegal drugs or cigarettes at School, while travelling to or from School, or during any School-related activity.

## 4. Parents

- 4.1 Each Parent must:
  - a. ensure that the Student has all items necessary to attend School and participate in school activities;
  - b. attend parent-teacher interviews as requested;
  - c. comply with all relevant School Rules and Policies and with the directions of School staff;
  - d. adhere to the School's Parents' Charter; and
  - e. behave in accordance with the School's values and not do anything that may bring the School into disrepute.
- 4.2 Each Parent warrants that they have full power and authority to enter into and perform their obligations under these Terms of Enrolment.

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## 5. Communication

- 5.1 The School may in its discretion act on the basis of instructions or information provided by either Parent.
- 5.2 Information included in any School newsletter will be deemed received by Parents on issue.
- 5.3 The Parents must immediately notify the School of any change to their contact details. Responsibility for maintaining the accuracy of each Student's details rests with the Parent.

## 6. Fees

- 6.1 The School Council will determine the School's enrolment and tuition fees from time to time and may vary them without notice to the Parents.
- 6.2 The School will issue fee notices to Parents prior to the start of each term, and the Parents must pay the fees in full by the date specified on the fee notice.
- 6.3 The School will charge an administration fee, as listed on the School's Fee Schedule at that time, for each overdue amount, and may charge interest.
- 6.4 Each Parent is jointly and severally liable for payment of school fees.
- 6.5 If the Parents are unable to pay school fees by the due date, they may notify the School Council and the School may in its discretion enter into alternative payment arrangements with the Parents.
- 6.6 If the Parents fail to pay any school fees in full by the due date, the School may suspend or expel the Student from the School and may commence any action it considers appropriate to recover debts comprising unpaid school fees and any related costs including but not limited to legal costs.
- 6.7 If the Parents fail to pay any school fees by the due date (including any instalments under an agreed payment plan), the School reserves the right to exclude the Student from extra-curricular activities.
- 6.8 If the Student starts attending the School after the first week of term, the School will charge the Parents the school fees for that term calculated as a pro rata amount of the fees otherwise payable for the full term. If the Student ceases attending the School during a term for any reason, school fees remain due and the School will not refund any School fees already paid.
- 6.9 The School will charge a Resources Fee covering incursions and excursions, subject levy (where applicable), licences, annual Camp program if applicable

(except for interstate/ overseas trips), and annual membership of the Parents and Friends Association. The Resources Fee is invoiced in Term 1 and is payable on the same payment terms as school fees.

- 6.10 The School will charge the costs not covered by the Resources Fee to the Student's school account and those costs will be payable on the same payment terms as school fees. Costs not covered by the Resources Fee include but are not limited to lost Student ID Cards and library books, Music Camp, Duke of Edinburgh's Award, Cadets, sports registration, additional HSC charge, School Bus Service, music instrument repair/ hiring and Exchange Programs.

## 7. Disclosure

- 7.1 The Parents must disclose to the School all medical and education information relating to the Student, and any other information relating to the Student's needs at School, in a complete, accurate and current form. If the Parents fail to declare any such information the School may terminate the Student's enrolment with immediate effect.

## 8. Illness or injury

- 8.1 If the Student is injured or ill and requires first aid or urgent medical treatment (including without limitation treatment by a doctor, paramedic or ambulance officer, hospitalisation, injections, blood transfusions, surgery or similar treatment), the Parents authorise the School to do all things it considers necessary or appropriate for the Student's welfare including but not limited to authorising such treatment.
- 8.2 The Parents must pay all of the School's medical expenses relating to the Student.
- 8.3 The School and its employees and agents are not liable for any losses or damage in relation to any first aid or other medical treatment provided to the Student by the School or under its authorisation.
- 8.4 Each Parent indemnifies the School against all liabilities, losses, damages, costs and expenses suffered or incurred by the School in relation to any act or omission by the School or under its authorisation in relation to any first aid or other medical treatment provided to the Student, and the Parents release the School from all related claims and liabilities.

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## 9. COVID-19 and Online Learning

### 9.1 New Students

Once an Acceptance of Offer has been signed and the enrolment fee paid, a new student must commence, in person, at Meriden on the agreed date. Should the student be unable to commence on the agreed date due to factors beyond her control, such as international or domestic travel or border or quarantine restrictions, the student will not be provided access to Meriden's online learning system to commence her education on the date agreed in the Acceptance of Offer. No refund or reduction of tuition fees will apply.

### 9.2 Returning Students

Should a returning student be unable to commence a school term due to factors beyond her control, such as international or domestic travel or border restrictions or quarantine requirements, the student will be provided with access to Meriden's online learning system to continue her education. No refund or reduction of tuition fees will apply.

## 10. Termination of enrolment

### 10.1 If the Student:

- a. seriously or repeatedly breaches the School Rules and Policies, or fails to follow staff directions;
- b. does anything that may bring the School into disrepute; or
- c. is absent repeatedly, or for an extended period, without School authorisation,

the School may suspend or expel the Student from the School. School fees remain due and the School will not refund any School fees already paid.

### 10.2 If in the School's opinion its relationship with either or both Parents is at any time not one of trust and cooperation, the School may terminate the Student's enrolment.

### 10.3 If a Parent breaches any of these Terms of Enrolment, the School may terminate the Student's enrolment.

### 10.4 If Parents wish to withdraw the Student from the School, or from any additional activity the Student is undertaking, the Parents must provide the Principal with one full term's written notice. If such notice is not provided, the Parents must pay to the School the school fees for the total term or activity as per the School's fee schedule at that time. Re-enrolment is at the School's sole discretion and a re-enrolment

fee will apply if a new Application for Enrolment is accepted and a place is available at the time of re-entry, and provided there are no existing debts from the previous time at the school.

## 11. Insurance

- 11.1 Parents should take out appropriate insurance cover. The School does not hold insurance to cover medical expenses arising from any injury the Student suffers while taking part in school activities, including without limitation school sporting activities.
- 11.2 The School has accident insurance covering all enrolled students for their school activities, with worldwide cover. The insurance benefits may include lump sum payment for certain permanent disability, certain non-Medicare medical expenses and benefits for broken bones and damaged teeth. Further details may be obtained from the School's Business Services Office.
- 11.3 The Parents acknowledge that the School does not have insurance for, and takes no responsibility in relation to, the Student's personal belongings.

## 12. International Students

Additional terms of enrolment apply to International Students as notified at the time of enrolment and varied in the School's reasonable discretion on one term's notice.

## 13. Miscellaneous

- 13.1 The School may at any time commence, vary or discontinue any academic or other program without notice to the Parents.
- 13.2 The School may use any personal information it collects under these Terms of Enrolment in accordance with the School's privacy policy.
- 13.3 The School may confiscate, examine or conduct searches of the Student's belongings and locker, and may undertake any surveillance or monitoring it considers appropriate.
- 13.4 The Parents and Student must not publish or cause to be published any images of or information relating to the School, or any images of or information relating to any person connected with the School, or any of the School's intellectual property without the School's prior written approval.
- 13.5 The School may vary these Terms of Enrolment in its reasonable discretion on one term's notice.