

TERMS AND CONDITIONS OF ENROLMENT

1. Registration

A student's name will be registered following the payment of a \$100 application fee. This fee covers administrative costs and is non-refundable.

2. Enrolment

The School requires payment of a Family Deposit when the first member of a family is enrolled. The deposit is \$2000. This is GST-free.

Note: This Family Deposit comprises two equal parts. The first part (\$1000) covers all administrative costs in relation to the processing of the enrolment and is non-refundable. The second part is the deposit portion which is refundable, on request, within three months of the last student leaving the school, provided all accounts have been paid and written notice has been given. For families enrolling subsequent children, a non-refundable charge of \$250 is required to secure enrolment.

- A. The school reserves the right to manage the conduct of the School and determine its policies, including the right to change, re-organise, re-locate, curtail or cease any or all of the activities or operations of the School or transfer its assets. This right may be exercised by the School at any time in its sole and absolute discretion.
- B. These conditions of enrolment may be varied at any time by the School in its sole and absolute discretion, by written notice to the parent/guardian, or by letter generally circulated to parents/guardians through the School's communication systems, and will apply from the time they are promulgated.

3. Tuition Fees and Accounts

- A. Fees and charges are billed in advance in four equal instalments. The first instalment is payable on the first day of Term 1 for commencement in the same year. The remainder of the fees and charges are payable at the start of each Term.
Note: Year 12 fees and charges are payable in advance in three equal instalments at the start of Terms 1, 2 and 3.
Once School fees are paid they are non-refundable.
- B. Families wishing to pay via monthly Direct Debit, please contact us on 03 9845 7814.
- C. Accounts are payable within 14 days from the date of issue. A Late Payment fee of \$50 per student, per calendar month, may apply if a payment is not received by the School by the relevant due date and you may also be liable for any collection costs.
- D. Billpay (BPay), Cheque, Direct Debit or Credit Card payment which is declined by the bank, for any reason, will attract an administration fee passed on by the financial institution.
- E. The School may not permit a student to re-enter classes in a new Term when fees remain outstanding.
- F. The School is entitled to withhold from releasing a student's results until their relevant school fees are paid.
- G. All planned absences, of a minimum of a Term, must be notified in writing in advance to the Principal.
 - G.1 A holding fee of 25% of the applicable year level is required if students take a leave of absence from their studies at Tintern Grammar.
 - G.2 If an enrolled student entering into the School does not take up a confirmed place until Term 2 or later, the family will be charged the holding fee.
 - G.3 For financial arrangements regarding the absence of students, contact the Admissions and Marketing Manager on +613 9845 7768.
- H. In the case of prolonged illness (one school Term or more), an application, including a medical certificate, may be made to the Admissions and Marketing Manager for some remission of tuition fees.

- I. Parents are responsible for payment for avoidable breakage or damage to school property caused by the student.
- J. The Principal may authorise particular expenditures (for example medical expenses or school materials) to be charged to the student's account.
- K. Parents will be notified in the event that the School Board alters these terms and conditions.

4. Fee Discounts

- A. The School offers a discount of 3% for payment of annual fees and charges if paid on or before 31 December of each preceding school year.
- B. Tintern Grammar is committed to educating the whole family. As such, families with multiple children attending Tintern Grammar concurrently are entitled to receive sibling discounts.

Families with two siblings receive a discount of 12.5% for the younger child. Families with three siblings receive a 12.5% discount for the second youngest child and a 30% discount for the youngest child. Families with more than three siblings attending Tintern Grammar concurrently receive a 12.5% discount for the second oldest child, a 30% discount to the third oldest and a 50% discount for subsequent younger siblings. Sibling discounts are applied to the net tuition (published tuition fee less any fee discounts, bursaries, or scholarships) fee only.

5. Deferral of Enrolment

Acceptance of an offer of enrolment can be deferred for entry in a later year, but no guarantee can be given that a place will be available at that time.

6. Withdrawal of a Student

One full Term is required as notice, in writing to the Principal, before the withdrawal of a student from the School. If the required notice is not given, a fee of up to one full Term's fees may be charged.

7. Medical

In the event of an accident when it is impractical to communicate with a parent or guardian, the Principal or his representative may authorise medical, surgical or other treatment considered necessary by a qualified medical practitioner.

8. Technology Access

The School supports student access to electronic information resources and networked services to enhance learning opportunities. Communications on the network are often public in nature and general school rules for behaviour and communication apply. The network is provided for students to conduct research and to communicate with others as part of the educational program. Students are expected to act in a considerate and responsible manner.

9. Attendance

Students returning to the School from holidays must join their classes on the dates fixed for commencement. Students are not permitted to leave school at the end of a Term until the recognised closing date, except with prior permission and under special circumstances.

10. Discipline of Students

The School reserves the right to exclude any student permanently or temporarily, at the sole discretion of the Principal, if this action is in the interest of the student or for the good of the School.