



# Terms and Conditions of entry to St Michael's

All parents of students entering St Michael's are required to provide written confirmation of their intention to accept a place if offered. This means a copy of the signed declaration must be completed and forwarded, together with the payment of the Confirmation of Enrolment Fee and Advancement of School Fees, to the School. It is essential that parents/guardians provide full information, at the time of application, of any additional learning needs, educational history or other factors that may be relevant to their child's future education.

## The Confirmation of Enrolment Fee

A Confirmation of Enrolment Fee is payable for each student enrolled at St Michael's. This is a one-off payment of \$1800 and is non-refundable. Payment of the Confirmation of Enrolment Fee is required within two weeks from the date of the offer. This payment confirms a place for the child at St Michael's.

## Advancement of School Fees

In addition to the Confirmation of Enrolment Fee, families are required to pay a fee advancement of \$1200 at the time of enrolment confirmation. This amount will be credited against the child's school fees for the second term they attend St Michael's. If the family cancels the child's enrolment before they commence, this amount is non-refundable.

## Changes to entry before commencement

Offers of enrolment only apply to the specified year level and year of entry.

If you wish to change your child's year level/entry year after an enrolment has been confirmed, you must notify the Student Recruitment Team in writing. In this case, your child's enrolment for the previously accepted year level/entry year will be cancelled, and your child's name will be placed on a waitlist for the newly requested year level/entry year.

**St Michael's cannot guarantee a place will be available in any future years after an accepted offer has been cancelled.**

The Confirmation of Enrolment Fee and the Advancement of School Fees are non-refundable.

## Cancellation of enrolment before commencement

If you wish to cancel your child's entry before they commence at the School, you must notify the Student Recruitment Team in writing. Where a student's entry is cancelled before they commence at the School, the \$1800 Confirmation of Enrolment Fee, as well as the \$1200 Advancement of School Fees, are forfeited.

Notice of cancellation must be given at least 120 days prior to your child's commencement at the School. If at least 120 days notice is not given, the tuition fee for the first term of your child's enrolment will be due and payable.

## Leave of absence

If a student enrolled at the School requests a leave of absence, their place will be held for no more than two years from the requested date. All requests are to be provided in writing to the Head of the School. A bond fee of \$3000 applies upon acceptance of the request (this amount may be subject to change). Upon the student's return to School, the bond will be credited against future tuition fees. In the event that the student does not return to St Michael's, the bond will be forfeited.

## Termination of place at St Michael's

In the event that a child leaves St Michael's, notice must be given in writing to Mrs Terrie Jones by email: [head@stmichaels.vic.edu.au](mailto:head@stmichaels.vic.edu.au)

Any impending student withdrawal notice is required as follows:

| Withdrawals up to the end of | Written notice required by |
|------------------------------|----------------------------|
| Term 1, 2019                 | 20 November 2018           |
| Term 2, 2019                 | 20 February 2019           |
| Term 3, 2019                 | 20 May 2019                |
| Term 4, 2019                 | 20 August 2019             |

Where notice is given in accordance with the above requirements, all tuition fees paid in advance for any period after the child's final day at St Michael's will be refunded.

If sufficient notice is not given in accordance with this provision, all tuition fees for the term immediately following the student's final term at St Michael's, in addition to all charges for co-curricular and extra-curricular activities that have been committed to, remain due as payment in lieu of notice.

## Payment of tuition fees

Invoices are issued monthly for tuition, levies and any additional co-curricular and extra-curricular charges incurred, with full payment expected by direct debit within 30 days. The School accepts payment by direct debit only; either through a nominated financial institution or by credit card. Payments made by credit card will incur an additional 0.7% surcharge.

In the event of a dishonoured transaction, we will reattempt within 3 business days, however it is the responsibility of the account holder to ensure that sufficient funds will be available. Should the reattempt also decline, a processing fee of \$20.00 will be added to your account.

Any account not settled by the due date will result in an administration fee of \$100, which will be charged on the first business day in the following month. Requests for an extension of the payment due date are to be communicated to the Finance Officer at the earliest opportunity and must be agreed to by the School.

Unless special approval has been obtained, no student will be allowed to enter a new term at the School if tuition fees for the previous term remain unpaid. Whilst it is not our preferred method of resolution, the School reserves the right to suspend the enrolment of a student/s if all reasonable steps to address an outstanding account are not met.

As the expenses incurred in maintaining the School are not lessened by the temporary absence of individual students, no deduction can be made on account of absence.

## Behavioural expectations

St Michael's is a community that values dignity, respect, care and compassion. It is a condition that all students, families and members of the School community abide by these values when liaising with the broader community.

Parents/guardians agree to abide by the regulations of St Michael's and to support the School's Behavioural Expectations Policy at all times, as follows:

All students need a safe and secure environment and meaningful relationships with adults and other students if they are to develop into healthy individuals.

We care deeply about the safety of your children when they are in our care. We have many policies that ensure all students know what is expected of them at St Michael's and what they can expect from the School in terms of care and support.

Quality relationships in the context of community, where everyone is treated with dignity, respect, care and compassion, are fundamental to the School's ethos and approach.

The regular reinforcement of positive behaviours through approval and encouragement is fundamental to student wellbeing, as are clear boundaries and fair and consistent responses to inappropriate behaviours.

## Dismissal

St Michael's reserves the right to dismiss any student and terminate their enrolment without notice on the grounds of unsatisfactory conduct, failure to obey the rules of St Michael's, or for any other reason. In the event that a student is dismissed from St Michael's, the current term's tuition fees remain due and payable, inclusive of any co-curricular or extracurricular activities for which commitment has been made.

## Changes to Terms and Conditions

St Michael's may amend these Terms and Conditions at any time, in part or in full, at the discretion of the School by providing notice of such amendments to parents/guardians by publication of the amendments on the St Michael's website or by any other such means as determined by the School.

If you have queries about our terms and conditions or would like further information, please contact **Student Recruitment** on +61 3 8530 3310 or [studentrecruitment@stmichaels.vic.edu.au](mailto:studentrecruitment@stmichaels.vic.edu.au)