

Confirmation of Place Agreement

Student

Surname: _____ Given Names: _____

Year for Admission: 20

Year Level: _____

Student Lives With: Both Parents/Guardians Parent/Guardian 1 Parent/Guardian 2 Alternating

Parent/Guardian 1

Title _____ Surname _____

Given names _____

Preferred name _____

Residential Address _____

Postal Address _____

Telephone number (H) _____

(M) _____ (W) _____

Email (please print) _____

To Receive:

Correspondence Student Reports Fee Account

Parent/Guardian 2

Title _____ Surname _____

Given names _____

Preferred name _____

Residential Address _____

Postal Address _____

Telephone number (H) _____

(M) _____ (W) _____

Email (please print) _____

To Receive:

Correspondence Student Reports Fee Account

Academic reports and correspondence will be mailed to the home or postal address where both parents live at the same address.

If parents live at **separate addresses**, academic reports and student related correspondence will be sent to both parents. If you would like to alter these mailing preferences, please advise the Enrolments Office in writing.

Fee Accounts

Fee accounts will be emailed to the default email address where both parents live at the same address. If you would like the fee account to be emailed to an alternative address please advise the Business Manager in writing. If parents live at separate addresses, fee account information will be emailed as nominated below:

Both Parents/Guardians Parent/Guardian 1 Parent/Guardian 2

Fee account details can be split and a nominated percentage paid by each Parent/Guardians, eg 50% each. In this case, a fee account for the proportionate amount will be emailed to each parent/guardian. Please forward your written request for a split account to the Business Manager.

Agreement

I/We, the above named parents/guardians, have read and retained a copy of the attached documents entitled '**Rules and Regulations**' and '**Procedure for Admission and Confirmation of Places**' and agree to be bound by the conditions therein. I/We understand that this agreement is a contract between the parents/guardians and ELTHAM College.

Furthermore, we understand **Paragraph 5** of the 'Procedure for Admission and Confirmation of Places' document and realise that should this confirmed place be cancelled prior to the commencement of school for the specified year of admission, that a term's fees will be payable as the normal conditions of withdrawal do not apply.

_____/_____/_____
Signature of Parent/Guardian Date Signature of Parent/Guardian Date

Please note that this agreement must be signed by both parents/legal guardians, unless one parent or legal guardian is singularly responsible for the students and the payment of all fees.

By ticking this box I acknowledge that I am singularly responsible for the student

1. Application for admission of a student should be made on the official Application Form, and be accompanied by an Application Fee and a copy of the students Birth Certificate or passport. Applications for enrolment to the ELTHAM College ELC early childhood education and care services (i.e. below prep level) are required by law to be:

- up to date with vaccinations for their age OR
- on a vaccine catch-up schedule OR
- have a medical condition preventing them from being fully vaccinated.

An immunisation status certificate is a statement showing the vaccines a child has received. The most common type of immunisation status certificate is an Immunisation History Statement from the Australian Childhood Immunisation Register (ACIR).

2. When processing of the level intake commences and a place is available for the applicant, parents/legal guardians will be notified of a time for a student assessment and for an interview. If the student has not reached the standard for which he/she was enrolled, the College reserves the right not to confirm the place.
3. Following the interview, an offer of a place is confirmed in writing and within fourteen days from the date of the offer, the non-refundable Entrance Fee (per student) will become payable and one parent/legal guardian will be required to take out membership of the ELTHAM College Company. The Entrance Fee allows the College to continuously improve its facilities, which have been built up over time by previous parents. The Entrance Fee, which allows a student to become part of the ELTHAM College community, also provides an on-going membership to the ELTHAM College Alumni, which serves to keep our students connected when they have completed their formal schooling with the College.
4. Parents/legal guardians of ELC children who are eligible to enter Prep the following year will be required, early in the ELC year, to confirm that they wish to accept a place at Prep level the following year. A non-refundable fee of \$1,000, which will be credited against fees for Term 1 in Prep, is payable to secure the place. These places will then be regarded as being confirmed. A place in Prep will not be guaranteed for any eligible ELC enrolled student who has not accepted a place by the end of Term 1 of the year prior to entry.
5. Cancellation of any confirmed place shall not be subject to the usual conditions for withdrawal of a student, but, in the event of a confirmed place not being taken up a term's fee (at the confirmed place entry level) shall become payable by parents/legal guardians 14 days from statement issue.
6. Fees and other charges (subject to amendment by the College Board) must be paid in accordance with the Schedule of Fees produced by the College each year. If they are unpaid fourteen days after the due date, and the parent/legal guardian has not reached an agreement with the College in that respect, then an Administrative Fee of \$50 will be charged. Interest will then be charged on the outstanding balance on that day and every month thereafter until the account is brought up to date. The Administrative Fee will apply to each term and the interest rate will be that outlined in the Penalty Interest Rate Act 1983. In this event, such interest shall be computed from the date upon which the outstanding monies first became due and payable to the College.
7. A student may not be permitted to commence a new term if fees from the previous term are still outstanding.
8. The student's entry and continuation at the College are subject to the Rules and Regulations of the ELTHAM College.
9. Attention is drawn to the requirements concerning the withdrawal of students as set out in the Rules and Regulations, with particular reference to paragraph 11.

The ELTHAM College Board sets down for the information of parents/legal guardians of prospective or current students, the following Rules and Regulations.

In determining the Rules and Regulations, the Board has had, as the major consideration, the willingness of the student and his/her parents/legal guardians to accept enrolment at ELTHAM College and to acknowledge that such enrolment establishes a reciprocal relationship with the College and between the student, College and the community.

In accepting an offer of a place for their child, parents/legal guardians complete a contractual agreement with the College and thereby become subject to the Rules and Regulations of the College.

It is understood and agreed that:

1. All enrolment procedures referred to in the document 'Procedure for Admission and Confirmation of Places' shall have been completed before a student may commence at the College.
2. In the interpretation of the following regulations the word 'fees' includes tuition, student supplies, special or other fees as applicable, and the word 'parents' includes legal guardian(s) if appropriate.
3. The scope of the educational services provided by ELTHAM College is inclusive of the standard Victorian Curriculum from ELC (Early Learning) to Year 12, for both male and female students. VET and VCAL options are also available.
4. Fees are subject to alteration at any time by the College Board, and where possible, notice of any alteration will be given in advance. However, the Board reserves the right to make immediate changes if such changes are unavoidable.
5. If the College requires the parents/legal guardians to pay for the cost of any adjustments or specialised support services to enable a student to participate in education at the College, it is a condition of enrolment that in the absence of agreement with the College, such costs be paid from time to time directly by the parents/legal guardians (and that they provide evidence of such payment to the College when requested) or that they reimburse the College for such costs. The College reserves the right to require the student to leave the College if such costs are not paid or the adjustments or services are not provided.
6. Fees and other charges must be paid in accordance with the Schedule of Fees produced by the College each year. If they remain outstanding for more than fourteen days, and the parent/legal guardian has not reached an agreement with the College in their respect, then an Administrative Fee of \$50 will be charged. Interest will then be charged on the outstanding balance on that day and every month thereafter until the account is brought up to date. The Administrative Fee will apply to each term and the interest rate will be that outlined in the Penalty Interest Rate Act 1983. In this event, such interest shall be computed from the date upon which the outstanding monies first became due and payable to the College.
7. Admission will be made at the beginning of the academic year, or as agreed between the parties.
8. For students entering the College for the first time after the beginning of a term, the fees and other charges must be paid on the day of commencement, and if they remain outstanding for more than fourteen days, penalty interest will be applied as set out in Regulation 4.
9. Students for whom fees and other charges (and any penalty interest which has accrued thereon pursuant to Regulations 4 & 5) remain unpaid at the end of term, may not be permitted to commence a new term.
10. Default in the payment of fees or other charges render the parents/legal guardians liable to legal action. If any monies are not paid pursuant to Regulation 4, the College may also take legal action for the recovery of the outstanding monies and the penalty interest as set out in Regulation 4 from the date upon which the outstanding monies first become due.
11. Remissions or concessions for fee payments, if a student is absent from College, are allowed on the following basis:
 - (a) absence of one term or less, no concession
 - (b) absence of more than one term, half tuition fees at the current rate are required to be paid in advance, to ensure the holding of a guaranteed place for the student on his/her return. If such fees are not paid, the student's name will be placed in a priority position on the appropriate waiting list, but no guarantee of immediate entry on return can be given.
12. Notice of intention to remove a student from the College must be received by the Principal in writing not less than one full College term in advance of the student leaving. Failure to provide this complete period of notice will result in a charge equivalent to one term's College fees. (See paragraph 5 of "Procedure for Admission and Confirmation of Places" concerning cancellation of "confirmed" places.)
13. The College accepts no liability for the loss or damage of personal effects by students or for damage caused to car parked at the College.
14. The College staff cannot provide supervision to any student at the College prior to 8.15am or after 5.00pm on any school day except when that student is participating in official College activities.

15. Should any student wilfully cause damage to any property of the College, his/her parents/legal guardians shall be required to meet the costs of repair or replacement of such property.
16. Promotion to the next year level or continuation of enrolment will be dependent on the student's satisfactory progress as determined by the Principal or nominee.
17. Any student who, in the opinion of the Principal, is unsatisfactory over a reasonable period in his/her attitude to work and behaviour may be required to leave at the end of the current year. However the Principal may authorise the temporary or indefinite suspension of any student who has committed a serious breach of discipline or other act detrimental to the welfare of other students, staff or reputation of the College.
18. The Principal, as head of the College and responsible to the Board for its efficient operation, may, from time to time, make Rules and Regulations for the conduct of the College and the behaviour of students: these rules and regulations are to be regarded as Rules and Regulations of the College, endorsed by the Board.
19. Parents/legal guardians, having agreed to be bound by the Rules and Regulations of the College, are expected to encourage their child to do likewise for the well-being of the College community.
20. Parents/legal guardians, having agreed to be bound by the Rules and Regulations of the College, are expected to adhere to the ELTHAM College Child Safety Code of Conduct and the Parent Code of Conduct.
21. The Board of the College may amend, add to or delete from these regulations at its discretion, and, in the event of any material alteration, parents/legal guardians will be notified.

10/83, R5/84, R1/85, R9/85, R8/87, R6/89, R10/96, R11/99, R3/00, R11/01, R8/04, R9/07, 5/08, R12/08, R01/16