

St Patrick's College, Strathfield

# Conditions of Enrolment

St Patrick's College is a Catholic school in the Edmund Rice tradition. Education in faith has a privileged place along with the pursuit of academic excellence.

In accepting an offer of enrolment, parents and students are to read this document, then sign and return to the College together with all other documentation required to complete the enrolment process. The return of this document forms part of the enrolment contract between parents and St Patrick's College, Strathfield.

## 1. Acceptance of Offer of Enrolment

- 1.1 An offer of enrolment must be accepted by both Parents where appropriate unless the College agrees to waive this requirement. Upon acceptance of an offer, all signatories to the terms and conditions will be jointly and severally liable in respect of the obligations contained in these terms and conditions.
- 1.2 The acceptance of the offer must be accompanied by an enrolment fee of \$1500.00. If the fees are not received by the due date the enrolment will lapse.
- 1.3 If the student does not commence the enrolment, the enrolment fee will not be refunded unless the College, acting reasonably, placed on a waiting list for the requested year but enrolment cannot be guaranteed.

## 2. Conditional Enrolment

- 2.1 All enrolments are at the discretion of the College and conditional upon the College being satisfied in its reasonable discretion that the Student's needs can be met by the College. The College may cancel the enrolment if it reasonably determines prior to the start of the enrolment that the Student's needs cannot be met.
- 2.2 The College may require Parents to provide reports and assessments necessary to determine the particular needs of the Student.
- 2.3 Competence in English is a pre-requisite for enrolment. If the College considers that the English language capabilities of the Student are not sufficient it may require the Student to undergo an

- 4.2 Fees and charges are also levied for cocurricular activities, elective subjects, excursions, sport and camps.
- 4.3 The College may also incur expenditure for the Student's needs on behalf of the Parents as it reasonably considers necessary, which may be added to the Parents' school account.
- 4.4 All medical expenses reasonably incurred on behalf of a Student must be reimbursed by the Parents.
- 4.5 All fees and charges must be paid on or before the due date set out in the fees notice.
- 4.6 If fees and charges are not paid within 30 days of the due date an overdue charge may be levied calculated on the amount outstanding from the due date. This charge reflects the reasonable administrative and financial costs of collecting the outstanding fees and charges which may be incurred by the College as a result of the late payment. The charges payable from time to time can be obtained from the College office.
- 4.7 While an invoice for fees and charges remains outstanding, the College may determine that the student will not be permitted to participate in any discretionary activity offered by the College (such as, sport, excursions, camps and local, interstate or overseas trips).
- 4.8 If fees and charges are not paid within 60 days of the due date, the Student's enrolment may be terminated unless the College agrees in writing to accept other arrangements. Failure to abide by any other agreed arrangements may result in the Student's enrolment being terminated without further notice.
- 4.9 Fees will not be remitted in whole or part if the Student is absent due to illness, leave or suspension.
- 4.10 If students are undertaking activities that incur extra fees or charges, not noP55 0.314

- g. attend the College during school hours, except in the case of sickness or where leave has been given or an exemption from attendance has been granted.
- h. All students are responsible for their own work in class, the completion of classwork and homework, the preparation and timely submission of assessments and assignments and diligent approaches to study.
- i. Politeness and respect for all is an essential feature of College life.
- j. While travelling to and from the College and during College endorsed activities, students are to be courteous, cooperative and conscious of the general public.
- k. All students are expected to maintain and promote a high standard of self-discipline and to conduct themselves in accordance with the standards contained in the College diary and student codes of discipline and behaviour management.
- l. Students must not do or say anything which may adversely affect the reputation of the College, including in print, electronic or social media.
- m. Smoking, vaping, the use of alcohol, illicit drugs, dangerous and prohibited substances and the possession of such items is strictly forbidden.
- n. Students' bags and possessions (which includes student lockers) may be searched or students may be asked to empty their pockets if staff have reasonable grounds to believe the student is in possession of illegal, dangerous, offensive or inappropriate items, substances or material. If there is a concern for the immediate safety or wellbeing of students (s)-8.1 (t(h a

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may be levied for these activities and will be payable unless the Student is unable to attend due to ill health or other good reason which makes it impossible for the Student to attend.

## 10. Reports and Notices

- 10.1 The College will generally publish academic reports and notices to the Parent Lounge, access via the email addresses provided by the Parents. Where Parents do not live together, reports and notices can be accessed by both Parents in the Parent Lounge unless:
- a. there is an Order of the Court providing reports and notices to be published to one Parent,
  - b. there is an agreement between the Parents that the reports and notices will be published to one Parent, or
  - c. the College in its reasonable discretion considers that it is in the best interests of the Student that reports and notices should only be published to one Parent.

## 11. Leave

- 11.1 Requests for leave from College activities, including academic and co-curricular programs, and early departure at the end of the day or term and/or late return from breaks are, in general, considered only in exceptional cases and only on receipt of a written application from the parents to the Director of Middle School (5-8)/Director of Senior School (9-12)/Director of Co-curricular and relevant Year Coordinator. Parents are to provide a satisfactory explanation in Parent Lounge or

