



CONDITIONS OF ENTRY – AUSTRALIAN CITIZENS AND RESIDENTS CURRENT MAY 2019

Upon acceptance of an offer of enrolment and subject to satisfactory completion of any applicable enrolment conditions precedent, students will be admitted to Melbourne Girls Grammar – an Anglican school (“MGGG”, “School”) subject also to acceptance by their parents or legal guardians (guardians) of the following terms and conditions:

ENROLMENT

1. The student's enrolment is for the year in which she is enrolled and subsequent years until completion of Year 12 or until she is otherwise withdrawn from the School or her enrolment is cancelled.
2. The School reserves the right to amend and make changes as it deems appropriate or necessary in its course offerings, curriculum, co-curriculum offerings, teaching methods and other programs, including discontinuing subjects previously offered to students.
3. A student's progression into and throughout the Senior Years Program is dependent on her attitude and application, specifically that she demonstrates respect for peers and teachers in the learning environment, and a commitment to personal and collective excellence.
4. Where a campus or part of a campus of the School becomes unavailable for any reason, including because of fire, natural disaster or the outbreak of illness, the School may require the student to attend an alternative campus or location, or to not attend at all for a period. The inability of the School to provide the student with access to any campus or part of a campus, or any alternative campus, shall not entitle the parents or guardians to any rebate, repayment or waiver of fees and expenses except at the sole discretion of the School.
5. All students entering the School must be fully vaccinated for their age in accordance with the National Immunisation Program or on a recognised catch-up schedule or have a documented medical reason for not being immunised. Admission to the School will not be permitted unless written evidence of one of the aforementioned documents is provided to the School.

POLICIES

6. The parents or guardians agree to abide by the policies and procedures of the School as amended or introduced from time to time including those relating to:
 - (a) equal opportunity
 - (b) grievances or complaints
 - (c) social media and use of the internet and technology
 - (d) enrolment, fees and processes
 - (e) standards of dress, appearance and behaviour of students
 - (f) discipline of students

- (g) student care, safety and welfare
 - (h) parent conduct and behaviour.
7. Students are responsible for their personal belongings and for any items of property brought by them to school. The School will not be liable for any loss of or damage to these belongings, regardless of how such loss or damage may have occurred or been caused.

STUDENT WITHDRAWAL AND ABSENCE

8. The Principal, or any person deputising for the Principal, may require a student to be withdrawn from the School and cancel her enrolment if they reasonably consider:
- (a) she has engaged in unsatisfactory conduct or she has breached any policy of the School, including any policy relating to student conduct or behaviour;
 - (b) she has engaged in conduct which is prejudicial to the School, its students or staff;
 - (c) her behaviour or attitude at school is considered detrimental to her own best interests or to those of other students;
 - (d) her academic or social progress is such that she is not benefiting from the courses and programs provided by the School;
 - (e) the relationship between a parent or guardian of the student and the School or any of its staff has broken down such that an ongoing mutually beneficial relationship of trust and cooperation between the School and the parents cannot continue; or
 - (f) any parent or guardian fails to comply with the School's policies, including any policy relating to parent conduct or behaviour,
- and in such cases there will be no refund or remission of tuition or other fees.
9. Requests for students to take extended leave from school should be made at least one term in advance of the anticipated date of leave. With the exception of leave for medical reasons, requests for leave are discouraged and the automatic granting of such leave or holding a place for the absent student should not be assumed. Requests for leave should be made in accordance with, and are subject to, the School's *Enrolment, Fees & Processes Policy* from time to time.
10. If the parents or guardians propose to withdraw a student from the School, at least one full term's prior notice in writing must be given to the Principal, such notice being given no later than the last day of the previous term. In the absence of the required notice being given, one full term's fees (tuition and boarding as applicable) will be payable.

FEES

11. The parents or guardians agree to pay the tuition fees and other fees and charges, including interest for late payment, in relation to the enrolment of a student in accordance with the School's *Schedule of Tuition and Boarding Fees* as published by the School from time to time. The School may vary and increase these fees and charges from time to time at its sole discretion.
12. The parents and guardians, if more than one, are jointly and severally liable for the payment of all accounts for fees and charges rendered by the School in relation to a student's enrolment. The payment of such accounts by a third party, or the School's agreement to also render such accounts to a third party, does not waive or negate the joint and several liability of the parents or guardians for those accounts.

13. The School may cancel or suspend the enrolment of a student and any or all other students of the parents or guardians enrolled at the School, if any account rendered by the School to the parents or guardians are not paid in full by the due date or within any other time agreed by the School in writing.
14. Any delay or failure of the School to strictly enforce the terms of payment as set out in the *Schedule of Tuition and Boarding Fees* from time to time, or any agreement to defer payment of an amount owing to the School, is not a waiver of the School's rights.

PROVISION OF INFORMATION

15. The parents/guardians must keep the School informed of all relevant information concerning the student, including any medical diagnosis or special needs (including physical or intellectual disability, learning difficulties, learning support requirements or needs of a medical, psychological or similar nature) prior to and during the period the student is enrolled.
16. Changes of address, phone numbers or other information provided either on the *Application for Enrolment* form or the Confirmation of Student Details Form must be given to the School as soon as known. At the very least these are to be reviewed annually by parents/guardians.
17. As almost all communication from the School is digital, the School relies on parents to ensure their email address and mobile numbers are current. The School will introduce new digital platforms from time to time but each will be assessed by the Chief Digital Officer and the Director of Business Services for the location and security of its data, their privacy policy, terms and legislative compliance. The School may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, to enrol a student into an external platform.
18. To enable suitable care for the student, any changes in family circumstances affecting the life of the student at the School are to be promptly disclosed to the School.
19. The parents/guardian must provide to the School on a timely basis copies of all Family Court and other court orders that may impact on or relate to the student and of which the School should be made aware.

STUDENT WELFARE

20. In addition to any other medical consent or authority provided by the parents and guardians to the School, they authorise the School to:
 - (a) obtain or provide such emergency or urgent medical treatment for the student where the School considers such action to be necessary; and
 - (b) obtain and approve such urgent and necessary medical treatment for the student considered appropriate in the circumstances if the student suffers from an injury or illness.
21. The parents and guardian each indemnify the School, its employees and agents in respect of any expenses and costs incurred as a result of any medical treatment provided or obtained for the student.

GENERAL MATTERS

22. Any reference in these *Conditions of Entry* to the parents or guardians are references to each parent or guardian who has signed the *Acceptance of Enrolment Offer* in relation to the enrolment of their

child and, if more than one parent or guardian, each of them jointly and severally so that each of the obligations in these *Conditions of Entry* upon the parents and guardians are joint and several.

23. The School may alter and amend these conditions of entry at any time by notifying parents/guardians in writing. Alterations and amendments will apply from the date of the notice.