



EMPOWERING YOUNG MINDS

## 2020 BUSINESS NOTICE

### **Enrolment**

A formal offer of a place within the School once made will be held by one or both of the following: Family Admission fee or a Term in Advance Payment. The Family Admission Fee is non-refundable if a student does not commence however the Term in Advance fee will be refunded minus the Admission Charge which is decided by the Finance Manager each year.

### **Tuition Fees and Consolidation Charge**

Annual fees and charges are payable within 21 days of an account being rendered. If required a further notice may be issued before year end for any additional charges.

Arrowsmith Students and General Domestic tuition fees will be billed quarterly in line with all standard school accounts. Dates for payment are updated and added to our website under Admissions each year.

### **Planned Absences**

No discounts or concessions will be granted for any intentional or planned absences during the year. This includes, but is not limited to, holidays that extend beyond the gazetted Victorian school and public holidays, external activities that result in extended absences from the School and student exchange programs.

### **Removal of a student**

The Principal is authorised at any time to refuse to permit a student to continue as a pupil at the School. If, at the discretion of the Principal, it is desirable and in the interest of the School that a student should be removed from the School, the Principal may notify the parents/guardians to that effect, remove the student's name from the School roll and exclude them from further attendance at the School. The parents/guardians will be liable for all tuition fees and other fees and charges up to the day before the student's removal from the School.

### **International Students tuition fees will be billed as follows:**

Semester 1 - Issued in October of the previous year and payment is required 30 days from date of issue. A subsequent charge may be issued if fees structure has altered from date of notice.

Semester 2 - Issued in May and payment is required 30 days from date of issue.

### **Authority and Indemnity**

There are occasions during the course of a student's enrolment at the School where travel to School activities will be arranged through contracted bus services, School vehicles and other modes of transport. A parent enrolling a child in the School consents to such travel arrangements.



#### **OAKLEIGH GRAMMAR**

ABN: 32 337 676 694  
Address: 77-81 Willesden Road, Oakleigh Vic 3166  
Phone: (03) 9569 6128  
Email: [reception@oakleighgrammar.vic.edu.au](mailto:reception@oakleighgrammar.vic.edu.au)  
Website: [www.oakleighgrammar.vic.edu.au](http://www.oakleighgrammar.vic.edu.au)  
Correspondence to: PO Box 2120 Oakleigh Vic 3166  
CRICOS Registration Number: 03423G





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Parents/Guardians agree, that to the full extent permitted at law, the School will not be liable for any injury, sickness or accident that may occur while a student is either attending the School or taking part in a School activity and the parents/guardians will indemnify the School against all costs, claims, actions and demands made against the School, its employees, contractors, servants and agents to the extent that such injury, sickness or taking part in a School activity.

In the event of a student suffering any injury or sickness, the School is authorised to take such action as it deems fit to obtain medical and/or hospital care and attention, and the parent/guardian will indemnify the School against all costs, claims, actions and demands made against the School, its employees, contractors, servants and agents incidental to that care and attention

The School, and its employees, agents or representatives, will not be liable for any loss or damage to, or theft of any property or personal effects of a student, or of which a student has in its possession while attending the School or any School event or activity and the parent/guardians will indemnify the School against all costs, claims, actions, and demands made against the School, its employees, contractors, servants and agents to the extent that any loss, damage, theft of any property or personal effects occurs while his/her child is attending the School or taking part in a School activity.

### **Insurance**

The School maintains a range of insurance policies. Parents are encouraged to maintain their own insurance policies for students which cover medical, dental, and other costs arising from an accident to a student.

### **Medical**

The School must be kept up-to-date and informed of a student's medical needs, including any significant illness or disability suffered or developed by the student during his/her enrolment. The School must be immediately notified of any infectious or contagious illnesses or diseases which are contracted by a student and that student will not be permitted to attend the School, or any School activity, until a medical clearance has been obtained in writing.

### **Withdrawal of Students**

It is a requirement that One (1) full terms notice in writing to the School is provided otherwise payment of one (1) full terms fee will be charged.

### **Joint and several**

Each signatory to be Confirmation of Enrolment Form agree that they are jointly and severally bound by the terms and conditions of this Business Notice, including but not limited to payment of fees and charges and compliance with School rules, regulations and policies that may be in force at the School from time to time, and that they will continue to be jointly and severally bound notwithstanding any changes to the relationship between them.



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