



Sacré Cœur

Terms and Conditions of Enrolment

1 Purpose of these Terms and Conditions of Enrolment

- 1.1 These Terms and Conditions of Enrolment set out the terms upon which a child is enrolled as a student at Sacré Cœur, ACN 006 105 111 (the **School**).

2 Acceptance of Enrolment

- 2.1 Each parent or legal caregiver (referred to as **parents** for convenience) who accepts the School's offer of enrolment for a child, also agrees to the terms in these Terms and Conditions of Enrolment for the duration of the child's enrolment (subject to clause 3.2).
- 2.2 A parent who causes a child to attend the School for the purpose of receiving educational services is deemed by their conduct to have accepted these Terms and Conditions of Enrolment.
- 2.3 All parents with parental responsibility for a child must agree to the terms in these Terms and Conditions of Enrolment, unless the School provides written confirmation that it accepts otherwise. The School may request evidence from a parent in support of this prior to accepting an enrolment by only one parent.

3 Ongoing nature of these Terms and Conditions of Enrolment

- 3.1 These Terms and Conditions of Enrolment are ongoing, and will remain in place until such time as a child's enrolment is withdrawn or otherwise ends in a manner provided for in these Terms and Conditions of Enrolment.
- 3.2 In the event that a parent who has accepted these Terms and Conditions of Enrolment in respect of a child (the **first child**) enrolls another child at the School, and the first child remains enrolled at the School, that parent agrees the Terms and Conditions of Enrolment in place at the time of that subsequent enrolment will apply in relation to each of the parent's children enrolled at the School.

4 Responsibilities of the School

- 4.1 The School will provide education for the child during the period of enrolment, in accordance with its curriculum framework, as amended by the School from time to time at its absolute discretion.
- 4.2 The School will deliver the school curriculum through a range of methods, including the provision of on-campus education and online learning arrangements. The School may transition to on-line or alternative learning arrangements, either in whole or in part, where in its sole discretion, the School considers it necessary or appropriate to do so. Relevant considerations may include, but are not limited to concerns about the wellbeing or public safety of any students or staff, a public health order or a declared state of emergency, and staffing resources.
- 4.3 Parents acknowledge that the School does not guarantee or represent any specific outcomes or level of achievement in relation to the educational services provided to its students.

5 Support for the School

5.1 Each parent:

- (a) agrees to cooperate fully with the School to promote the child's education, including by involving themselves in the life of the School and being responsive to the School's concerns; and
- (b) agrees to ensure the child and the child's parents familiarise themselves and comply with the School's codes of conduct, directions, policies, procedures, rules and values as published and amended by the School from time to time at its absolute discretion.

5.2 Each parent will do all things reasonably necessary during the enrolment period to ensure the child:

- (a) upholds the School's ethos, reputation and values;
- (b) is well-groomed, wears the school uniform at all times, and complies with the School's appearance standards;
- (c) arrives at school on time, attends all classes and is prepared for study;
- (d) completes assessments and exams, and performs homework, when asked to do so;
- (e) attends school-related activities, camps, excursions, events and retreats (collectively, Co-Curricular Activities);
- (f) participates fully in all aspects of the life and programs of the School;
- (g) cares for all School buildings, furniture, property and equipment;
- (h) does not leave the School grounds during school hours, without the permission of the Principal or the Principal's delegate;
- (i) does not possess, use, distribute or sell illegal or illicit substances (including tobacco, personal vaping devices (regardless of whether they contain nicotine), medication (unless used in accordance with a prescription), drugs or alcohol, and related paraphernalia), and does not do any of these things in relation to suspected illegal or illicit substances, whilst on School grounds, travelling to and from the School, or participating in School-related activities; and
- (j) is familiar and complies with the School's codes of conduct, directions, policies, procedures, rules and values as published and amended by the School from time to time at its absolute discretion.

5.3 Parents whose child is enrolled in Prep to Year 6 must ensure that they register their child with the after-school care provider nominated by the School from time to time, prior to a child's first day of attendance at the School. If parents do not pick up their child by the end of the school day (currently 3.40pm), the School may take the child to its nominated after-school care provider for continued supervision until a parent collects the child. Each parent acknowledges that the after-school care provider will charge the parents for after-school care provided to their child, in accordance with its terms of service as amended from time to time.

6 School Fees

6.1 The School publishes in advance of each school year on the school's website setting out:

- (a) all tuition fees, building levies and other charges imposed by the School for that school year (collectively, the **School Fees**) in relation to a student's enrolment at the School, or in relation to certain activities and programs;
 - (b) due dates for payment;
 - (c) method of payment options;
 - (d) discounts that may be applicable to School Fees; and
 - (e) other relevant matters (including in relation to consequences for non-payment).
- 6.2 The terms of the fee schedule are at the School's absolute discretion, and subject to change annually. However, the School will not vary those terms retrospectively.
- 6.3 School Fees and all other amounts rendered by the School may be paid by cash, cheque, debit card, electronic funds transfer, credit card (Visa and MasterCard only). Credit card payments may incur a surcharge.
- 6.4 Requests for alternate payment arrangements for School Fees (including on a periodic basis and via a third party) may be made through the Director of Finance. Requests will be determined at the sole discretion of the School. Alternate payment arrangements will not be approved without written confirmation from the Director of Finance (in consultation with the Principal).
- 6.5 Unless otherwise agreed in writing with the Principal or the Director of Finance, each parent agrees:
- (a) to be jointly and severally liable for the payment of all School Fees imposed by the School during the child's enrolment;
- Note - Each parent must agree to be jointly and severally liable, unless the School accepts a Change of Financial Responsibility Form (a copy of which is available from the Director of Finance). The School may request evidence from a parent in support of a Change of Financial Responsibility Form prior to agreeing, at its absolute discretion, to release a parent from joint and several liability.*
- (b) to pay all School Fees imposed by the School by the due dates, and in accordance with the payment terms, set out in the relevant fee schedules which apply during the child's enrolment; and
 - (c) that School Fees imposed by the School are payable during any period in which the child is enrolled and absent from the School; and
 - (d) that School Fees are not ordinarily refundable. However, the Principal may, in their sole discretion, consider, grant or deny a request for a refund by a parent.
- 6.6 The School's fee schedule is not an exhaustive list of fees, charges and levies that apply during the child's enrolment. Additional fees, charges and levies may apply from time to time for certain activities and events in which the child participates (e.g. Co-Curricular Activities, Camps, Exchanges, Laptop Levies, etc), or for goods which the child or the child's parents purchase via the School (e.g. textbooks), and written details of these will be communicated to parents in advance. Each parent agrees to also be jointly and severally liable for the payment of any such fees, charges or levies as and when they fall due for payment.

- 6.7 A pro rata charge is made for new students entering the School after a term has commenced. If a student leaves during a term, no refund will be made for the remaining portion of the term, unless by prior arrangement.
- 6.8 The School operates on a not-for-profit basis, and is reliant on parents meeting their financial commitments if it is to deliver a quality education for students. In the event that any School Fees (or any other fees, charges and levies) imposed by the School are not paid by the due date, or in accordance with the payment terms, which apply during the child's enrolment then the School may in its absolute direction:
- (a) refuse the student and any sibling's participation in Co-Curricular Activities;
 - (b) withhold student reports and other information or documents;
 - (c) suspend and/or terminate the enrolment of the child and any sibling(s); and/or
 - (d) commence debt recovery action.
- 6.9 School Fees continue to apply to all enrolled students without reduction or offset during any period of remote learning.
- 6.10 Each parent agrees to jointly and severally indemnify the School for all reasonable costs and disbursements (including debt recovery and legal professional costs on an indemnity basis) incurred in recovering outstanding School Fees (or any other fees, charges and levies) imposed by the School.
- 6.11 The School may in its sole and absolute discretion charge (and each parent agrees to jointly and severally pay) interest at the rate of 10% on any amount of School Fees (or any other fees, charges and levies imposed by the School pursuant to these Terms and Conditions of Enrolment) that remain unpaid for 28 days after they fall due for payment.
- 6.12 While a student is enrolled at the School, a 10% discount shall apply to the School Fees in respect of any younger sisters while they are enrolled as students at the School at the same time.

7 Withdrawal or Termination of Enrolment

- 7.1 Parents acknowledge that due to the ongoing nature of a child's enrolment, the School commits considerable resources in advance of each school year based on known enrolments, class lists, and subject selections. Accordingly, the School requires reasonable notice of a student's withdrawal having regard to the administrative, financial, industrial and practical cost and inconvenience that the School needs to manage when a student is withdrawn (even in circumstances where the School operates a student waiting list). In this regard, it will generally be more difficult for the School to fill a vacant place of enrolment the closer a student is withdrawn to the commencement of a new school year.

- 7.2 To withdraw a child's enrolment (whether on a permanent or temporary basis), the child's parents must give at least a full school term's written notice to the Principal and the Admissions Manager. This means that the Principal and Admissions Manager must receive notice in writing from both of the child's parents (unless one parent has legal decision-making capability for the child) by no later than:
- (a) where the child has not commenced enrolment: on the first day of the school term immediately prior to the term where the enrolment was scheduled to commence;
 - (b) where the child will leave on the last day of a school term: the first day of that term;
 - (c) where the child will leave prior to the commencement of or during a term: the first day of the previous school term.

7.3 The process in clause 0 also applies in respect of a student's leave of absence from the School for periods of one school term or greater. If the leave of absence is approved by the School in its absolute discretion:

- (a) This period will be subject to a non-refundable holding fee equivalent to 25% of the applicable School Fees per term, paid in advance, for a maximum period of two years. If the holding fee is not paid when it falls due, the School may terminate the student's enrolment with immediate effect.
- (b) The student's enrolment will resume upon the conclusion of the approved leave of absence provided the requirements in clause 0 and paragraph (a) above are satisfied.

Note – This clause 7.3 does not intend to cover circumstances where a student is temporarily absent due to illness, or physically away from the School but has their schoolwork supplied and/or assessed by School staff (for example, during periods of remote learning, suspension of education, or an extended family holiday). In such cases, full fees are to be paid during the time the student is absent.

7.4 If notice is not given in accordance with this clause 7, the withdrawn child's parents each agree to jointly and severally pay to the School in lieu of such notice one-half of the full amount of School Fees (and any other fees, charges and levies) imposed by the School for the first full school term following the date when notice was given that the child would not be commencing enrolment, or would be ceasing enrolment, with the School.

Note – This means that if a student is withdrawn without proper notice during the middle of a term, the student's parents must pay both that term and the next term's School Fees (and any other fees, charges and levies) imposed by the School.

7.5 The School may terminate the child's enrolment and the enrolment of any sibling (with or without notice) where, in the Principal's (or in relation to paragraph (a) below, the Director of Finance's) reasonable opinion, any of the following apply:

- (a) a parent fails to pay School Fees (or any other fees, charges and levies) imposed by the School by the due date, or in accordance with the payment terms, which apply during the child's enrolment;
- (b) a parent otherwise breaches these Terms and Conditions of Enrolment;
- (c) the child (or one of the child's parents, or a sibling enrolled at the School) has acted inconsistently with the School's expectations as set out in its codes of conduct, policies, procedures, rules or values, or has breached a reasonable direction of the School;

- (d) the School is not satisfied it can meet the needs of the child including, for example, because the child is not benefitting from the curriculum, courses or programs provided by the School;
- (e) the School is not satisfied that there remains sufficient trust and confidence between the School and the child's family for an effective enrolment relationship; or
- (f) as otherwise provided for in the Terms and Conditions of Enrolment.

7.6 All outstanding School Fees (and any other fees, charges and levies) imposed by the School, and any fees, charges and levies which have not yet fallen due, shall fall due and are payable immediately on the child's last day of enrolment.

7.7 In the event of suspension or termination of enrolment under these Terms and Conditions of Enrolment, there will be no refund or waiver of any School Fees (and any other fees, charges and levies) imposed by the School.

8 Change of Details

8.1 Each parent must immediately inform the School of any change in the child's or a parent's postal address, email address, telephone numbers, and/or family circumstances.

8.2 Parents must notify the School immediately of any parenting plans, parenting agreements, or orders made by a court of competent jurisdiction relevant to the child's enrolment at the School (or which the School may wish to have regard to in engaging in any conduct contemplated by this document, including contacting parents, disclosing the child's personal information, or using, publishing or broadcasting images or recordings of the child). Parents must notify the School immediately of changes to the arrangements in any such plans, agreements, or orders.

8.3 Parents agree that the School will not be obliged to change the child's name in its internal database and learning management system unless one of the following apply:

- (a) Both parents agree in writing (even where only one parent has signed the Terms and Conditions of Enrolment).
- (b) The School is provided an Order of the Court which permits the child's name change.
- (c) The School believes other special circumstances exist.

9 Communication, Instructions and Emergencies

9.1 Parents acknowledge that the School reserves the right to communicate with both or one of the child's parents regarding the child's education, care, safety and welfare, having regard to what the School considers, in its reasonable opinion, to be the best interests of the child.

9.2 Despite clause 9.1, any notice given by the School to any one of the child's parents will be deemed to be given to all parents. Notice can be given by email, hand, prepaid post, in the School newsletter, on the School website, or via the child (eg. a note in the student diary).

9.3 Similarly, should the School require instruction, authority or direction on any issue concerning the child then the School may act upon the instruction, authority or direction of any one of the child's parents and having regard to what the School considers, in its reasonable opinion, to be the best interests of the child.

- 9.4 Parents must immediately notify the School of any infectious or contagious disease contracted by the child while enrolled at the School.
- 9.5 Parents must familiarise themselves with the online platform nominated by the School from time to time for student medical information and consents for School activities. The School currently uses Consent2Go. Parents must ensure that they create a student profile for the child prior to the child's first day of attendance at the School. Parents must ensure that they have access to the platform throughout the child's enrolment, and that the information in their student profile is current.
- 9.6 In the event of any medical or other emergency arising in respect of the child then, should the School consider it impracticable to communicate with the child's parents, each parent authorises the School to act as it considers, in its reasonable opinion, to be in the best interests of the child. Each parent agrees to jointly and severally indemnify the School in respect of any reasonable costs and expenses which the School incurs as a result of the School taking action pursuant to this clause (e.g. first aid, ambulance transport, hospitalisation and surgery).

10 Information/Special Needs

- 10.1 The School is an inclusive school, and will comply with its statutory obligations regarding special needs (including in relation to reasonable adjustments). Special needs include allergies, health conditions, physical or intellectual disabilities, behavioural or learning challenges or difficulties, learning support requirements and needs of a medical, psychological, health or dietary nature.
- 10.2 Each parent must inform the School of all special needs the child has (or has had) which may be relevant to the education or welfare of the child (or which may impact upon the education or welfare of others) and provide to the School all reports, assessments and information in relation to those needs.
- 10.3 If a parent fails to inform the School of any special needs in relation to the child then the School, in its absolute discretion, may refuse to proceed with the enrolment of the child (or, if the enrolment has already commenced, immediately terminate the enrolment of the child under these Terms and Conditions of Enrolment).
- 10.4 Each parent agrees that they will immediately inform the School should their child develop special needs, or should the special needs of the child change, either before or during the child's enrolment at the School.
- 10.5 Where a parent promptly informs the School of their child's special needs, or where a child's special needs develop or change, then the School will discuss those special needs with the child's parents as it considers appropriate and may require further information, including medical, behavioural, psychological or other reports. In accordance with its Policy, the School will then assess whether it has the capacity and resources to provide a safe and fulfilling learning environment for that student, and, if adjustments are required to support the student, the reasonableness of those adjustments.
- 10.6 If subsequently the School considers, in its reasonable opinion and subject to its legal obligations, that the School cannot meet the special needs of the child then:
- (a) the School may, in its absolute discretion, refuse to proceed with the enrolment of the child (or, if the enrolment has already commenced, may terminate the enrolment of the child without giving notice); and/or

- (b) the child's parents may choose not to proceed with the enrolment (or, if the enrolment has already commenced, may terminate the enrolment of the child without giving notice).

11 Discipline

- 11.1 The School's codes of conduct, directions, policies, procedures, rules and values apply to conduct of a student both inside and outside the School, and whether or not the conduct is connected to School activities.
- 11.2 The School is responsible for determining when conduct of a student warrants discipline and may apply such discipline (including suspension and expulsion of a child's education or enrolment) as the School, in its absolute discretion, considers appropriate having regard to the child's conduct and the School's codes of conduct, directions, policies, procedures, rules and values.
- 11.3 The School seeks to maintain an environment that is safe for all students and in which learning can take place. Parents agree that the Principal or the Principal's delegate may search a student's bag, locker, desk or other possessions to investigate a student discipline matter, where the School (acting reasonably) considers there are reasonable grounds to do so.
- 11.4 The School also reserves the right to suspend a student's education and/or enrolment whilst investigating a potential breach of the School's codes of conduct, directions, policies, procedures, rules or values.
- 11.5 Parents and students are expected to respect any decisions made by the School in relation to this clause 11.

12 Loss of Property and Insurance

- 12.1 Students must care for the property of others including the School's buildings, furniture and equipment. Each parent agrees to be financially responsible for any property damage caused by their child at the School or while participating in School-related activities.
- 12.2 It is impossible for the School to implement and administer systems or processes which will adequately protect the child's personal property against all loss, damage or theft. All personal property brought by the child to the School or to School-related activities is at the sole risk of the child and their parents. The School accepts no liability for loss or damage to personal property of the child, however that may occur, and the School has no responsibility to implement and administer systems or processes which may minimise or avoid such loss or damage.
- 12.3 The School does not insure the personal property of the child or their parents which is brought to the School or to School-related activities. It is the responsibility of the child's parents to arrange such insurance as they consider appropriate.
- 12.4 Although the School may have limited personal accident insurance in respect of its students, each child's parents should arrange such personal accident insurance as they consider appropriate.
- 12.5 From time to time, the School may provide bag areas, lockers, desks and work areas for the child's use. These areas remain the property of the School, and are provided with the understanding the School has the right to access such property at any time it deems necessary.

13 GST

- 13.1 Where possible the School Fees (and any other fees, charges and levies) imposed by the School will be quoted on a GST inclusive basis. If GST subsequently becomes payable in respect of any part of any fees, charges and levies imposed by the School then the School reserves the right to increase those fees, charges and levies at any time.

14 Personal Information

- 14.1 The School handles personal information in accordance with its Privacy Policy (and its Child Information Sharing Scheme Policy and Family Violence Information Sharing Scheme Policy, where applicable), as published and amended by the School from time to time. Each parent agrees that they have read and understood these policies.
- 14.2 Each parent acknowledges that:
- (a) their child may be photographed or recorded at School or while participating in school-related activities;
 - (b) they authorise the School to photograph or record their child (and the parent when attending School-related activities) and to use, publish or broadcast such images or video recordings and his/her/their name(s) for all school-related purposes (including without limitation classroom displays, team photos, award evenings, school productions (eg. drama and music), magazines and newsletters, official posts on the School website or social media pages, and any websites on which a school event is broadcast or live streamed); and
 - (c) even when authorisation is withheld then incidental, internal or unintentional use of images and recordings featuring the child or parent may still occur from time to time (particularly when a parent or child attends a photographed or recorded School-related activity or event).
- 14.3 The School may also collect personal information, including sensitive information, about prospective and current students and their parents. Parents understand and agree that:
- (a) this may involve the School making enquiries and obtaining information from third parties such as credit providers, medical practitioners, government departments, and financiers;
 - (b) the School may use any information obtained as deemed necessary, including to comply with its obligations under relevant legislation (e.g. the *Education and Training Reform Act 2006* (Vic) and the *Child Wellbeing and Safety Act 2005* (Vic));
 - (c) the School may disclose information obtained to an interested person (including overseas third parties) for administrative and educational purposes, to the extent permitted by law, including with regard to the *Privacy Act 1988* (Cth) and the Australian Privacy Principles (if applicable);
 - (d) specifically, the School may disclose information obtained pursuant to the following information sharing schemes:
 - (1) the Child Information Sharing Scheme, which enables information sharing between entities for the purpose of managing a risk to a child's safety; and

- (2) the Family Violence Information Sharing Scheme, which enables information sharing between entities for the purpose of assessing and managing the risk of family violence; and
- (e) if the School is unable to collect, use and disclose this information, the School may not be able to enrol a prospective student or continue the enrolment of a student.

15 Circumstances Outside the School's Control

- 15.1 Where a school campus or facility becomes unavailable for any reason, including but not limited to as a consequence of flood, fire, natural disaster, epidemic, pandemic or other outbreak of illness, the School may require the child to attend an alternative campus or facility, or participate in online learning. The inability of the School to provide the child with access to any particular campus, facility or service shall not entitle the parents to any rebate or waiver of School Fees except at the sole discretion of the School.
- 15.2 The School is otherwise not liable to parents for any failure to perform an obligation under these Terms and Conditions of Enrolment, provided that the School has made all reasonable efforts to minimise the effects such events may have on the performance of its obligations, to the extent that such failure is caused by or due to an act or circumstance which:
 - (a) is beyond the reasonable control of the School; and
 - (b) makes performance of that obligation impossible (e.g. act of god, pandemic, natural disaster, or act of terrorism).

16 General

- 16.1 Please note that while compliance by the child and their parents with these Terms and Conditions of Enrolment is required, the School's codes of conduct, directions, policies, procedures, rules and values do not form part of these Terms and Conditions of Enrolment.
- 16.2 If a provision in these Terms and Conditions of Enrolment is held to be illegal, invalid, void, voidable or unenforceable:
 - (a) that provision must be read down to the extent necessary to ensure that it is not illegal, invalid, void, voidable or unenforceable; and
 - (b) if it is not possible to read down a provision as required in this clause, that provision is severable without affecting the validity or enforceability of the remaining part of that provision or the other provisions in these Terms and Conditions of Enrolment.
- 16.3 These Terms and Conditions of Enrolment will be governed by the laws in force in the State of Victoria.
- 16.4 The parents agree that:
 - (a) the School will not be liable to any of the parents for any indirect or consequential loss, or any loss of profit, suffered by a parent arising out of a breach by the School of these Terms and Conditions of Enrolment;
 - (b) a parent will not be entitled to set off against or deduct from the School Fees (or any other fees, charges and levies) imposed by the School, any amount owed or claimed to be owed to that parent by the School; and

- (c) a parent will not be entitled to withhold an amount of any outstanding School Fees (or any other fees, charges and levies) imposed by the School, because part of that amount is disputed by the parent.

16.5 Nothing in these Terms and Conditions of Enrolment is intended to have the effect of contracting out of any applicable provisions of the Australian Consumer Law, except to the extent permitted by that law.