



We accept the offer of a place at Cedars Christian College (the College) for _____ in Year _____ commencing Term _____ 20 _____ in accordance with our Student Application for Enrolment and your letter of offer of enrolment at the College. We enclose a cheque for \$350 (\$700 maximum per family) payable to Cedars Christian College as our payment of the non-refundable enrolment fee. We accept the place on the following conditions:

Interpretation

"Parents" includes guardians or any other person who has applied to have a child entered on the waiting list or enrolled at the College and, where the child has only one parent, means that parent.

Fees

1. We agree to pay to the College all fees for tuition, extra subjects, excursions, camps and the supply of goods and services to the student as determined by the College Board and as published in the Schedule of College Fees from time to time.
2. All fees must be paid by direct debit where a family does not pay a full year's fees in advance. Direct debit payment options are weekly, fortnightly, or monthly. College fees are GST exempt. Where an account is overdue, an overdue charge may be raised by Cedars. The overdue charge is calculated as a percentage per annum and it is applied against the amount outstanding for the period that the amount is overdue. The rate charged is determined by the College after considering the average return the College receives on its deposits and it also reflects the administration costs to the College in collecting outstanding fees. The overdue charge represents a genuine pre-estimate by the College of the loss that it would suffer if fees were not paid by the due date. We understand that we may obtain the current rate from the Finance Office.
3. Where fees become overdue and an acceptable repayment plan is not put in place, the student's enrolment may be suspended and the College may subsequently, without further notice, refuse entry to the student or terminate his or her enrolment.
4. A full term's notice in writing must be given to the Principal before any student is withdrawn from the College. The notice must be given no later than one week prior to the end of the preceding term. If this notice is not given, we agree to pay a term's fees. This amount is a genuine pre-estimate by the College of the loss that it will suffer if we do not provide the required notice.
5. We understand that no remission of fees, either in whole or in part, will be made if the student is absent due to illness, leave or suspension.
6. We authorise the College to incur expenditure on our behalf such as purchases of books, stationery and equipment, and to advance such fares from time to time as the College considers necessary.

Expectations and Behaviour

7. We understand that our acceptance of the College's offer of a place for the student implies that he or she will complete his or her schooling at the College unless unforeseen circumstances arise.
8. We acknowledge that the College is a Christian community and that behaviours and attitudes based on Christian values are encouraged. We agree that all communication between students, parents, visitors and staff members should be conducted in a courteous and respectful manner. We agree to avoid confrontation and criticism in public and accept that there is no place in the College community for sarcasm, derogatory remarks, inappropriate familiarity or offensive comments.
9. We agree to support the Mission, Vision and Values of the College as set out on the College website and in the Reference Handbook and to abide by the rules of the College as set out in the appropriate publications as published from time to time at the Principal's discretion. We note that the student must do the same and we agree to encourage him or her in this. We have noted the College's requirements in relation to discipline, home study, uniform, attendance and leave.
10. We accept that the College may determine which particular courses and activities are offered and/or provided at any time and which of these courses and activities are compulsory. All students must participate in and/or attend the following activities, as determined by the Principal:
 - (a) Chapel Services and Assemblies;
 - (b) devotional activities and doctrinal lessons;
 - (c) co-curricular activities;
 - (d) the College sports program;
 - (e) important College events such as Celebration and other events as required by the Principal, from time to time;
 - (f) various camps and excursions that occur from time to time as an integral part of the College curriculum.
11. Requests for leave from College activities, including academic and co-curricular programs, and for early departure at the end of a term and/or late return from breaks are considered only in the most extreme cases and must be applied for in writing to the Principal.
12. We accept and agree to support the administration of the College's discipline policy. In particular, we accept that the Principal may in his absolute discretion, but subject to affording the student procedural fairness, suspend or expel the student for breaches of rules or discipline or where we have failed to comply with these Conditions of Enrolment.
13. We understand that the College requires parents to be actively involved in the College through attendance at parent-teacher interviews and parent forums, participation in courses offered by the College relevant to the student's education and assistance to the College in a voluntary capacity for 4 hours per term (Parent Participation Scheme - PPS). A Parent Participation levy of \$40 is incurred for a family if they do not complete 4 hours of service in the previous term.
14. We agree that the Principal may, by giving us one term's written notice, discontinue enrolment of a student if the Principal considers that a mutually beneficial relationship of trust and cooperation between us and the College has broken down to the extent that it adversely impacts on that relationship.

15. We acknowledge that the Principal may, by giving us reasonable notice, ask us to remove the student from the College at the end of a school year where the student has, in the Principal's opinion, failed to meet the requirements of the New South Wales Board of Studies, Teaching and Educational Standards or has otherwise failed to make satisfactory progress in his or her academic work.

Health and Safety

16. We acknowledge that we have fully disclosed any special needs (including but not limited to any medical, physical, learning or psychological needs) which the student has. Where any disclosed special needs change or where any special needs arise, we agree to notify the College immediately. We also agree to complete the student's medical form accurately and provide annual updates to the College.
17. We acknowledge that the College seeks to maintain an environment that is safe for all students and in which learning can take place. We also acknowledge that to this end the Principal or his nominee may search the student's bag, locker, mobile phone or other possessions or electronic devices where there are reasonable grounds to do so. The Principal may also carry out computer surveillance which includes using software or equipment to monitor use of computers, the sending or receiving of emails, the accessing of websites and the use of social media.
18. If the student is ill or injured, necessitating urgent hospital and/or medical treatment (for example injections, blood transfusions or surgery) and if we are not readily available to authorise such treatment, we authorise the Deputy Principal or, in his/her absence, a responsible member of the College staff, to give the necessary authority for such treatment.
19. We understand that the College requires parents to observe College security procedures for the protection of students from direct contact with those outside the College during school hours and that we are only to make contact through the College Reception.
20. We acknowledge that the student's personal property is not insured by the College which does not accept any responsibility for loss.

Privacy

21. We acknowledge that the College may from time to time collect personal information about parents and students which may be necessary for the College's function or activities. We authorise the College to use and disclose information in such a manner as the Principal may deem appropriate for the purposes of the student's education, health, care, welfare or development. We acknowledge having read the College's Privacy Policy located on the website.
22. We give permission for photographs and videos of the student to be placed in the College's records, displayed from time to time around the College, and published in College publications, on its website and in other marketing and promotional material.
23. Where relevant, we agree to provide to the College all current Family Court or other court orders or parenting plans relating to us and the student. We note that the College's Privacy Policy deals with the confidentiality of such information.



General

24. We agree that the College may change these Conditions of Enrolment provided it gives us at least two terms' notice and that the new Conditions of Enrolment take effect from the beginning of a calendar year.
25. We agree to give the College written notice of any change of family circumstances or contact details.

(Where more than one person is signing this form)

Each of us agrees that our obligations to the College, as set out above, are joint and several and may only be terminated at the end of three months after we give notice, in writing, to the Principal, of our desire to be released from such obligations.

Father/Guardian:

Signed: _____ Dated: _____

Mother/Guardian:

Signed: _____ Dated: _____