

This document sets out the terms and conditions under which students are enrolled at Billanook College. The information is current at the time of publication, but the College retains the right to amend these terms and conditions at any time. A place in the College is subject to agreement by parents/guardians and students to abide by the College's policies. Such policies are designed to enhance and assist in the delivery of educational programs.

In this document:

- The Board refers to the Billanook College Board
- Billanook College, Billanook and The College refers to Billanook College Ltd, ABN 37 005 705 555
- Parents means the parent/s or guardian/s of the student/s being enrolled
- Fees means Tuition Fees, Composite Fees and other charges invoiced by the College
- MyConnect means Billanook College's intranet site

ENROLMENT

To enrol your child at Billanook College:

- Complete and return the College's official Enrolment Application form signed by both parents or guardian/s. If signatures of all parents/guardians are not included on this form, please indicate the circumstances to our College Registrar.
- Provide a copy of all supporting documentation as outlined in the Enrolment Application Form.
- Pay the Family Application Fee of \$100 (this fee is neither refundable nor transferable).

An application is a pre-requisite to, but not a guarantee of admission to the College. Billanook College reserves the right to:

- offer a place to any applicant irrespective of the date of the application;
- or refuse any Enrolment Application without providing a reason.

ENROLMENT INTERVIEW

Once an enrolment application has been received you and your child will be invited to attend an interview with the relevant Head of School or the Principal, and the Learning Leader - Support Education (if applicable). This interview provides Billanook College with an opportunity to learn about your child and his/her needs so that Billanook can ensure that an appropriate course of study is available.

You will be contacted prior to the interview and asked to supply up to date information about your child, including recent reports/assessments, NAPLAN results and other documentation of relevance, e.g. Court Orders etc.

ACCEPTANCE OF ENROLMENT

Following a Letter of Offer from the Principal, you should:

- return the Enrolment Confirmation Form (signed by both parents or guardians) to accept the enrolment;
- and pay the Enrolment Confirmation Fee of \$500 by the advised date.

If payment is not received by the advised date, the offer may be withdrawn. The Enrolment Confirmation Fee is part payment of the first year's fee. Should you subsequently cancel the enrolment prior to commencement, this payment is not refundable. If the enrolment is deferred, the \$500 is transferable to a later entry.

TERMS AND CONDITIONS OF ENROLMENT

Important information you need to tell us:

This agreement is entered into in the utmost good faith. You must:

- before or at the time of Enrolment Interview, advise Billanook College of any matters relating to the learning, emotional or physical needs of your child;
- and advise Billanook College of any change to the above information as soon as possible

This information is important as it allows Billanook to assess the needs of your child. If you fail to provide this information Billanook College reserves the right to discontinue your child's enrolment, either:

- without notice if Billanook would not have accepted the enrolment if the information had been provided,
- or with reasonable notice (being not less than 14 days but not exceeding one term) in all other cases.

Billanook College policies apply to you and your child

Enrolment of a student is conditional upon students and parents/guardians agreeing to adhere at all times to all relevant College policies and directions from the College. By applying for enrolment, students and parents/guardians accept these Terms and Conditions. These policies may be varied at times by the College and will be published on *MyConnect* or provided upon request to the College.

TERMS AND CONDITIONS OF ENROLMENT *continued*

If your child or parent/guardian breaches a Billanook policy or fails to meet the required standards of good conduct or satisfactory performance the Principal may, at his absolute discretion, cancel the enrolment of a student:

- without notice in cases of a serious breach of a Billanook policy, serious misconduct or unsatisfactory performance,
- or upon the giving of reasonable notice (being not less than 14 days but not exceeding one term) in all other cases.

PAYMENT OF FEES AND CHARGES

You agree to pay by or before the due date, all of the fees and charges payable in connection with your child's enrolment at Billanook College. All signatories to the Enrolment Confirmation Form are jointly and severally liable for all fees and charges payable as a result of your child's continued enrolment at Billanook, even if payment is made by only one of the signatories or a third party. This joint and several liability continues even if there are any:

- changes to the relationship;
- court orders;
- child support arrangements;
- other arrangements;

between or affecting the co-signatories.

If signatures of all parents/guardians are not included on the Enrolment Confirmation Form, please indicate the circumstances to our College Registrar.

FEES AND CHARGES

Family Application Fee: \$100 is payable on application for enrolment, per family. This fee is neither refundable nor transferable.

Enrolment Confirmation Fee: \$500 is payable with an Enrolment Confirmation. This is part payment of the first year's fees. If enrolment is deferred, the \$500 is transferable to a later entry. This fee is non-refundable.

Please refer to our website for the 2018 fees (www.billanook.vic.edu.au). School fees are set by the College Board each year. Tuition and Composite fees are billed in advance in October and payable in 10 equal instalments, commencing in November each year.

Tuition Fee: The Tuition Fee covers the comprehensive costs of providing educational services to students.

Composite Fee: The Composite Fee covers various items supplied at School, including but not limited to course materials, day excursions, camps, the College sport program and student accident insurance, as well as the provision of on-site Healthcare. This is a fixed fee charged in conjunction with the Tuition Fee. There is no refund of Composite Fee available for inability to attend camps, excursions etc.

STUDENT ABSENCE

No reduction in fees is available for absences of less than one full term. For absences of one full term or more, application for a reduction in fees should be made in writing to the Principal.

DISCOUNTS

Family Discounts: Where two or more siblings from the one family attend Billanook College at the same time, the following discounts will apply to Tuition fees:

2 nd child:	2.5% of Tuition Fees only
3 rd child:	10% of Tuition Fees only
4 th and subsequent children:	50% of Tuition Fees only

Allowances for first child of past Billanook students: The first child of a past Billanook student who attended the Secondary College for more than three (3) years is entitled to a 5% discount of Tuition Fees, where no other fee assistance has been granted. This allowance is not available in the Early Learning Program.

Allowance for Uniting Church Clergy: Children of Uniting Church clergy currently holding a settlement are entitled to a 50% discount of Tuition Fees. This allowance is not available in Early Learning Program.

Pre-Paid Fees Discount: Tuition (and Composite Fee if desired) can be paid in full, in advance in November each year. Where the Tuition Fee is paid in full by the advised date, a discount will apply to the Tuition Fee. In 2018 this discount is 5%. Please note, no discount is offered on the Composite Fee component. This discount is not available in the Early Learning Program.

Other conditions that apply to Discounts

The College may offer a percentage discount off its standard fees. These discounts can be offered in a number of ways, including scholarships and bursaries.

You will pay the standard fee less the percentage discount we offer you. If the standard fee goes up, the same percentage discount off the standard fee will continue. However, if the standard fee goes down, we can change the percentage discount so that the actual amount you pay (expressed as a dollar figure) is the same that you would have paid if the standard fee did not change.

Billanook reserves the right in future years to:

- change the terms and conditions of any discount (including changing the rate of the discount or the due date for payment to obtain the discount);
- not offer a discount

If your Billanook account is overdue by more than 28 days, the College may withdraw the discount for all of your children.

Families who have been granted other forms of fee assistance (such as Bursaries or Scholarships) are not entitled to Family Discounts, Past Billanook Students' Allowance, and Uniting Church Clergy Allowance.

OTHER FEES AND CHARGES

Information and Communication Technology (ICT) Levy: A \$175 ICT levy is charged for all Years 5 to 11 students in October each year. This fee contributes to the maintenance of our existing infrastructure network and the supply of relevant hardware and software.

Music Fees: Music tuition and instrument hire fees are charged in two instalments, in April and September. Please refer to the Performing Arts Department for the current fee rate.

Bus Travel Fees: Full year bus fees are billed in two instalments – April and July. Please refer to the separate Schedule of Charter Bus Fees, which is available from the Transport Co-ordinator.

Special Services: Charges in addition to the published fees may be incurred if your child requires additional integration aides or special services not fully met by government funding.

There may be other sundry charges billed throughout the year. These include, but are not limited to:

Subject Levies	VCE Outdoor & Environmental Studies
Biology/Physics Camps	Tennis Lessons
Sport Electives	VET Course Fees
Volleyball Fees	Combination Locks
Overseas/Interstate Trips	Overdue Library Book Charges

Overseas/Interstate Trips: With regard to student participation in optional, user pays activities that are billed as additional to the Composite Fee (e.g. Overseas Tours, Conferences and Student Exchanges) parents should be aware that attendance is a privilege and not a right. Consideration will be given to a number of factors, including ongoing positive contribution to the life of the College, ability to act as a strong ambassador for the College, and ability to work in a team and take direction. Parental maintenance of their fees account with the College will also be a factor for consideration when approving attendance. Please note there may be specific terms and conditions that apply to user pays activities. Refer to MyConnect for more information.

Building Fund: A request for a donation to the College Building Fund may accompany each fee instalment, or may be sent separately. This amount is voluntary and any donation over \$2 is fully tax deductible.

PAYMENT OF FEES

Fees and charges must be paid by the due date and may be paid by:

- Credit card – parents/ guardians may present their credit card details via telephone, in person, or by completing the payment slip on the back of the statement.
- Direct debit- payments can be processed using Visa, Mastercard, American Express or transaction accounts. 10 monthly payments commence in November and conclude in August. Please note that any payment by a parent that is dishonoured by their bank will result in the dishonour fee being charged to the parent's account.
- BPAY facilities are also available for fee payment. Please refer to your statement for details.
- EFT deposits can be made directly to the College bank account. Please refer to your statement for details.
- Online payment via MyConnect.

INABILITY TO PAY FEES

If you are unable to pay your fees and charges due to illness, unemployment or other good reasons, you should make an appointment with the Chief Financial Officer to discuss your financial situation and to arrange alternative payment options that will see the overdue accounts repaid. This should be done as soon as possible. The longer you wait, the more difficult it will become for Billanook to consider a suitable repayment arrangement, potentially resulting in the termination of your child's enrolment at Billanook.

Please note that while Billanook is prepared to discuss alternative payment arrangements, the College is under no obligation to agree to any proposed arrangement other than the payment of the fees and charges on normal terms.

Should you be consistently late with your payments Billanook College may, in its discretion and upon giving you 14 days' written notice, change your payment arrangements. Such changes include (but are not limited to) requiring you to pay fees in advance.

If your child leaves Billanook for any reason, you will have to apply to re-enrol your child. If your child's re-enrolment is accepted, it will be subject to a condition that any outstanding fees are paid in full prior to the re-commencement of the enrolment.

Where necessary Billanook refers overdue accounts to a debt collection agency or its legal representatives without notice to you. In addition to any overdue fees and charges, you will be liable for all reasonable costs incurred by Billanook College in seeking to recover any overdue monies.

TERMINATION OF ENROLMENT

Billanook may end the enrolment of your child and terminate this agreement if any of the following occur:

- you have not paid any fees or charges due in accordance with this Agreement;
- you do not provide us with important information about your child;
- you or your child breach a Billanook College Policy (available on MyConnect)

The Principal reserves the right to remove any student from the College on the grounds of unsatisfactory conduct, unsatisfactory performance or a serious breach of Billanook policy by a student or parent/guardian, without notice. In all other cases the College will provide at least 14 days, but no more than one term's written notice.

WITHDRAWAL OF STUDENTS

Parents are to provide to the Principal, in writing, notice of their intention to withdraw their child/children from the College. This notice must be received no less than one term prior to the student's departure, otherwise one term's fee will be charged.

Any refund you may be entitled to will be sent to you at the end of the notice period after first deducting any outstanding fees.

LOSSES DUE TO THEFT, DAMAGE, ACCIDENT OR INJURY AT SCHOOL

Billanook prides itself on the level of care and the provision of a safe learning environment for all students. However, even in the safest environment thefts, damage, accidents and injuries can still occur. Billanook does not accept liability for such events, and recommends that parents consider appropriate insurance to cover any losses. Note: some limited assistance is available through the College's insurers for students injured while undertaking supervised school activities (details available from the Chief Financial Officer or the College Nurse).

OUT OF SCHOOL HOURS CARE

Billanook offers an Out of School Hours Care (OSHC) program, which is run by Camp Australia. Details (including fees) are available from the College. Fees for OSHC are billed directly by Camp Australia.

INTERNATIONAL STUDENTS

This document relates to the enrolment of local students only. International students should refer to the document entitled 'Terms and Conditions for International Students', available at www.billanook.vic.edu.au

PRIVACY NOTICE

The College is bound by and adheres to the Australian Privacy Principles contained in the Commonwealth Privacy Act 1988 and Privacy Amendment (Enhancing Privacy Protection) Act 2012 (referred to as the Privacy Act). In relation to health records, the College is also bound by the Victorian Health Privacy Principles as contained in the Victorian Health Records Act 2001.

Billanook collects personal information, including sensitive information about you and your child, before and during the course of your child's enrolment at Billanook. The primary purpose of collecting this information is to enable Billanook to:

- provide schooling for your child/children, including satisfying the needs of parents and guardians and the needs of the student throughout the whole period he/she is enrolled;
- satisfy Billanook's legal obligations, particularly to enable it to discharge its duty of care.

If the information referred to above is not obtained, Billanook may not be able to enrol or continue the enrolment of your child/children.

Please refer to the College's Privacy Policy at www.billanook.vic.edu.au/privacy-policy/ for further details

CHILD SAFETY

Billanook College is committed to promoting and protecting the interests and safety of children, and to ensuring that those people who care for our students act in their best interests and take all reasonable steps to provide a safe and secure school environment. We have zero tolerance for child abuse.

Please refer to the College's Child Safety Policy at www.billanook.vic.edu.au/child-safety/ for further details