



## Conditions of Enrolment

The following are the conditions of enrolment at the School at the time of application. Conditions of enrolment may change from time to time. The current conditions of enrolment will be as displayed on the Pittwater House website and or Parent Portal. Submission of this application will be taken as acceptance of the terms and conditions of enrolment as will continuing attendance at Pittwater House by the student after commencing at the School. By signing this agreement we jointly and severally agree to be bound by these or any other terms and conditions, that may be in force at the School at any particular time including the payment of fees.

### Supply of information

1. We attest that the application for enrolment has been completed fully and completely and that any changes to material circumstances have and will be communicated to the School.
2. We agree to keep the school fully informed of the student's health issues or other special needs that may affect the student's ability to participate in the course or program and to use the facilities and services provided by the School on the same basis as other students.
3. 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 School immediately. We also agree to complete the student's medical form accurately and provide updates to the school as required.
4. We agree to notify the school of any change of family details.
5. Where relevant we agree to provide to the School all current Family Court or other court orders relating to us and the student.
6. We agree that, where applicable, the School may obtain the student's Visa Entitlement Verification Online (VEVO) information from the relevant government department.

### Rules and regulations

6. We agree to conform to the School's policies and rules and to ensure the student conforms to the School's policies and rules (including the School's Code of Conduct) as published in the School Diary and/or on the School intranet and/or Parent Portal and/or the Pittwater House website. These rules and policies may be varied from time to time. We understand these policies and rules apply outside of school hours whenever the student is identifiable as a student of Pittwater House.
7. We agree to fully support the School's aims and to encourage the student to conform to those policies and rules including school uniform and appearance, to act in a polite and respectful manner and to fully participate in School life.

### Parent/Guardian expectations

8. We understand that Pittwater House requires parents to be actively involved in the School through attendance at parent-teacher interviews and parent fora. We understand that our communication with the school staff, families and students should be respectful and polite and that communication protocols must be adhered to. We agree that we will not use email addresses of other parents to solicit money, donations or business unless agreed in advance by the other parent and that we will not air grievances against the School or students or families in the school via means of such email addresses.
10. We understand that important information is communicated through the school newsletter and the parent portal and agree to read and consult these sources regularly.

### Discipline/Exclusion

11. We agree that the School may discipline students for breach of the School rules as published in the School Diary and/or on the School intranet and/or Parent Portal and/or the Pittwater House website. These rules and policies may be varied from time to time.
12. If the Principal, or any person deputising for the Principal, considers that a student is guilty of a serious breach of the rules or has otherwise engaged in conduct which is prejudicial to the School or its students or staff, the Principal or deputy may exclude the student permanently or temporarily at their absolute discretion.
13. If the Principal believes that a mutually beneficial relationship of trust and cooperation between a parent/guardian and school has broken down to the extent that it adversely impacts on that relationship then the Principal may require the parent/guardian to remove the student from the school.
14. We acknowledge the Principal may, with appropriate notice, require us to remove the student from the School where the student has, in the opinion of the Principal, failed to make satisfactory progress in his or her academic work.
15. We acknowledge that it may be necessary to search the student's bags, locker or possessions if issues of safety arise.

### Payment of fees

16. We confirm that we have read the current fee structure and confirm that we agree to be responsible (when more than one person is signing this form, both jointly and severally) for the payment of all School fees and charges. The current School fees will be as displayed on the Pittwater House website and/or Parent Portal and/or the School intranet. We understand that these fees must be paid either in advance or on or by the date elected by the School as the direct debit date, regardless of the method of payment. We understand that fees and charges may be charged for late payment or for debt collection services. We also understand that services offered by the School such as but not limited to access to the bus fleet, use of credit in the uniform shop, or provision of school reports, may be withdrawn at the discretion of the School if fees are outstanding. We also understand that termination of enrolment may be imposed for non-payment of fees. We understand that fees are to be paid by direct debit unless a different arrangement has been agreed to by the school. We further understand that a direct debit authority must be completed and kept current regardless of any alternative payment plan that may be in place.
17. There is no remission of fees either in whole or in part for absences for illness, leave or suspension.
18. We confirm that we understand that the application fee is not refundable and that the definite place fee is only refundable in the event that the School cannot offer a place to the student for which this application form has been completed.

### Notice of withdrawal

19. Unless otherwise notified, students are enrolled into Pittwater House with the expectation that they will continue until the completion of Year 12. Therefore if a student is to be withdrawn before the end of Year 12, the School must be advised in writing by letter, email or form. We confirm that we understand that one full term's notice is required to withdraw a student from the school and that if sufficient notice is not provided a term's fees, or a portion thereof, will be charged in lieu of notice.

### Change of enrolment dates

20. Offers of enrolment are for a particular year and date of initial entry and may only be varied after an application in writing to the School and at the School's complete discretion. Further enrolment fees may be charged and completion of further enrolment forms may be required.

### Courses and activities

21. We understand that the School may change the courses and activities offered from time to time.
22. We accept that following activities are compulsory for all students, with discretion from the Principal:
  - a. School assemblies
  - b. School camps that form part of the Outdoor Education Program
  - c. Important school activities as determined by the Principal which may include Prize giving services, certain information evenings and other events that may be identified.

### Medical Treatment

23. If the student requires urgent hospital and/or medical attention and we are not readily available to authorise such treatment, we authorise a responsible member of the school staff to give the necessary authority for such treatment. We indemnify the School, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.

### Loss and damage

24. We acknowledge that the student's personal property is not insured by the School and that the School does not accept any responsibility for loss.
25. We acknowledge that the School may require reimbursement for any damage or loss deliberately caused by the student.