Terms and Conditions of Enrolment

The enrolment of students at The King David School is dependent upon parents/guardians agreeing to abide by the Terms and Conditions of Enrolment and Payment of School Fees.

1. **Enrolment Procedures:** The return of the completed Application for Enrolment form together with the Application for Enrolment Fee (which is non-refundable) places your child into The King David School **Waiting List** for entry.

2. **Confirmation of Enrolment:** The confirmation procedure begins when an **Offer of Place** is sent to the parents. School-aged children will be required to attend a pre-entry interview with a senior member of staff. Following this meeting, parents will be required to pay the **Confirmation Fee** determined by the School to confirm the place. Acceptance of an Offer of Place can be deferred for entry in a later year, but no guarantee can be given that a place will be available at that time. All Offers of Place are subject to the parents signing The King David School Terms & Conditions of Payment of Fees and punctual payment of all School Fees. If you wish to apply for financial assistance for payment of **School Fees**, you must do so at the time of **Offer of Place**.

3. **Rules and Regulations:** Parents on their own behalf and on behalf of the student, agree to abide by the Rules And Regulations of the School, School Policy Statements, School Codes of Conduct, and any changes to those Rules and Regulations, Policies and Codes. The School retains the right to suspend or dismiss the student from the School or otherwise discipline the student on the grounds of the student’s unsatisfactory conduct or performance or failure to observe any School rule or regulation.

   Parents are responsible for payment of avoidable breakages or damage to School property, or for loss of School property, and the School’s liability (if any) for, or for loss to, other students’ or persons’ property caused by their child. **Technology Access:** the School supports student access to electronic information resources. The network is provided for students to conduct research and to communicate with others as part of the educational program. Students are expected to use these facilities in accordance with School Policy. All School Policies are available on the School website.

4. **Medical:** In the event of an accident or illness when it is impractical to communicate with a parent or guardian, the Principal or his/her authorised representative may authorise medical, surgical or other treatment considered necessary by a qualified medical practitioner. Parents are responsible for all medical, ambulance and associated expenses incurred.

5. **Payment of School Fees:** The parents will comply with the School’s Terms and Conditions of Payment of School Fees applicable from time to time.

6. **Notice of Withdrawal:** A term’s notice in writing to the Admissions Manager must be given before the withdrawal of a student, otherwise the parents must pay a charge equivalent to one term’s School Fees. The School will not be liable to refund any portion of School Fees for the balance of the term paid in advance.
7. **Leave of Absence:** A family and/or their child temporarily living interstate or overseas for the equivalent of one term or more may have a place held open for the child subject to the parents giving the School at least six weeks prior written notice of the withdrawal of the child and payment of the Holding Fee determined by the School which is at least 50% of the Tuition Fee for the period of the absence.

8. The School reserves the right to:
   (a) refuse the Application For Enrolment without providing any reason;
   (b) terminate the enrolment:
      (i) on 14 days prior written notice on the grounds in clause 4;
      (ii) on 30 days prior written notice if the parents do not comply with their obligations in this document;
      (iii) on 60 days prior written notice if the School should elect to wind up in accordance with its Constitution;
   (c) assign its interest in this document to another entity operating The King David School.

9. **Notice of Change:** The parents acknowledge that the School may change these Terms and Conditions as it determines on 14 days prior written notice to the parents, and the parents agree to be bound by any such change.

10. **Definitions:** Defined terms take their meaning described above, or as set out in The King David School Terms and Conditions of Payment of Fees. The Rules and Regulations, Policies and Codes are as published by the School from time to time on its website at www.kds.vic.edu.au

11. **Both** parents are required to sign the terms and conditions of enrolment on the Application for Enrolment form.