

FAMILY BOND

Payment of the Family Bond is required in order to confirm a child's enrolment at the School. The Family Bond is equivalent to one term's fees. This fee is redeemable in full, upon the departure of the final child from Hawkesbury Independent School, provided there is no outstanding monies payable and adequate notice of withdrawal has been given (see below). No money will be refunded for a child withdrawn prior to attending classes at Hawkesbury Independent School.

WITHDRAWAL OF STUDENTS – ADEQUATE NOTICE

A minimum of one **full school Term's notice** is required to withdraw a student from the School. This withdrawal notification must be provided **in writing** to the Principal (or representative). In default of such, the Family Bond will be forfeited, and any additional outstanding fees will be required to be paid. Holiday periods do not constitute appropriate notice.

- Withdrawing a student at the end of the year:
 - if a student is leaving the school at the end of the year, notice must be provided no later than the last school day of Term 3.
- Withdrawing a student throughout the year:
 - If the student is leaving the school at the **end of a term**, notice must be given no later than the last day of the preceding term. E.g., for a student leaving the school at the end of Term 2, notice must be given no later than the last school day of Term 1
 - If a student is leaving the school **part way through a term**, notice must be given no later than the last day of the term which is two terms prior. E.g., for a student leaving the school part way through Term 3, notice must be provided no later than the last school day of Term 1.

PAYMENT OF FEES

Parents/Carers acknowledge that payment obligations to the School are joint and several. No remission of fees, either in whole or in part, will be made if the student is absent due to illness, leave or suspension. All School fees are due and payable on the first day of each term. If paying by instalments half the term's fees is due and payable on the first day of term and the second half is due on the first day of week 5. This policy is strictly adhered to, as debt is a cost, and hence, a burden to other fee paying parents. Overdue fees are subject to a late charge (15% per annum). If the School fees remain unpaid and no special approved arrangements have been made, the student's enrolment could be terminated and appropriate fee recovery action commenced. The school will reserve the right to employ the services of a debt collection agency and the Parent/Carer will be responsible for all fees associated with recovering the debt.

If the Parent/Carer defaults in payment of school fees under this agreement;

- *the Parent/Carer must pay interest of 15.00 % per annum on unpaid invoices.*
- *the Parent/Carer agrees to indemnify Hawkesbury Independent School against any debt collection charges or legal costs it incurs in recovering overdue school fees.*
- *In any recovery proceedings, the Parent/Carer agrees that it will not apply to change the venue of those proceedings if they are commenced by HIS at a venue within 50 kilometres of HIS.*
- *Each agreement arising from this Application for Enrolment/Terms & Conditions of Enrolment is governed by the laws of the State of New South Wales.*

CONCESSIONS

A tuition fee concession is provided where more than one child from the same family attends the School concurrently.

EXCLUSION FROM SCHOOL

- a. If the Principal (or representative), 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 representative) may exclude the student permanently or temporarily at his/her absolute discretion.
- b. If the School Management Committee or Principal (or representative) believes that a mutually beneficial relationship of trust and cooperation between a parent/carers and the School has broken down to the extent

that it adversely impacts on that relationship, then the School, the Management Committee or the Principal (or representative) may require the parent/carer to remove the child from the School. No remission of fees will apply in either case.

SCHOOL POLICIES

Parents/Carers agree to support the Schools' policies and procedures including the Hawkesbury Independent School Healthy Food Policy (available in the Parent Information Booklet/SENTRAL Parent Portal)

DISCIPLINE

The School reserves the right to discipline students for breaches of the School rules or for unacceptable conduct occurring in, or associated with the School. Parents/Carers are expected to support the Hawkesbury Independent School Behaviour Management Policy.

DAMAGE TO SCHOOL OR PERSONAL PROPERTY

If a student causes damage or loss to buildings, materials or books owned by Hawkesbury Independent School or the personal property of others, the parent/carer will be liable for cost of replacement.

MEDICAL TREATMENT

In the event of an accident or serious illness to any of your children enrolled at Hawkesbury Independent School, you authorise the Principal (or representative) to seek medical attention as required. You indemnify the School, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.

INSURANCE

The School does not hold any personal health insurance policy covering accidental injury to students and strongly encourages parents to take out their own policy to cover accidents that may occur due to playground activities, sporting events etc.

PERSONAL BELONGINGS

Students are responsible for their personal belongings and the School will not be liable for any loss of these belongings.

AMENDMENT OF TERMS AND CONDITIONS

The School Management Committee may alter these conditions of entry/enrolment at any time by notifying parents/carers in writing. Alterations will apply from the date of the notice.

1. We/I apply for the admission to Hawkesbury Independent School of the following child/ren:

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2. We/I agree to the above Terms and Conditions of Enrolment in relation to the enrolment of our/my child/ren.
3. We/I agree to pay the fees and charges applicable to our/my child/ren as outlined in the School's fee schedule and/or invoiced by the School.

Parents/Carers are requested to inform the School of any changes in address or other relevant details

Name of Parent/Carer 1: Relationship to child:

Signature Parent/Carer 1: Date:

Name of Parent/Carer 2: Relationship to child:

Signature Parent/Carer 2 Date: