In this document:

- **Terms of Business** means this document as amended or replaced from time to time by the Cornish College Council
- *the College Council* means the Cornish College Council
- *the College* means Cornish College
- *parents* means the parent/s or guardian/s of the student/s being enrolled
- *fees* means tuition fees and other charges invoiced by the College, unless otherwise stated.

1. **ENROLMENT**

1. When an Application for Enrolment form is lodged a non-refundable Application Fee is payable to Cornish College. Receipt of application will be acknowledged, and the child’s name added to the enrolment waiting list for the year and level nominated. An application is a prerequisite to admission but not a guarantee of admission.

2. Cornish College is an open entry, coeducational school. In 2012 it offers entry for ELC 3 to Year 9. It will offer Year 10 from 2013, Year 11 from 2014, and Year 12 from 2015.

   The College looks to broadly maintain a gender balance of boys and girls as one component of ensuring the overall performance and continuity of the School.

   On completion of the required documentation, priority for admission is given to:

   a) siblings of current students of Cornish College**;
   b) children of permanent staff members;
   c) alumni* or children of alumni* of St Leonard’s College Cornish Campus;
   d) other enrolment applications

   Consideration will be provided to children of families who have recently relocated from interstate or overseas.

   A limited number of scholarships are awarded at some year levels, at the College’s discretion.

   * alumni defined as any past student of St Leonard’s College Cornish Campus irrespective of whether that student completed Year 10.

   ** if parents have not made an application for the sibling of a current student by the end of Term 1 of the year prior to the year they are due to commence, the priority on the waiting list will be forgone until the commencement of the next year

   For entry to our Early Learning Centre, a child’s date of birth may be used to determine priority order.

3. Prior to entry the parents and the prospective student must attend an interview with the Principal (or delegate) of the College. If the child is currently attending another school the parent must bring with them the student’s current school reports if appropriate. At this interview, or after it, prospective students generally undertake a test to identify strengths and possible areas where extra assistance may be required and to assist in appropriate placement. This is then followed by the formal offer of a place.

4. The offer of a place in the College will not be confirmed until the non-refundable admission fee and the signed Acceptance of Terms of Business form have been received. The College reserves the right to reject any application. The College is not bound to give any reasons for its decision to accept or reject an application.
5. **FEES**

The scale of fees for each academic year will be set by the College Council annually and notified to parents.

6. The annual tuition fee covers costs of tuition, class sets of books and materials, year level camps (except year 6), prescribed excursions (except year 9 ‘Big Experience’), publications, and provision of equipment and access to services.

7. The College Council reserves the right to alter the scale of fees during the course of the academic year or to issue additional charges to cover the costs of tuition, class sets of books and materials, year level camps, prescribed excursions, publications, and provision of equipment and access to services. Any such increase in the fees or issue additional charges shall come into effect 28 days after written notification of any such increase has been provided to the parents.

8. An account for fees for all levels up to and including year 11 will be rendered 30 days prior to the commencement of each term and are due and payable on the first day of each term.

9. For year 12 students, one third of the annual fees will be charged in each of terms 1, 2 and 3 only.

10. For full fee paying overseas students, the College renders accounts twice a year (January and June only).

11. Fees will be charged on a pro-rata basis for those students who commence during any school term.

12. The following family discounts apply where a family has two or more children attending the College concurrently:

   - 5% on fees for the second sibling attending concurrently
   - 15% on fees for the third sibling attending concurrently
   - 50% on fees for the fourth (and subsequent) sibling attending concurrently

The greatest discount applies to the fees for the lowest level, and applies only to consolidated fees.

‘Second child’ means the second child in birth order attending the campus concurrently with an older sibling at the College. Similar definitions apply to third and fourth children concurrently at the College.

6. **PAYMENT OF FEES**

13. Fees are due within 30 days of the rendered account, ie on the first day of each term.

14. Accounts may be paid by:

   (a) cheque or cash
   (b) debit card transaction or electronic funds transfer
   (c) credit card (Visa, MasterCard)
   (d) on-line via the College website

Arrangements for periodic payments via a third party may be made through the Business Manager.

15. Fee accounts will be invoiced to both parents unless one parent provides notification in writing that they will take sole responsibility for payment, or evidence that fees are subject to a court order.

16. It is a requirement of the College that all fees are fully paid and up to date if a student applies to join a school trip overseas. Under no circumstances will a student be permitted to join a group travelling overseas if any outstanding fees are noted on the account.
7. NON PAYMENT OF FEES

17. Where accounts are more than 30 days in arrears, the College may at its discretion obtain a report concerning the parents’ commercial activity or credit standing from a credit reporting agency providing such information, and the parents hereby agree and consent to any such application by the College.

18. Pursuant to Section 18E(8)(c) of the Privacy Act 1988 the College is permitted to provide to a credit reporting agency personal information about the parents’ credit application and the parents hereby agree and consent to the provision of such information by the College.

19. The College will charge an administration fee at a rate determined by the College Council from time to time for fees to all accounts that are more than 30 days in arrears.

20. The College will pass on any additional legal or other expenses incurred in the collection process for outstanding accounts.

21. The College reserves the right to suspend the enrolment of a student at the commencement of a new term should there be outstanding fees from the previous term. The students enrolment will not be reinstated until all outstanding fees including the fees for the current term are paid in full.

8. WITHDRAWAL (TEMPORARY OR PERMANENT) OF CHILDREN

22. Parents are to provide one term’s notice in writing that their child/children will be removed or not be returning to the College otherwise one term’s fees will be charged.

23. Parents are to provide advance written notice to the College for a student’s planned absence from the College of periods of one term or greater. Such an absence will be subject to a non-refundable holding fee, of 30% of the applicable year level fees per term, paid in advance, for a maximum period of three years. If the holding fee is not paid then the child’s position at the College may lapse. The exception to this is when students are physically away from the College but have their schoolwork supplied and / or assessed by College staff. In such cases, full fees are to be paid during the time the student is absent.

24. Parents may be entitled to a pro-rata remission of fees in the event of a student being absent, through illness or accident, for twenty or more consecutive school days. All claims are subject to the production of an appropriate medical certificate.

9. DISCIPLINE

25. At the discretion of the Principal the College reserves the right to dismiss or suspend a student for any act of serious or continuous misconduct.

26. The College reserves the right to remove any student from the College on the grounds of unsatisfactory conduct or any other reason considered by the Principal to be reasonable in all the circumstances.

Cornish College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student’s enrolment at the College. The primary purpose for collecting this information is to enable the College to provide the most appropriate schooling for its students.

Some of the information collected is to satisfy the College’s legal obligations, particularly to enable the College to discharge its duty of care. An example of such information is the requirement for parents of children up to and including year 6 to complete and sign the registration form for out of hours care, even if not intending to use it regularly. This authorizes the College to have children cared for by qualified staff in our out of hours care program in case of emergencies.

Laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. Parents are asked to provide medical reports about their children from time to time. It is a requirement of the College that the completed Medical Profile and Information form (and vaccination certificate for children in the Junior School) is completed prior to commencement.

The College at times discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, medical practitioners, and people providing services to the College, including specialist visiting teachers, coaches and volunteers. In the enrolment process, Cornish College may request information from a child’s current or previous school or educational setting to assist in the facilitation of the transfer and the provision of the most appropriate educational program at Cornish. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of a student or prospective student.

Parents are required to notify the College of any changes in contact details (address, telephone, email), and to notify the College of any information which may affect the College’s care for its students, eg medical updates, or details of any court orders which affect the child.

There are times when Cornish College students are involved in activities that are of interest to the media and that portray the students and the College in a positive manner. Photographs of students may be used in the media, in College documents (newsletters, magazines or website), or in advertising. Photographs are taken with the knowledge of the College, arranged by the Enrolments Office, or by staff responsible for a particular activity. Parents who do not wish their child’s photograph to be used in such a manner are required to notify the Enrolments Office in writing prior to their child’s commencement. There are also times when student work may be displayed, published or photographed for educational or promotional purposes.

Students may also seek access to personal information about them. Personal information collected from students is regularly disclosed to their parents or guardians. Parents may seek access to personal information collected about them and their child by contacting the College. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College’s duty of care to the student, or where students have provided information in confidence.

From time to time the College engages in fundraising activities. Information received from parents may be used to make an appeal to them. Personal information will not be disclosed to third parties for their own marketing purposes without parental consent.

Parents’ consent to the family’s contact details being included in a year level list unless they notify the College in writing.

If the College is provided with the personal information of others, such as doctors or emergency contacts, parents are encouraged to inform them that they are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.