

APPLICATION FOR ENROLMENT

This form should be completed after reading the information on the back page.
(Please note specific information about entry to the ELC)

All sections of this form must be completed and returned to:

Admissions Office
Cornish College
65 Riverend Road
Bangholme VIC 3175
or email to admissions@cornishcollege.vic.edu.au



ABN: 39 616 523 730

1. DETAILS OF CHILD

Application to enter year level _____ in 20 ____

or year level _____ in 20 ____

Personal Details

Family name _____

Given name/s _____

Preferred name (if different from given name) _____

Date of birth _____

Gender Male Female Other

The child lives with Both parents Mother Father other (please specify) _____

Is there any court order or agreement regarding contact with, or responsibility for, the child? Yes No

Please provide details: _____

Home address of student

Number & street name _____

Suburb & postcode _____

Does your child have a Victorian Student Number (VSN)? (All students in Victorian schools have a VSN)

- Yes, please specify _____
 Yes, but the VSN is unknown
 No, the student has never been issued a VSN

2. DETAILS OF PARENTS/GUARDIANS

Parent /Guardian 1

Title (Mr/Mrs/Ms/Dr/other) _____

Family name _____

Given name/s _____

Preferred name/s _____

Relationship to student _____
(ie father, mother, other please specify)

Home phone _____

Business phone _____

Mobile _____

Email* _____

Home address (if different from student)

Number & street name _____

Suburb & postcode _____

Employer/Company _____

Occupation _____

Position/Title _____

Parent /Guardian 2

Title (Mr/Mrs/Ms/Dr/other) _____

Family name _____

Given name/s _____

Preferred name/s _____

Relationship to student _____
(ie father, mother, other please specify)

Home phone _____

Business phone _____

Mobile _____

Email* _____

Home address (if different from student)

Number & street name _____

Suburb & postcode _____

Employer/Company _____

Occupation _____

Position/Title _____

* The College uses email for contact with parents. If you have more than one email address, please provide the one most suitable for College notices

Application for Enrolment:

Date received: _____

Acknowledgement sent: _____

Application Fee paid by:

Cash/Cheque/Credit Card/Money Order/Online/Bank Deposit _____

Staff Init

Staff Init

Birth Certificate/Passport Received Yes No _____

Court Orders Received Yes No _____

3. CULTURAL BACKGROUND

In which country was your child born? _____

Is your child an Australian citizen? Yes No If your child is not an Australian citizen, please state nationality _____

If your child is not a permanent resident, please advise visa status and number and include a photocopy of passport and visa _____

Is your child:

Of Aboriginal or Torres Strait Islander origin? Yes No

A permanent resident of Australia? Yes No

A temporary resident of Australia? Yes No

Is English the second language for your child? Yes No If yes, what is your child's first language? _____

What languages are spoken at home? _____

What religious affiliation (if any) does your child have? _____

4. MEDICAL AND EDUCATIONAL INFORMATION

Does your child have medical /other conditions that require attention at school? Yes No

Please provide details: _____

What School/College (if applicable) does your child currently attend? _____

Please list previous schools attended: _____

Has your child missed more than five days of school in each of the previous 3 years? _____

Has your child ever been diagnosed as having specific needs of Dyslexia, any syndromes, visual or hearing impairment, language of learning difficulties?

If yes, please provide details below or attach further information. _____

Has your child ever received? _____ Details (please attach copies of any reports to this document) _____

Additional support in the classroom Yes No _____

A diagnostic educational report Yes No _____

Tutoring in any subject area Yes No _____

Educational support for literacy/numeracy Yes No _____

Recent professional counselling Yes No _____

Special physical facilities Yes No _____

Government funding for individual support Yes No _____

Additional information: _____

I/we authorise Cornish College to access information that may be of benefit to the education of my child from the relevant people/organisations:

Name of teacher: _____ School name: _____

Contact telephone: _____

I/we understand that this authority will remain current for the period of my child's *Application for Enrolment* and enrolment at the College.

5. OTHER CONNECTIONS

This child is a past student of St Leonard's College Cornish Campus (returning) Yes No Year level when left _____ Year left (eg 2010) _____

Other children in the family

Name _____ Age _____ School now attending and/or enrolled to attend _____

Name _____ Age _____ School now attending and/or enrolled to attend _____

Name _____ Age _____ School now attending and/or enrolled to attend _____

If either parent attended St Leonard's College, Cornish Campus, please provide the following information:

Parent name _____ Final year _____ Family name during College years _____

Any other links with the College? _____

6. FEEDBACK

Although there is no obligation to complete this section, your answers will assist us in improving our service

What prompted you to submit an *Application for Enrolment* to Cornish College? *(Please rank your top 3 in priority order with 1 being highest priority)*

- | | |
|---|--|
| <input type="checkbox"/> Academic excellence | <input type="checkbox"/> Holistic education focus |
| <input type="checkbox"/> Coeducation | <input type="checkbox"/> Location |
| <input type="checkbox"/> Continuing the family tradition | <input type="checkbox"/> Wide range of choices and opportunities |
| <input type="checkbox"/> Entry open to all, regardless of ability or background | <input type="checkbox"/> Sustainability focus |
| <input type="checkbox"/> Excellent reputation | <input type="checkbox"/> Relationship with Uniting Church in Australia |

Other (please specify) _____

How did you learn about Cornish College? *(Please tick as many as relevant)*

- | | |
|--|--|
| <input type="checkbox"/> Advertisement or promotional materials | <input type="checkbox"/> Past student |
| <input type="checkbox"/> Billboards | <input type="checkbox"/> Previously enrolled at St Leonard's College, Cornish Campus |
| <input type="checkbox"/> Employer | <input type="checkbox"/> Social media |
| <input type="checkbox"/> Local newspaper | <input type="checkbox"/> Uniting Church in Australia |
| <input type="checkbox"/> Media | <input type="checkbox"/> Website |
| <input type="checkbox"/> Online directories <i>(please list)</i> _____ | <input type="checkbox"/> Word of mouth _____
<i>(eg family, friend, neighbour, colleague)</i> |

Other (please specify) _____

- We attended a school tour on _____ *(date attended)*

What are you hoping for from your child's experience at Cornish College? _____

7. DECLARATION

I/we declare that the information provided on this form is accurate and that I/we will notify the College of any changes. If signatures of both parents are not appended, the circumstances should be indicated. If only one signature is required, please provide proof of sole custodianship or residency order.

I/we agree that I/we have read, understood and agree to be bound by the Cornish College *Terms of Business* and agree to abide by the *College Policies* as are available on the College's website www.cornishcollege.vic.edu.au

Parent /Guardian 1 _____ Relationship to Child _____

Signed _____ Date _____

Parent /Guardian 2 _____ Relationship to Child _____

Signed _____ Date _____

8. PAYMENT

- | | |
|---|---|
| <input type="checkbox"/> Direct Bank Deposit <i>(Account Name: Cornish College BSB: 033002 Account: 515498)</i> | <input type="checkbox"/> Online via Cornish College website |
| <input type="checkbox"/> Cheque/money order | <input type="checkbox"/> Cash |
| <input type="checkbox"/> Credit Card (VISA or Mastercard only) | |

Card number _____ / _____ / _____ / _____ Expiry date _____ Amount \$100

Name on card _____ Signature _____

The following must be enclosed with this *Application for Enrolment* form:

- A photocopy of the child's birth certificate or passport
- For guardians (other than the parents), authority to act as a guardian
- For students coming from overseas – copy of passport and visa
- Any relevant custody documents (where applicable)
- The non-refundable *Application Fee* of \$100*
- Copy of child's most recent school report and NAPLAN results (where applicable)
- A copy of the child's immunisation status certificates (if available)

INFORMATION FOR ALL PARENTS

The following information must be read in conjunction with the Cornish College *Terms of Business* and *Enrolment Policy*.

When this application is lodged, a non-refundable *Application Fee* of \$100 (per student) is payable to the College. Receipt of your application will be acknowledged, and your child's name added to the enrolment waiting list for entry in the year and level nominated. Please note that submission of this form does not guarantee a place in the College.

An interview with the appropriate department Head (or delegate) of the College is arranged approximately 18 - 24 months before entry, which the parents or guardian and student attend, bringing with them current school reports. The purpose of this interview is for the College to learn about your child and his /her needs so that we can ensure an appropriate program is available if a place is offered. Parents must disclose any special circumstances, including any individual needs they believe may affect the education of their child. This information will assist the College to act in the best interests of the prospective student at all times.

Although Cornish College is an open entry College, children are tested prior to commencement (usually excludes ELC and Prep) to ensure that the best possible program can be provided.

If a place is available, we may make an offer of enrolment. Please note that we may decline to make an offer without providing a reason.

A formal offer may be made 18 - 24 months ahead, with payment of a \$1,000 non-refundable *Admission Fee* (per student) and signed Enrolment Agreement and Acceptance of the College's *Terms of Business* required within fourteen days to secure the place.

In addition to the standard *Admission Fee*, a non-refundable supplementary *Forward Fee Deposit* of \$1,500 (per student) applies which is deducted from Term 1 fees in the year the student commences. The *Forward Fee Deposit* is payable by February 1 in the year prior to commencement or at the time of offer if less than 12 months prior to commencement.

Please note that admission to Cornish College is subject to availability of places, gender balance, satisfactory interview and assessment, the College's capacity to provide an appropriate program for the child, and acceptance of Cornish College *Terms of Business* in force at the time.

Priority for admission is given to:

- Siblings of current students of Cornish College **
- Children of permanent staff members
- Alumni* or children of alumni* of St Leonard's College, Cornish Campus
- *Application for Enrolment* forms in date order

Note: A small number of places will be kept for award at the Principal'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/s of a current student within 24 months of the start of the school year they wish the sibling to commence, priority on the waiting list will be foregone for that year. Should the sibling be waitlisted the following year, sibling preference will then be available for that and any subsequent years.

Full details of our *Enrolment Policy* and procedures are available on the College's website www.cornishcollege.vic.edu.au

INFORMATION FOR EARLY LEARNING CENTRE and PREP PARENTS

Pre-Enrolment Orientation

Our Early Learning Centre (ELC) and Prep classes welcome visits from prospective families and children. The Head of School, Registrar or delegate will provide the visiting family with a tour of the service environment

Application and Offer

Following a pre-enrolment visit a family may wish to enrol in the ELC or Prep. This is done by completing the above *Application for Enrolment*, attaching requested documentation and payment to the College of the non-refundable *Application Fee* of \$100 (per student).

If an appropriate place at the ELC or Prep is available, the family will be offered a place and can accept the offer by completing and returning the Enrolment documentation forwarded to them and paying the non-refundable *Admission Fee*.

Please note that admission to Cornish College ELC and Prep is subject to availability of places, age of the child at time of entering the program, gender balance, satisfactory enrolment readiness interview and assessment, the College's capacity to provide an appropriate program for the child, and acceptance of Cornish College *Terms of Business* and all College Policies in force at the time.

As it may not be possible to accommodate all applicants, the waiting list will be ordered according to age of the child but with priority given to the siblings of current students, children of current staff members and children of past students.

Enrolment Readiness Interview

The family will then be invited to attend an interview during Term 3, the year prior, to discuss the child's readiness to attend the ELC or Prep. For more information see the section on readiness in the *Enrolment Policy*.

Evidence that the child is fully immunised for their age, or, on a vaccination catch-up program or are unable to be fully immunised for medical reasons is required. 'Conscientious objection' will not be an exemption.

Parents must disclose any special circumstances, including any individual needs they believe may affect the education of their child. This information will assist the College to act in the best interests of the prospective student at all times.

Children must be 3 years of age to commence at the ELC. If a place is held for a child who has not yet turned 3, then fees are payable for the period of non- attendance.

Full details of our *Enrolment Policy* and procedures are available on the College's website www.cornishcollege.vic.edu.au

TERMS OF BUSINESS - Definitions

“Administration Fee” means the fee specified in section 6.1 of this document and set out in the annual *Tuition Fees Schedule*. The Administration Fee is charged where fees remain unpaid at the end of thirty (30) days after the due date for payment of an account

“Admission Fee” means the non-refundable fee set out in the *Tuition Fees Schedule* payable by the Parents upon accepting an offer of enrolment at the College

“Agreement” means the *Enrolment Agreement*, and any subsequent variations made from time to time by the College Board and as advised in writing by the College to the Parents

“Application Fee” means the non-refundable fee set out in the *Tuition Fees Schedule* payable by the Parents upon submitting an *Application for Enrolment* with the College.

“College Policies” means obligations as to conduct as set out in College website, including, without limitation any codes of behaviour for the College’s students and parents, bullying prevention and intervention policies, and Uniform policies as amended, and all College policies as otherwise advised, by the College from time to time

“the College Board” means the Cornish College Board

“the College” means Cornish College ABN 39 616 523 730

“Forward Fee Deposit” means the supplementary payment in the amount set out in the *Tuition Fees Schedule* paid in accordance with this Agreement

“Fees” means tuition fees and other charges invoiced by the College, unless otherwise stated

“the Hive” means Cornish College’s intranet site

“Tuition Fees Schedule” means the annual written document published by the College Board setting out the scale of fees to be charged by the College for tuition fees and other charges

“You “ or “Parents” means the person or persons named as parent/s or guardian/s of the student/s being enrolled and unless advised otherwise in writing are the person or persons authorised to deal with the College on all issues relevant to the student and the student’s enrolment at the College

“Your Child” or “Student” means the student/s being enrolled and named as the student in this Agreement and the *Application for Enrolment*

1. DISCLOSURE

1.1 Education services to be provided. The College provides a school curriculum for Prep to Year 10 based on “The Victorian Curriculum Foundation to 10” priorities and standards (or equivalent if superseded). Years 11 and 12 is based on the Victorian Certificate of Education (VCE) or Vocational Education and Training (VET) standards (or equivalent if superseded).

The Early Learning Centre curriculum is based on the Reggio Emilia approach to early learning and on the Australian National Quality Standards of early education and care services.

From Prep to Year 6 the College is also authorised to provide the International Baccalaureate (IB) Primary Years Programme (PYP).

1.2 The Parents will advise the College of any matter relating to the student which may affect the intellectual, physical or social development of the student or the College’s ability to educate the student including any disability, physical or intellectual impairment, mental illness, psychological issue or relevant family circumstances.

1.3 The College acknowledges its rights and obligations under the Disability Standards for Education pursuant to the *Disability Discrimination Act*.

1.4 The Parents will notify the College of any changes to the student’s medical details and/or contact details including the Parents’ employment details, business address, residential address, email address and contact telephone numbers and including emergency contact details within seven days of a change occurring.

2. ADMISSION FEE

2.1 The Admission Fee is payable by the Parents on the signing of the Agreement.

2.2 The Parents acknowledge that the *Admission Fee* will not be offset against other Fees.

3. CONTINUED ENROLMENT CONDITIONS

3.1 The Parents acknowledge that it is an express condition of enrolment and continued enrolment that the student and the Parents comply with the College Policies. The Parents agree to share a mutual obligation with the College in supporting the student’s compliance with the College Policies and that continued enrolment is at the absolute discretion of the Principal, having regard to the best interests of the other students, staff and the College community.

3.2 The Parents further agree and acknowledge that at the discretion of the Principal, the College has the absolute right to dismiss or suspend a student for any act of serious misconduct, major infringement or continuous unacceptable behavior and for unsatisfactory attendance, conduct or

performance, or failure by either the student or Parents to obey the College Policies or for any other reason considered by the Principal to be reasonable in all the circumstances.

3.3 Without limiting the generality of the foregoing, the Parents acknowledge that the Principal has the absolute right to dismiss or suspend the student owing to the failure by the student to behave in a socially acceptable manner outside school hours.

3.4 The College also reserves the right to remove any student from the College on the grounds of unacceptable behaviour or any other reason considered by the Principal to be reasonable in all the circumstances (see the College's *Behaviour Management Policy* for more information).

4. PARENTS' RIGHTS AND RESPONSIBILITIES

4.1 The College will proceed and act on the basis that each Parent has equal rights and responsibilities in relation to the student and will rely on the authority of either parent in connection with matters concerning the student unless either:

(i) the College is supplied with a Court Order or written authorisation signed by the Parents which provide otherwise; or

(ii) the Principal in his/her sole discretion is satisfied in all of the circumstances that there is a good reason to vary the arrangement and has advised the Parents in writing of his/her intention to do so; or

(iii) the College is satisfied in all the circumstances that there is reason to act on one Parent's instructions and not the other.

4.2 The Parents acknowledge they are jointly and severally liable to the College for payment of the Fees and any other charges under this Agreement, regardless of the person/s to whom the account may be addressed, or by whom accounts are or have been paid. This liability shall continue regardless of any changes after the date of this Agreement to the relationship between the Parents, or any Court Order as between the Parents, or any child support or other arrangements between the Parents.

4.3 The Parents indemnify the College against any legal liability which may ensue from a misrepresentation under, or any breach of, this clause by the Parents.

4.4 A Parent may give a minimum of one Term's Notice that the Parent is to be no longer bound by this Agreement. The withdrawing Parent will remain liable for all of the Fees incurred in relation to the Student for one Term after the College receives the Notice.

4.5 Where a Parent has notified of his/her intention to no longer be bound by this Agreement, the College reserves the right in those circumstances to either terminate the enrolment of the Student or require a replacement person approved by it who is prepared to take on the financial responsibility for payment of future Fees to the College to be substituted in place of the withdrawing parent in order for the enrolment to continue.

5. FEES

5.1 The Fees for each academic year will be set annually by the College Board at the November Board meeting and notified to parents immediately thereafter. The current *Tuition Fee Schedule* is available on the College website.

5.2 The annual *Tuition Fee* covers costs of tuition, class sets of books and materials, year level camps (except Year 6), prescribed excursions (except the Year 9 'Make a Difference Experience'), publications, provision of equipment (except iPad and MacBook) and access to services. Compulsory additional charges are detailed in the *Tuition Fee Schedule* and additional fees are charged for optional activities, including, but not limited to, private music tuition, private drama tuition, golf, gymnastics, equestrian and external VET and Distance Education subjects.

5.3 The Parents acknowledge that the Fees are subject to increase at any time without notice. The College Board may 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.

5.4 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. Accounts are due and payable on the first day of each term.

5.5 For Year 12 students, one third of the annual fees will be charged in each of Terms 1, 2 and 3 only.

5.6 Accounts may be paid by:

(a) cheque

(b) debit card transaction or electronic funds transfer

(c) credit card (Visa and Mastercard only)

(d) online via the College website

5.7 Arrangements for periodic payments via a third party or any alternative arrangements may be made through the Business Manager.

5.8 Subject to clause 4.2 and 4.5, fee accounts will be invoiced to both parents unless one parent provides notification in writing (and the College agrees) that they will take sole responsibility for payment, or the parents provide evidence that fees are subject to a court order .

5.9 Other than as set out in this Agreement, credits for or refunds of Fees will not be provided by the College and fees will not be pro rata or not levied in the event that the student is absent from the College for any period of time for any reason including, without limitation, that the student does not commence at the College at the beginning of any Term or the student's departure from the College before the end of any Term.

5.10 Notwithstanding clause 5.9 above, Fees will be applied pro rata for a new student who commences at the College after the first day of Term 1 on the condition the student commences on the date specified on an agreed date.

5.11 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 family discount does not apply to the oldest (first) sibling or to any student in receipt of another concession or scholarship.

The greatest discount applies to the fees for the student at the lower year level, and applies only to the published tuition 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 attending the College concurrently.

5.12 Subject to clause 6.1, if the student is dismissed from the College under clause 3.3 and 3.4 of this Agreement, the Fees shall be payable up to and including the end of the student's final week at the College. A termination fee of 25% of the Net Annual Fee shall be immediately payable by the Parents. Charging of the termination fee is not a penalty but a calculation of the genuine economic loss incurred by the College.

5.13 No Tuition Fee relief shall be payable by the College nor sought by the Parents if the student is suspended from the College for a finite period.

5.14 No refund is payable where the Student's enrolment is cancelled for any of the reasons set out in clause 8.1.1.c to 8.1.1.f or failure of the student to maintain satisfactory course progress or attendance.

6. NON PAYMENT OF FEES

6.1 If the Fees are not paid by the date due, the College may at its discretion:

(a) charge an administration fee at a rate determined by the College Board from time to time and set out in the annual *Tuition Fees Schedule* for all accounts that are more than 30 days in arrears. Charging of the Administration Fee is not a penalty for late payment, but a calculation of expenses incurred by the College in managing the outstanding account

(b) where fees are not paid by the due date, the student is not permitted to incur additional costs by participating in non-curriculum elective activities until such time as the fees are brought up to date.

6.2 It is a requirement of the College that all fees are fully paid and up to date if a student applies to join a College 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.

6.3 The College reserves the right to suspend or terminate the enrolment of a student and refuse to readmit the student at the commencement of a new Term should there be outstanding fees. The student's enrolment will not be reinstated until all outstanding fees, including the fees for the current term, are paid in full or until an approved payment arrangement has been entered into with the College and the Parents are complying with that arrangement.

6.4 Where an enrolment has been terminated reinstatement of the enrolment agreement will be at the discretion of the Principal.

6.5 The Parents agree that they shall be liable to the College for any and all costs incurred by the College in recovering outstanding Fees by any means, including legal action.

6.6 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, and the parents hereby agree and consent to any such application by the College.

6.7 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' application and the parents hereby agree and consent to the provision of such information by the College.

7. WITHDRAWAL (TEMPORARY OR PERMANENT) OF CHILDREN

7.1 Parents are to provide one term's notice in writing that their child/children will be removed or not be returning to the College. If one term's notice is not provided in writing, one term's fees will be charged. Charging of the termination fee is not a penalty for withdrawal without notice but a calculation of genuine economic loss incurred by the College.

7.2 Parents are to provide advance written notice to the College for a student's planned absence from the College for 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 enrolment 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.

8. TERMINATION

8.1 The College may terminate this Agreement and cancel the enrolment of a Student upon provision of 7 days written notice if:

8.1.1 the Parents and or the Student are in default of the terms of this Agreement including but not limited to where:

- the student does not commence their course on the start date and the student has not previously withdrawn from the course, provided the College has not failed to start or provide the course on the start date
- the student withdraws from the course either before or after the start date
- Parents have not paid any fees or charges due in accordance with this Agreement
- the Student's misbehaviour, provided the College has accorded the Student natural justice before terminating the enrolment

- e. Parents do not provide the College with important information about the student/s
- f. Parents or students breach a College policy (available on the College website and *the Hive*)

8.1.2 in its absolute discretion the College considers it appropriate to do so.

9. GOVERNING LAW

This Agreement will be governed by the laws of the State of Victoria and all parties irrevocably and unconditionally submit to the exclusive jurisdiction of the Courts of Victoria.

10. ACCIDENTS, INJURIES, THEFT AND DAMAGE

10.1 The College prides itself on the level of care and provision of a safe learning environment for all students. However, even in a safe learning environment, accidents, injuries, theft and damage can still occur. The College does not accept liability for such events and it is recommended that parents consider appropriate insurance to cover any losses. Adequate care of personal property is the responsibility of the student. The College's insurers may be able to offer some assistance to students who are injured while undertaking supervised school activities. Individual circumstances will need to be discussed with the Business Manager.

10.2 In the event of accident or injury where the College deems it necessary to call an ambulance or seek medical treatment for the student, the parent will indemnify the College its employees and agents for the transport and medical costs incurred.

11. UNIFORM POLICY

All students are expected to meet the uniform requirements with willingness and a spirit of cooperation. Parents and teachers are expected to ensure students are following the uniform requirements at all times. The wearing of the uniform is a significant way in which the students are identified, whether within the school grounds or out in the wider community. As such, the uniform should always be worn correctly and with pride. Please refer to the detailed *Uniform Policy* on the College's website.

12. THE PRIVACY ACT PROVISIONS AND THEIR APPLICATION TO THE COLLEGE

The College abides by the requirements of the Commonwealth Privacy Act 1988 and amendments, and of the Victorian Health Records Act 2001. A copy of the Cornish College *Privacy Policy* is available for viewing on the College's website www.cornishcollege.vic.edu.au

The 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.

The College at times discloses personal and sensitive information to others for administrative and educational purposes. This includes other schools, government departments, medical practitioners, and people providing services to the College, including specialist visiting teachers, coaches and volunteers. In the enrolment process, the College may request information from a child's current or previous school or educational setting to facilitate the student's transfer to the College and the provision of the most appropriate educational program. If the College does not obtain the information referred to above, it 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 any information which may affect the College's care for its students, for example medical updates, or details of any court orders which affect the child, within seven days of any such change or update.

There are times when the 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 Administration staff, 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 Administration 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 their personal information. 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 by the College to make an appeal to them. Contact details for each student's family will be included in a College year level list unless parents advise the College in writing that they do not wish to be included. At the start of each school year, year level lists (including each student's name, address, mobile phone number and parent email only) will also be provided to the appropriate Parent Association representative for the purposes of communication regarding social and other class activities. Parents can advise the College in writing if they do not wish for their contact details to be passed to the Parents' Association.

Personal information will not be disclosed to third parties for their own marketing purposes without parental consent.

If the College is provided with the personal information of others, such as medical 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.

TUITION FEES 2019

Tuition fees are set annually.

Tuition fees for all levels except Year 12 are charged in four instalments per year. These instalments are issued prior to the commencement of Term 1, Term 2, Term 3 and Term 4. Extras are charged with each instalment.

Year 12 tuition fees will be billed in three instalments per year in Terms 1, 2 and 3 only.

Fees are due and payable on the first day of each term. Fees that remain unpaid at the end of 30 days after the commencement of the term will be subject to an Administration charge of \$200.

No student may commence a new term unless any outstanding Fee amount has been paid. Where a fee account is in arrears the student is not permitted to incur additional costs by participating in non curriculum elective activities.

Periodic Payment Option

Parents opting for the Direct Debit option will be charged in 10 equal instalments from February to November.

1. NET TUITION FEES

(Australian Citizens or students with permanent residence status entitled to Government grants)

Level	\$ Per Instalment (4)	\$ Per Annum
ELC3 (4 days a week)	3,050.00	12,200.00
ELC3 (5 days a week)	3,590.00	14,360.00
ELC4	3,590.00	14,360.00
Prep	2,835.00	11,340.00
Year 1 and Year 2	2,995.00	11,980.00
Year 3 and Year 4	3,325.00	13,300.00
Year 5 and Year 6	3,665.00	14,660.00
Year 7 and Year 8	4,330.00	17,320.00
Year 9 and Year 10	4,655.00	18,620.00
Year 11	4,985.00	19,940.00
Year 12 (3 instalments)	6,646.67	19,940.00

2. SIBLING DISCOUNTS

Sibling discounts are applied to students from oldest to youngest whilst more than one child is in attendance at the College as follows

2nd Sibling	5%
3rd Sibling	15%
4th or more	50%

3. APPLICATION FEE

Payable with *Application for Enrolment Form* \$100 per student (including GST) – non refundable

4. ADMISSION FEE

Payable on acceptance into the College \$1,000 per student – non-refundable

5. FORWARD FEE DEPOSIT

In addition to the standard Admission Fee, a supplementary *Forward Fee Deposit* of \$1 500 per student, entering the College, applies which is deducted from Term 1 fees in the year the student commences. The *Forward Fee Deposit* is payable by the 1 February in the year prior to commencement or at the time of the offer of a place at the College is accepted if less than 12 months prior to commencement date.

For students entering ELC the \$1 500 deposit will be offset against the Term 1 fees in Prep. It is non-refundable if the student leaves prior to entering Prep.

6. WITHDRAWAL

A notice period of one term is required in writing on the removal of a student from the College or an amount of 25% of the net annual Tuition Fee is payable.

7. COMPULSORY ADDITIONAL CHARGES

Software Levy for students in Years 7 to 12	\$100
Cornish Alumni Life Membership (Year 12 only)	\$100
Music Levy (instrument hire) for students in Years 3, 4 and 7	\$105
Year 6 Canberra trip	\$575
Year 9 MAD Experience international trip (approx.)	\$4,000 TBC*

**Parents can arrange to make periodic payments to the College from Year 7 for the Year 9 MAD Experience*

8. ADDITIONAL FEES FOR SERVICE USED

Additional fees are charged for some additional activities. Please contact the Administration Office for applicable fees.

These activities include:

- Private Music tuition
- Private Drama tuition
- Gymnastics
- Equestrian
- Bus transport to/from College
- Before and After School care

9. BUILDING FUND

A voluntary Building fund contribution fee \$400 per student per annum (spread over four instalments with term fees). Tax deductible receipts will be issued on receipt of funds.

The voluntary Building Fund is used to assist with the future building program the College will be undertaking.

10. DISCOUNT FOR 2019 TUITION FEES PAID IN FULL

Fees will be set at the 2018 Net Tuition Fee if fees are paid on or before Thursday 20 December 2018.

A 3% discount on the 2019 Net Tuition Fee is offered if fees are paid after Thursday 20 December 2018 and on or prior to day 1 of Term 1 2019.

11. LEGAL MATTERS

If legal matters arise which affect the student's enrolment, including changes to guardianship or access, or which may impact upon the child's education the parents are required to promptly advise the College in writing and provide copies of relevant documentation. Unless advised otherwise, the College will proceed on the basis that both Parents have equal parenting rights in relation to the Child and that both Parents are jointly and severally liable to the College for payment of the Fees. Unless provided with legal documentation to the contrary, the College will not accept an enrolment or withdrawal of enrolment, unless consent of both parents is provided.