



APPENDIX 1

Terms and Conditions of Enrolment

Frequently Asked Questions

These Terms and Conditions are part of my enrolment contract if I accept an offer of enrolment from the school, on behalf of Catholic Education Diocese of Parramatta (the school).

What information have I given the school?

I have provided information about my child and me in this Enrolment Application. The information I have given the school in this Enrolment Application are terms and conditions of my enrolment contract.

The information I have provided is accurate and complete. I have fully disclosed my child's additional needs or disability to the best of my knowledge.

I understand this information will help the school to properly assess its ability to:

- provide services to my child;
- communicate with me about my child's needs;
- make necessary adjustments to enable my child to participate;
- assess risks, and
- fulfil its duty-of-care requirements.

I will tell the school as soon as possible if I find out:

- I have not told the school about some information, or
- the information I have given is wrong.

What will happen if I do not tell the school about missing or wrong information?

The school may reject my Enrolment Application if I do not tell it as soon as possible about significant and relevant information that:

- I have not given;
- is wrong, or
- no longer applies.

What are the changes I must tell you about?

I understand I must continue to tell the school about all changes to the information in my Enrolment Application.

I agree to update the school as promptly as possible when the information in my Enrolment Application changes. This includes:

- my and other relevant persons' contact details ;
- my child's health and medical conditions;
- my child's additional needs or disability;
- parenting plans or court orders relating to the child;
- Apprehended Violence Orders;
- Children's Court Orders, and
- visa details (if applicable).

What can happen if I do not tell the school about changes?

I understand the school needs to know about changes to the information in my Enrolment Application, so that it can assess if it can continue to meet the needs of my child.

I understand that if I do not tell the school about changes to the information in the Enrolment Application, the school:

- may not be able to meet the needs of my child, and
- the school may terminate my child's enrolment.

What do I need to do if the school asks me for more information?

If the school asks me to give it more information, I agree to give the school this information. I understand this is to support the school to provide services to meet the educational needs of my child during my child's enrolment at the school.

What services am I consenting to?

I consent to the school providing all relevant school services for my child, including counselling where it is appropriate.

What obligations do I have for my child to attend school?

I understand that I have a legal responsibility under the *Education Act 1990* (NSW) for my child to attend school regularly. I understand that if I fail to comply with these attendance requirements, the school may terminate my enrolment contract.

If my child is absent from school I will provide a written explanation for the absence.

If I want to apply for my child to have extended leave from school, I will notify the school in advance of the anticipated dates.

I understand that the Principal may refuse to approve my request for extended leave or to accept an explanation for an absence.

What is my obligation to pay school fees?

I understand and agree that I will pay all school fees in a timely manner and as set out in the school fees schedule. The 2022 school fees schedule is available on the [CEDP website](#).

If I am having financial difficulties that affect my ability to pay school fees, I agree to request special arrangements as outlined in the school fees schedule.

If my personal circumstances that may impact on my ability to pay school fees change, I will notify the school promptly. If this happens, I understand that my obligation to pay school fees will continue until there is an agreement with the school to change that obligation.

What if I have school fees owing at another school?

I agree to tell the school if I have any unpaid school fees or charges for my child's attendance at any other school.

I agree that I:

- do not owe any fees or charges for my children's attendance at any other school, or
- have made an arrangement satisfactory to the school to meet all outstanding debts.

What do I need to do if I want to withdraw my child from the school and what fees do I need to pay?

I understand and agree that I must give the school at least **one school term's written notice** of my intention to withdraw my child's enrolment at the school. I understand this does not apply if my child is leaving the school because they have completed Year 6 or Year 12 at the school.

I understand and agree that I must pay **one school term's fees** if I do not give the school this written notice at least one school term before my child's withdrawal. I understand that one school term means 10 school weeks.

What other obligations do I have?

I agree to support and participate in the life of the school, parent teacher meetings, liturgical celebrations and social and practical activities offered by the school.

I understand that the school offers the Catholic vision of life as the basis of its teaching program and agree to support and respect the Catholic teaching, values and mission of the school and my child's participation in the full educational program of the school.

I agree to support the school's policies, procedures and guidelines for the benefit of the school community.

When is my enrolment contract complete?

I understand this Enrolment Application is the first step in the enrolment process and creating my enrolment contract. I understand it will be finalised when all of the following conditions are met by me (including by both parents where applicable):

- I submit the signed enrolment application;
- I pay the required application fee;
- my application is assessed by the school
- my child is offered a place at the school by a Letter of Offer from the principal, and
- the school receives from me:
 - payment of the non-refundable enrolment deposit of **up to \$100** (primary) and **up to \$300** (secondary), which will be used towards the first term's school-based fees, and
 - the signed and dated Enrolment Acceptance Agreement which will be attached to the Letter of Offer.