

SCOTCH COLLEGE ENROLMENT AGREEMENT



12. The Parent will keep Scotch College informed at all times of their current contact details, including email addresses, and consents to the use of those contact details and other personal information of the Parent to the extent necessary to enable Scotch College to administer and undertake its programs and functions and to facilitate communication between the Parent, the School and any parent association or representatives.

SCHOOL FEES

13. The Fees payable by the Parent are set out in the *Scale of Fees* as published by Scotch College on an annual basis in respect of each school year. Scotch College may vary and increase the Fees from time to time in its sole discretion and will notify the Parent if this has been done.
14. The Parent agrees to comply with the terms of the *Scale of Fees* including terms and conditions regarding payment of Fees, which Scotch College may vary from time to time at its sole discretion. All accounts rendered by the School for Fees are payable within 14 days of the account being rendered.
15. Accounts with amounts outstanding will attract an administration fee, being a calculation of the losses incurred by the School in managing the outstanding account.
16. If there is more than one Parent, they each agree to be jointly and severally liable for the payment of all Fees to the School in respect of the enrolment of the Student, and that they remain jointly and severally liable irrespective of any other arrangement that may be reached between them, whether legally binding or otherwise, and irrespective of any change in their relationship with each other.
17. Without prejudice to any other action or steps that Scotch College may take, while any Fees remain unpaid after their due date for payment, Scotch College may, in its sole discretion, withhold any of the Educational Services from the Student and any sibling, suspend the enrolment of the Student and any sibling, or refuse permission for the Student and any sibling to commence the next school Term, until the full amount outstanding is paid in full. Further, Scotch College reserves the right to refuse to permit the Student to register or participate in any school organised activities that require an additional payment to the School or a third party, while any amount remains due and owing to Scotch College in respect of the Student or any sibling.
18. Scotch College may in its discretion cancel the enrolment of the Student and any sibling if any Fees remain unpaid after their due date.
19. Any failure, delay or indulgence of Scotch College in favour of the Parent in relation to the payment of any Fees or amounts owing to the School is not a waiver of the rights of the School in respect of such payment or its rights under this Agreement.
20. The Parent indemnifies Scotch College in respect of any costs or charges incurred by it, including legal costs on an indemnity basis, in relation to any debt recovery action taken by the School to recover any unpaid Fees or amounts.

POLICIES AND CODES OF CONDUCT

21. The proper, safe and lawful conduct of the educational services provided by Scotch College, including the provision of safe school environments for its students, staff and visitors, requires the School to publish school policies, rules and procedures from time to time. The Parent agrees to comply with all policies, rules and procedures of Scotch College (as introduced, existing or amended from time to time), and to ensure that the Student also complies with such policies, rules and procedures, including those relating to:
 - (a) the care, safety, health and welfare of students;
 - (b) standards of dress, uniform and appearance;
 - (c) equal opportunity and anti-discrimination;
 - (d) grievances and complaints;
 - (e) management of student behaviour and conduct and the discipline of students;
 - (f) privacy and confidentiality;

