The Terms and Conditions of enrolment at Erasmus School are set by the Board of Governors. The Board may amend these Terms and Conditions at any time, in part or in full, at the discretion of the School. Parents/guardians will be notified of amendments by publication of the amendments on the website or by any other such means as determined by the School.

**Enrolment**

Erasmus School is a non-select, co-educational school. We welcome families of all faiths as well as those with no particular faith tradition who support the guiding principles of the School.

The Registrar is responsible for processing enrolments under direction of the Principal.

**To enrol**

For each student entering Erasmus, the parents/guardians are required to provide an Erasmus Enrolment Form signed by both parents/guardians, together with payment of the non-refundable registration fee and a copy of the child’s birth certificate. It is essential that parents provide full information at the time of application, of any learning needs, educational history or other factors that may be relevant to the child’s future education.

Upon receipt, where a place is available in the appropriate year and level and subject to the Principal’s approval, Erasmus School will then send a provisional acceptance in writing. Where no place is available Erasmus School will then confirm in writing that the child has been waitlisted and inform the family when a vacancy occurs. If we cannot offer a place a portion of the Registration Fee will be refunded, Erasmus School will retain the other portion to cover administrative costs.

**Children born overseas**

If the child was born overseas, parents/guardians are required to provide a copy of permanent residency, Australian citizenship or Australian passport, or other passport containing an entry visa. The registrar will then confirm if the application can be accepted and whether the visa sub-clause requires payment of an additional fee.

Erasmus School is not a CRICOS provider and therefore cannot accept overseas students on a student visa.

Erasmus School does not provide an English as an Additional Language (EAL) program. For students who come from a language background other than English, and require additional support in learning English as an additional language, we recommend attendance at an English intensive school until basic proficiency in English is attained, prior to commencement at Erasmus School.

**Prior to commencement**

Prior to the child starting at Erasmus, prospective parents will meet with the Principal. After this meeting, the family will be invoiced for the Place Holding Fee. The Place Holding Fee is a one-off payment and is refundable upon graduation. Payment of the Place Holding Fee is required within 30 days of invoice. This payment confirms a place for the child at Erasmus. If the child is withdrawn for any reason prior to graduation at the end of Year 6 the Place Holding Fee is forfeited.

Prior to commencement, parents/guardians are required to provide: a completed Erasmus Medical Record and Erasmus Permission Form signed by both parents/guardians; and a copy of the Immunisation Status Certificate.

**Entry in Years 1 to 6**

For children entering Years 1 to 6, parents/guardians are required to provide: a copy of the most recent school report, NAPLAN results (if applicable) and any reports relevant to the child’s future education.

**Enrolment through the year**

Children may join in any year level at any time of the year, providing there is a place and subject to the Principal’s approval. We generally invite the child to spend a full day at Erasmus School to confirm compatibility for all.

**Fees and Charges**

The Board of Governors sets the fees and charges of Erasmus School annually. Parents/guardians will be notified in writing each October of the fees and charges for the upcoming year. Fees and charges are coordinated by our Bursar and Finance Manager.

**Family discount**

A family discount applies to tuition fees for simultaneous attendance.

- 2nd child 15% reduction
- 3rd child 25% reduction
- 4th child 35% reduction

Families commencing after the start of the school year will pay a pro-rata rate on all fees.

**Overseas Students**

Children not holding Permanent Residency or Australian Citizenship in some cases may be required to pay an extra fee element. This is because we do not receive Government funding for certain visa sub classes. Please refer to the Registrar for further details.

**Pledge Service**

Families can choose to reduce fees by pledging a service component to the school. Each hour of service will reduce the tuition fee by an amount set by the Board. This amount is generally capped with flexibility on whether only a portion or the full-capped amount is taken up. In some areas families can fulfill more than the generally allocated number of hours, if there are budgeted hours available, or the tasks are deemed essential by the Board.

All families are required to submit a Fees and Pledge Service Form, in the November prior to each school year, confirming their service commitment for the following year.

Families will be invoiced at the end of each term for any hours pledged that have not been completed.

The Pledge Service tasks available are determined by the school’s needs and budgets.
Working Bees
Working Bees are held each term (4 per year). If families are unable to attend or complete 3 hours service at an alternative time, a fee, per working bee, will be payable as part of the following term's invoice. It is preferred that families participate on the day.

Payment
There are three payment options:
- **Annual** - with a discount of 2.5%, invoiced in the week prior to school commencing, payable within 15 days.
- **Per Term** - invoiced each term, in the week prior to the term commencing, payable within 15 days.
- **Monthly** - due on the 14th working day of the month (over 10 months only Feb to Nov).

Payment can be made by cheque, EFTPOS, Visa, MasterCard or Direct Debit.

Late payment will incur an interest fee of 7% per annum until payment is complete. Non-payment may result in the child no longer being able to attend Erasmus School, until the account is settled.

Payments dishonoured by the bank will incur a fee of $35.

Responsibility for payment of fees
Signatories to the Fees and Pledge Service Form are jointly and severally liable for payment of all fees and other costs unless otherwise agreed in writing by the bursar. Account statements will be sent to the address(es) nominated on the Fees and Pledge Service Form.

Tax Deductible Donations
Monetary gifts to the Building and Maintenance Fund, the Library Fund or the Bursary Fund are welcomed at any time. Payments can be either as a lump sum, or on a term or monthly basis and are tax-deductible.

Erasmus School Building and Maintenance Fund:
supports the maintenance and development of Erasmus School property and the reduction of loans made for the original purchase of the property.

Erasmus School Library Fund:
enables expansion of the selection of books and other resource materials available to students at the school library.

Erasmus Bursary Fund:
assists families in need that would not otherwise be able to send their children to Erasmus School.

Honorary Bursar
The Honorary Bursar will be available to discuss any aspect of fees or pledge service.

Absence
Planned absences require written confirmation to the Principal and Class Teacher at least two weeks prior to departure. Pledge participants need to contact the pledge coordinator with as much lead time as possible to re-negotiate their pledge allocation.

Leave of Absence
If a student enrolled at the School requests a leave of absence where fees will be suspended, their place will be held for no more than two years from the requested start date of the absence. Leave of absence is subject to the same conditions as a withdrawal.

Withdrawal
In the event that a child leaves Erasmus School, notice must be given in writing to the Principal and the Registrar.

The following notice periods apply:
- Current students – at least 90 days of written notice is required (90 days prior to the child’s final day at Erasmus. E.g. last day is 19 September notice is required by 22 June, last day is 11 December notice is required by 13 September).
- Student still to enter Erasmus – written notice is required prior to the Fees and Pledge Service Form due date in the year before commencement.

Where notice is given in accordance with the above requirements, all tuition fees paid in advance for any period after the child’s final day at Erasmus will be refunded.

If sufficient notice is not given in accordance with this provision, all tuition fees for the term immediately following the child’s final term at Erasmus will be charged as payment in lieu of notice and payable within 30 days.

Discipline
We have Four Golden Rules and a Student Code of Conduct that identify goals and standards for student behavior. Full details are available on Erasmus School’s website at http://erasmus.vic.edu.au/about-us/discipline-rules-and-standards. We ask our families to become familiar with our approach and discuss with their children the broad concepts and specific details, and to uphold them.

Expulsion
The Principal reserves the right to suspend or expel a student if there is a serious breach of the Four Golden Rules or the Student Code of Conduct. In the event that a student is expelled from Erasmus School, the current term’s tuition fees remain due and payable.

Privacy
Erasmus School complies with Victorian State and Australian Federal legislation and law. All information provided by you to Erasmus School in relation to enrolment, fees and payment remains strictly confidential.