

The Terms and Conditions of enrolment at Erasmus Primary 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 Primary School is a non-select entry, 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 and in accordance with the Erasmus Enrolment Policy.

## To apply

For each student applying for enrolment at Erasmus, the parents/guardians are required to provide an Erasmus Enrolment Application Form signed by both parents/guardians and a copy of the child's birth certificate, together with payment of the non-refundable Application Fee. 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.

Once these have been received, the application is added to the list for the nominated year level and the Registrar acknowledges receipt via email. The year level entered by parents on the Enrolment Application Form may be adjusted to ensure the child's date of birth matches the school's age requirements.

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

Erasmus Primary School does not provide an English as an Additional Language (EAL) program. For students who come from a language background other than English, and who 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 Primary School.

## 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 Primary School to confirm compatibility for all.

## Confirmation of enrolment

For students commencing at the start of Year Prep, the offer of places and confirmation of enrolments will normally begin in the first half of the year prior to commencement and will continue until all places have been filled.

After being offered a place, the family will be invoiced for the **Place Holding Fee**, which is a one-off payment and is refundable upon graduation from the Year 6 level but not otherwise. Payment of the Place Holding Fee is required within 30 days of invoice. This payment confirms a place for the child at Erasmus and if not paid, the application will be withdrawn and the place will become available for offer to another family. If the Place Holding Fee is paid but the place is not taken up within 1 term of the scheduled commencement or 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 the child starting at Erasmus, prospective parents will be invited to meet with the Principal.

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.

## Fees and Charges

The Board of Governors sets the fees and charges of Erasmus Primary School annually. Parents/guardians will be notified in writing in Term 3 of the fees and charges for the upcoming year. Fees and charges are coordinated by the Bursar and Bookkeeper.

Families who do not attend a full school year will pay a pro-rata rate on Tuition Fees and Additional Charges except the Facilities Levy and Books that are paid at the full amount.

## Family discount

A family discount applies to tuition fees for simultaneous attendance.

- 2<sup>nd</sup> child 15% reduction
- 3<sup>rd</sup> child 25% reduction
- 4<sup>th</sup> child 35% reduction

## 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 Principal deems the tasks essential. The Pledge Service tasks available are determined by the school's needs and budgets.

All families are required to submit a Fees and Pledge Service Form in Term 3 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 with a 20% loading.

### 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 invoiced in the following term. It is preferred that families participate on the day.

### Payment

Fees are invoiced annually and are payable according to the payment frequency selected on the Fees and Pledge Service Form.

**Fees for new students enrolling for the 2017 school year and thereafter** are invoiced in early October for the following year.

**Fees for students who commenced prior to 2017** are invoiced in mid January for the coming year.

There are three payment frequency options:

**Annual** - 1 payment, with a discount of 2.5 % on tuition fees payable within 15 days of invoice.

**Per Term** - 4 payments, the first payment payable within 15 days of invoice, and 3 payments due each term thereafter on the first day of term.

**Monthly** - 10 payments, payable on the 7<sup>th</sup> day of the month or the next working day, commencing in the month after invoice.

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 Primary School until the account is settled. The School reserves the right to suspend the enrolment of a student/s if all reasonable steps to address an outstanding account is not met.

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 email 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:

This fund supports the maintenance and development of the Erasmus School property and the reduction of loans made for the original purchase of the property.

#### Erasmus School Library Fund:

This fund enables expansion of the selection of books and other resource materials available to students at the school library.

#### Erasmus Bursary Fund:

This 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 during which fees are, by prior arrangement in writing with the Registrar, to be suspended, a term's fees in advance is required and their place will be held for no more than one year 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 is to withdraw from Erasmus Primary School, written notice must be given 90 days prior to the child's final day at the School to both the Principal and the Registrar.

For a student still to enter the School but who has enrolled, written notice is required **prior to 1 November** 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 the School will be refunded.

If the required written notice is **not** given in accordance with these provisions, a full term's Tuition Fees, in addition to the fees payable up to and including the student's final day, will be due in lieu of giving such notice.

### 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 as outlined in the Parent's Handbook. In the event that a student is expelled from the School, the current term's tuition fees remain due and payable.

### Privacy

Erasmus Primary School complies with Victorian State and Australian Federal legislation and the applicable Privacy Principles. All information provided by you to Erasmus Primary School in relation to enrolment, fees and payment remains strictly confidential save where required to be provided to an authorised party.