



# Mernda Hills Christian College

## Enrolment Terms and Conditions

### Document Control

Revision Number	Review Date	Implementation Date	Description of Changes	Prepared By	Approved By
New policy	Dec 2022	Jan 2024	<ul style="list-style-type: none"><li>New policy</li></ul>	Mark Roberts	ASV Board Principal
1	Nov 2023	Jan 2024	<ul style="list-style-type: none"><li>Updated 2. Educational services provided, Appendix 1</li><li>Defined holistic development: 2.3, 3.4</li></ul>	Exec Leaders	Exec Leaders
2	Apr 2024	Apr 2024	Update to clauses: <ul style="list-style-type: none"><li>4.3, 4.3, 9.6, 13.5, 20.1, 20.2, 20.3</li></ul>	Sherae Wilson	Exec Leaders
3	May 2024	May 2024	Added clause 4.3. Defined 'Waiting list'. Deleted part of clause 9.9 duplicating clause 4.3	Mark Roberts	Exec Leadership

# Enrolment Terms And Conditions

## 1. Purpose

- 1.1. Mernda Hills Christian College (the School) is a co-educational day School for boys and girls from Prep to Year 12. As an open-entry, non-selective day School, the School is a welcoming, diverse community offering a values-based education in a strong Christian tradition that helps to develop the resilience and strong character Students need to face life beyond School.
- 1.2. This document sets out the terms and conditions under which Students are enrolled at the School. The School reserves the right to vary and amend the Terms and Conditions of Enrolment from time to time. Notice of changes will be provided to Applicants.

## 2. Educational services provided

- 2.1. The School provides educational services that are within the scope of the School's registration, being:
  - 2.1.1. Foundation (Prep) – Year 10 under the Victorian Foundation-10 priorities and standards (or equivalent if superseded) (P – 10).
  - 2.1.2. Senior secondary courses which are normally provided in Years 11 – 12, including the Victorian Certificate of Education (VCE).
  - 2.1.3. Co-curricular activities, which include compulsory chapel and religious services, class excursions, camps, music rehearsals and performances, sport training and matches and other such activities.
  - 2.1.4. For more information, see Appendix 1, p.12 below, which outlines Mernda Hills Educational Services in more detail, including compulsory learning areas and subjects.
- 2.2. The School does not guarantee all subjects in Senior Secondary School will be available for selection. Depending on subjects chosen, some subjects may be delivered by external providers.
- 2.3. The holistic development of the Student, that is, focusing on all aspects of a child's growth (social, emotional, physical, mental, intellectual, and spiritual growth), not just their academic advancements, remains the priority of the School in carrying out its duty of care to the Student. As such, the School makes no representation or promise regarding any particular academic achievement or level of performance of any student.
- 2.4. Prior to an offer of enrolment, the Applicant is required to provide all relevant information and supporting documents in relation to a Student's enrolment. This includes (but is not limited to) any additional learning needs, educational history, and assessments, legal or court orders, relevant medical records or other factors that may be relevant to a Student's education or welfare.

## 3. Continued Enrolment

- 3.1. This document sets out the Terms and Conditions of Enrolment at the School.
- 3.2. In signing the Enrolment Agreement, the Applicant and Student agree to these Terms and Conditions of Enrolment and the College's Rules, Policies and Procedures, *which may be changed during the period of enrolment at the discretion of the College*. Apart from those

documents specified as part of the Enrolment Agreement, the College's Rules, Policies and Procedures do not form part of the Enrolment Agreement.

- 3.3. Enrolment at the College commences in the first year of a Student's enrolment and continues each subsequent year until completion of Year 12 or until the Student is otherwise withdrawn or removed from the School.
- 3.4. The holistic development of the Student, that is focusing on all aspects of a child's growth (social, emotional, physical, mental, intellectual, and spiritual growth), remains the priority of the School in carrying out its duty of care to the student. As such, the School makes no representation or promise regarding any particular academic achievement or level of performance of any Student.

#### 4. Application for Enrolment to the School

- 4.1. A student's name will be registered on payment of an Application Fee. The Application Fee covers administrative costs and is non-refundable. An application is a prerequisite to admission but not a guarantee of enrolment.
- 4.2. It is the responsibility of the Applicant to ensure the School is informed of any changes to contact details.
- 4.3. If the Applicant accepts the offer of enrolment, a non-refundable payment of a Commitment Fee is required within the stipulated time frame as noted in the offer correspondence. This will confirm enrolment. The commitment fee is not transferable.
- 4.4. An application may be placed on hold or removed from the applicant list if, after repeated attempts, the Applicant is unable to be contacted or fails to supply required information by due dates as noted in correspondence.

#### 5. Disclosure

- 5.1. The Applicant acknowledges that the Enrolment Application has been completed honestly and correctly, and that the Applicant has made full disclosure in response to the matters and questions raised in the Enrolment Application.
- 5.2. The Enrolment Application forms part of the enrolment agreement, and failure to complete the Enrolment Application honestly and correctly, or to make full disclosure, may result in the immediate termination of the Enrolment Agreement by the School.
- 5.3. The School reserves the right to obtain further information regarding the Student including all academic information, School reports, living arrangements and all medical and other reports regarding the Student, if applicable.

#### 6. Expectations of Students and Applicants

- 6.1. All Students and, where applicable, the Applicants are required to abide by the School policies and procedures (as introduced or amended or varied from time to time) including but not limited to those concerning:
  - 6.1.1. the care, safety, and welfare of Students
  - 6.1.2. codes of conduct and respectful behaviour

- 6.1.3. Student behaviour, discipline, and standards of dress
  - 6.1.4. anti-bullying and harassment and discrimination
  - 6.1.5. technology and social media use
  - 6.1.6. grievance procedures
- 6.2. Failure to abide by the School policies may result in disciplinary action for the Student or cancellation of enrolment.
- 6.3. Applicants agree to assist the School in discharging its obligations under the Child Wellbeing and Safety Act 2005 (Vic) by participating in any investigations in relation to allegations of "reportable conduct" or taking any other steps to assist the School with its child safety statutory obligations, if requested to do so by the School or a regulatory authority.

## 7. Communication & Privacy

- 7.1. The Applicant is required to provide copies of all existing court or parenting orders and parenting plans at the time of enrolment and any amendments during the period of enrolment. The Applicants will at all times act in accordance with any relevant court orders or parenting plans. The School will uphold any court order with regard to access/custody arrangements.
- 7.2. The Principal will determine whether any teachers need to be informed of any existing court or parenting orders and parenting plans.
- 7.3. Under no circumstances will the School release addresses or contact details of a Student or Parent, to another Parent without a court order, unless there is consent by both Parents involved.
- 7.4. Staff will not become involved in resolving disputes concerning Student family matters.
- 7.5. If there is reason to believe the Student's safety may be at risk, the School will act in such a way which prioritises the safety of students and staff including if necessary, supervising the Student in secure surroundings until the School is satisfied that it can release the Student into the care of Parents or another suitable party, and further the School will act at all times in accordance with any child safety reporting obligations.
- 7.6. The provision of misleading representations in relation to the guardianship of, or living arrangements of, the Student may result in the School suspending or terminating the enrolment of the Student, including where the School is not satisfied that a responsible adult of good moral character is providing adequate and appropriate supervision and care for a Student.
- 7.7. Applicants and guardians are obliged to keep the School updated at all times of any changes to family or living arrangements and agree to provide copies of all parenting plans, court orders and other relevant documents to the School in a timely manner. The Applicants acknowledge that a failure to keep the School informed in this manner compromises the ability of the School to discharge its duty of care to any affected student.
- 7.8. The School may include photographs and/or audio/visual of the Student captured with or without their name in print and online for distribution within the School community. The

Applicant explicitly consents to such use and disclosure of the Student's photographs and/or audio/visual unless such consent is expressly withdrawn via written notification to the School.

- 7.9. The School will not disclose any information in relation to the Student to any party other than the Applicant, subject to the Privacy Policy and its other legislative obligations.
- 7.10. In the event the Applicant is not the natural parent/s, copies of supporting documentation evidencing legal guardianship of the Student must be supplied to the School with the Enrolment Application.
- 7.11. Under the Privacy Act 1988 (the Act), the School is required to provide Applicants with certain information as to how the School handles Applicants' personal information and how the School will comply with the requirements of the Act and the Australian Privacy Principles. This information is set out in the School Privacy Policy which is available on the School's website. All information pertaining to the Student and the School will be provided to the Applicant in accordance with the Privacy Policy which is available on the School's website.
- 7.12. The School requires the Student and the Applicant read the School's Privacy Policy and refer any queries or concerns with respect to its content to the School Principal. Applicants acknowledge and accept the School's Privacy Policy and consent to the collection, use, disclosure, retention, and destruction of personal information throughout the Student's enrolment at the School, as provided for by the Privacy Policy. The Applicant may at any time opt out of receiving any marketing communication by contacting the School. There is no charge or penalty for opting out from any marketing communication.
- 7.13. Information collected in this document and during the enrolment process can be provided, in certain circumstances, to the Australian Government, Victorian Government and designated authorities. In other instances, information collected on this document or during the process can be disclosed without Applicants' consent where authorised or required by law.
- 7.14. The School is aware of its positive exceptions to privacy including the obligations falling on particular staff (teachers, School counsellors, School Leadership etc.) relating to mandatory reporting, as well as the obligation on the School under the Child Information Sharing Scheme and, on the Principal, relating to reportable conduct, and those obligations of all staff under the School's child safety policies and procedures.

## 8. Attendance

- 8.1. The School is committed to accurate recording and rigorous monitoring of the attendance of all Students and to responding promptly to any attendance issues that may occur.
- 8.2. Attendance records are maintained electronically. In Primary, teachers record attendance at the commencement and end of each School day. In Secondary, teachers record attendance period by period throughout the day. Any absence during the School day is notated by teachers.
- 8.3. Where no advice has been received from an Applicant, the School will attempt to ensure contact is made between the Applicants or nominated contact and the School Office to enquire as to the reason for the student's absence.

- 8.4. The Student must attend the School on the dates and between the hours advised by the School.
- 8.5. After holiday periods the Student is expected to return to the School on the dates fixed by the School unless permission is obtained from the Principal.
- 8.6. The Student is not permitted to leave the School at the end of term until the published closing date unless permission is obtained from the Principal.
- 8.7. It is the Applicant's responsibility to advise the School as soon as practicable if a Student is to be absent for any reason and the estimated length of absence.
- 8.8. All attendance records are maintained in line with the Records Retention and Disposal Schedule for Non-Government Schools, 2nd Edition, April 2018 or as otherwise required by law. Attendance records include notes, emails, and phone records.
- 8.9. The Applicant will encourage the Student to take full advantage of the curricular and co-curricular opportunities provided to further their education so that the Student may develop holistically.
- 8.10. The Student, and the Applicant if required, must attend and participate in all co-curricular activities including chapel and religious services, class excursions, camps, music rehearsals and performances, sport training and matches, and other such activities unless exempt due to medical reasons or similar. Co-curricular activities may be held on the weekend or before or after normal School hours.
- 8.11. Should a Student not be able to attend a class camp or excursion or activity, approval should be sought from the relevant Head of School.
- 8.12. If a Student's attendance falls below 90% attendance in a School term, the School will investigate further. Where concerns exist, the School may require an interview with the student's Applicants.
- 8.13. If the student's attendance remains unacceptable to the School, the Principal may decide to make a formal referral to the Department of Education or appropriate regulatory body.

## 9. Fees and payment

- 9.1. All Fees, Levies and Charges must be paid by the due date unless another arrangement has been pre-agreed in writing between the Applicant and the School.
- 9.2. Time for payment will be of the essence and will be stated on the invoice or any other forms.
- 9.3. All Fees, Levies and Charges are subject to change. Fees, Levies and Charges are set by the Fee Schedule available on the School website. The Applicant must pay the current rate of Fees, Levies and charges set by the Fee Schedule available from the School. Tuition Fees are different for different year levels and are set by the Fee Schedule available from the School.
- 9.4. Payment will be made by cash, or by cheque, or by bank cheque, or by credit card, or by direct debit, or by any other method as agreed to between the Applicant and the School.

- 9.5. GST and other taxes and duties that may be applicable will be added to the Fees except when they are expressly included in the Fees.
- 9.6. The Application Fee must be paid for the Enrolment Application to be considered by the School. It is non-refundable. The Application Fee is a once off payment per Student.
- 9.7. Fees do not include some items, including most sporting trips away from the School, optional camps, or voluntary instrumental music lessons.
- 9.8. Where there is more than one Applicant, all Applicants will be jointly and severally responsible for payment of the School's fees, charges, and levies. Responsibility for Fees, charges and other levies remains jointly and severally with all Applicants irrespective of what may happen to the relationship of the Applicants.
- 9.9. All invoices and statements are sent by email. It is the responsibility of the Applicants to ensure the School is informed of any changes to contact details. A request to add or delete account billing nominees can be made in writing. The School may agree to add new billing nominees at its sole discretion.
- 9.10. These Terms and Conditions of Enrolment do not affect the rights of the Applicant to take action under the Australian Consumer Law if the Australian Consumer Law applies.

## 10. Sibling Discounts

- 10.1. The School may offer discounts on Tuition Fees to siblings, as determined by the School. Sibling discounts may apply to the second and subsequent Students from the same family attending the School from Prep to Year 12.
- 10.2. Sibling discounts do not apply to the School levies.
- 10.3. Students must be from the same immediate family and be attending the School at the same time to be eligible for sibling discounts.
- 10.4. The Student in the highest year level in a family is subject to the appropriate discounted Tuition Fee. As siblings leave the School, the sibling discount is recalculated for the remaining students in that family.

## 11. Early and Voluntary Payments

- 11.1. The full year's Tuition Fee is invoiced at the end of Term 4 of the previous year and can be paid in full or in instalments.
- 11.2. Tuition Fees paid in full before the Early Payment Date may receive a discount on Tuition Fees for Prep to Year 12 students.
- 11.3. Families who choose to pay Tuition Fees in instalments can pay fees per term or over a monthly or fortnightly instalment plan. Families who choose an instalment option must enter into a

direct debit arrangement with the School. Direct debit forms will be forwarded upon confirmation of enrolment.

- 11.4. Where payment of Fees is by instalments, all Fees and Charges for the year must be paid in full within that School year.
- 11.5. The School operates a Building Fund and a Scholarship Fund. Donations are gratefully received and assist with the further development of the School facilities. Voluntary contributions towards the building and scholarship fund are tax deductible donations. Further details concerning the School Building Fund may be obtained from the School Bursar.

## 12. Overdue Accounts

- 12.1. Late payment of Fees and Charges may lead to a debt recovery process by the School. The School is authorised to take such action deemed necessary to recover unpaid Fees or Charges, including recovery costs.
- 12.2. Any overdue accounts may result in late fees, suspension of enrolment, exclusion of the Student from certain activities, termination of enrolment and recovery via legal action.
- 12.3. Families who may be experiencing financial difficulties are encouraged to contact the Bursar in advance of payment dates to negotiate suitable arrangements.
- 12.4. If the School considers it relevant, the Applicant agrees to the School obtaining a Commercial Credit Report from a Credit Reporting Agency.
- 12.5. These Terms and Conditions of Enrolment do not affect the rights of the Applicant to take action under the Australian Consumer Law if the Australian Consumer Law applies.

## 13. Withdrawals

- 13.1. If the Applicant wishes to withdraw the Student from the School, the Applicant must give to the School one full School term's notice in writing signed by each of the persons who signed the Enrolment Application. In default of such notice, if the student/s enrolment has been used to calculate funding income and teaching expenses (including teaching and support salaries) within a future budget period, one term's Tuition Fees will be charged in lieu of notice.
- 13.2. No 'part of' a term or School holiday period will be included in determining the notice period.
- 13.3. No refund of Tuition Fees paid, or waiver of any outstanding Tuition Fees will be made if the Student is withdrawn from the School during a term or is absent for any reason.
- 13.4. If the Student is withdrawn at the insistence of the School, the Applicant is liable for all Fees, Levies and Charges incurred before the date the Applicant is notified of the Student's enrolment at the School being terminated.
- 13.5. The withdrawal of a Student and subsequent re-enrolment of the same Student within 12 months from the date of withdrawal does not require a new Enrolment Application Fee. A new



date of application will be allocated. Re-enrolment of Students after 12 months of withdrawal requires a new Enrolment Application Fee and the full application process.

## 14. Refunds

- 14.1. The Enrolment Application Fee is non-refundable.
- 14.2. Pre-paid pro-rata Tuition Fees will be refunded within two months to the person/s who made the relevant payment or signatories on the letter of offer if the required notice is provided.
- 14.3. A half term's notice is required to discontinue a special subject, or a Fee equivalent to a half term's Tuition Fee will be charged. A full term's notice is required to discontinue a co-curricular activity, or a Fee equivalent to a full term's Fee will be charged.
- 14.4. In the case of prolonged illness (one full School term or more), an application, accompanied by a medical certificate, may be made to the School for consideration of some remission of Tuition Fees. The School has full discretion to offer a refund.

## 15. Health and Medical treatment

- 15.1. The School must be kept up to date and informed of a Student's physical and/or medical needs, including any significant illness suffered or developed by the Student before and during their enrolment. The School reserves the right to assess and determine its ability to provide ongoing education to a student and reserves the right to require the Applicant to provide the School with information as requested, or to require the Applicant to withdraw the Student for a period of time reasonably required to undergo medical treatment.
- 15.2. The School must be immediately notified of any infectious or contagious illnesses or diseases which are contracted by a Student and that Student will not be permitted to attend School, or any School activity, until a medical clearance has been obtained in writing.
- 15.3. The School will notify the Applicant of any injury or illness the Student may suffer at the School, which warrants staff intervention or a visit to the School sick bay.
- 15.4. In the event of an accident or medical emergency when it is impractical to communicate with the Applicant or nominated contact person, the Applicant authorises the Principal to authorise medical, surgical, or other treatment as the School considers necessary in the best interests of the Student. The Applicant will indemnify the School for costs arising from any such emergency or urgent medical treatment.
- 15.5. Students may access the services of specialists such as the School Nurse, Counsellors, and Chaplains. By accepting the Enrolment Terms and Conditions, the Applicant consents to these services being provided and for confidentiality between Student and specialist to be maintained without reference to the Applicant where the specialists deem that appropriate.

## 16. Court Action

- 16.1. Should the Student be the subject of any court action, particularly custody or access issues, being heard before the Family Law Court, the School will not allow staff to issue statements or provide reports regarding the Student, except where instructed to do so by the Court itself.

## 17. Intellectual Property

17.1. Where the School has designed, drawn, written, or created educational systems, techniques, and curriculum in relation to the Student, then the copyright in those designs, drawings, documents, systems, techniques, and curriculum will remain vested in the School, and will only be used by the Applicant at the School's discretion.

## 18. Personal possessions

18.1. It is the responsibility of the Student and the Applicant to take care of any personal possessions including musical instruments, sporting equipment, electronic devices, and clothing. The School is not liable for any loss or damage to this property.

18.2. The Applicant will indemnify the School for any loss or damage to School property arising from the use or possession of such property by the Student.

## 19. Device, Text, and Musical Equipment –Loan

19.1. Any Equipment the School provides to the Student will at all times remain the property of the School and is returnable on demand by the School. In the event that the Equipment is not returned to the School in the condition in which it was provided to the Student, the School retains the right to charge the price of repair or replacement of the Equipment.

19.2. The Applicant will (on behalf of the Student):

19.2.1. keep the Equipment in their own possession and control and will not assign the benefit of the Equipment nor be entitled to lend the Equipment; and

19.2.2. not alter or make any additions to the Equipment including but without limitation altering, make any additions to, defacing or erasing any identifying mark, plate, or number on or in the Equipment or in any other manner interfere with the Equipment; and

19.2.3. keep the Equipment, complete with all parts and accessories, clean and in good order as initially provided to the Student and will comply with any maintenance schedule as advised by the School.

19.3. The Applicant accepts full responsibility for the safekeeping of the Equipment and agrees to insure, or self-insure, the School's interest in the Equipment.

19.4. The Applicant agrees to indemnify the School against physical loss or damage including, but not limited to, loss caused by accident, fire, theft and burglary and all other usual risks. Further the Applicant will not use the Equipment nor permit it to be used in such a manner as would permit an insurer to decline any claim.

## 20. Bring Your Own Device

20.1. It is compulsory for each student in Years 5 to 12 to have an individual computing device for school work.

20.2. The School will provide detailed specifications for the devices for Years 5-8. These devices must be purchased through the School portal and will be supplied with the approved software.

20.3. Years 9-12 are provided with a school-owned device with a bond payment. This device will be equipped with the approved software and must be returned at the end of Year 12.

20.4. Students must use school approved devices for learning. Refer to the School website for more information.

## 21. Uniforms

21.1. Details relating to School uniform requirements are distributed to newly enrolled families upon enrolment.

21.2. The Fees, Levies and Charges do not include the cost of uniform.

## 22. Disciplinary action

22.1. The School reserves the right to discipline the Student, including for out of hours behaviour that may affect other students or staff or unduly damage the reputation or property of the School.

22.2. Disciplinary action may be implemented against the Student in line with the School's Behaviour Management Policy and Procedures. Disciplinary action may include suspension, detention, and expulsion from the School if, in the opinion of the Principal and the Positive Behaviour For Learning (PB4L) Committee, the Student is found to have breached the School policies or is found to have engaged in behaviour detrimental to the School, its staff or students.

22.3. If the Principal suspends the Student, the Applicant will be notified of the period for which the suspension will operate.

22.4. If suspended, the Student will not enter the School grounds for any purpose during the period of suspension without the express permission of the Principal. The Student will be the sole responsibility of the Applicant during the period of suspension.

## 23. Codes of Conduct and Respectful Behaviour

23.1. The Applicant is expected to support the aims, objectives, ethos, rules, policies, and discipline of the School, including the School Codes Of Conduct, the Respectful Behaviour Policy, and PB4L expectations detailed in the Student Handbook.

23.2. Disciplinary action may be implemented against the Student and/or Applicant if, in the opinion of the Principal, the Student is found to have breached the Student Code of Conduct, and/or the Applicant is found to have breached the School Child Safe Protection Code of Conduct and/or the expectations of the Respectful Behaviour Policy. Disciplinary action may include, but is not limited to, termination of enrolment.

## 24. Termination

The Enrolment Agreement may be terminated:

- 24.1.1. in accordance with the provisions of the Enrolment Policy;
- 24.1.2. in accordance with the provisions of the Enrolment Terms and Conditions;
- 24.1.3. in accordance with the Child Safe Protection Code of Conduct;
- 24.1.4. in accordance with the Student Code of Conduct and Handbook;

- 24.1.5. in accordance with the Respectful Behaviour Policy or,  
24.1.6. as permitted by law.

## 25. Privacy

25.1. Mernda Hills Christian College adheres to the Australian Privacy Principles in its use and storage of all information. For a copy of the School's Privacy Policy please contact the School.

## 26. Definitions

**“Applicant”** means the person/s set out in the Enrolment Application being the Parent/s and/or Guardian/s of the Student listed in that Agreement and if more than one, each of them jointly and severally.

**“Application Fee”** means the non-refundable fee required to be paid with an Enrolment Application form.

**“Building Fund”** means a fund operated by the School to assist with the further development of the School facilities.

**“Charges”** means non-Tuition Fees including, but not limited to Levies, IT charges, consolidated charges, camp, excursion charges, charges for elective subjects, School materials, medical expenses and other expenses referred to in these Conditions of Enrolment.

**“Commitment Fee”** means the fee payable at the time of enrolment required to accept an offer of enrolment for the Student. This payment will be refunded at the commencement of the second term of the year in which the Student joins the School. The School reserves the right to change, amend or waive the Commitment Fee at the discretion of the Principal.

**“Disability”**, in relation to a student, means:

- a. total or partial loss of the student's bodily or mental functions; or
- b. total or partial loss of a part of the body; or
- c. the presence in the body of organisms causing disease or illness; or
- d. the presence in the body of organisms capable of causing disease or illness; or
- e. the malfunction, malformation, or disfigurement of a part of the student's
- f. body; or
- g. a disorder or malfunction that results in the student learning differently from
- h. a student without the disorder or malfunction; or
- i. a disorder, illness or disease that affects a student's thought processes,
- j. perception of reality, emotions, or judgement or that results in disturbed behaviour.

**“Early Payment Date”** means the date required to obtain the discount for payment of annual tuition fees in full. It may be specified in the Tuition Fee invoice or otherwise communicated to Parents.

**“Enrolment Agreement”** means the Agreement comprising all of the Enrolment Policy, the Terms and Conditions of Enrolment, Parent Code of Conduct and Student Code of Conduct. Enrolment in the College is confirmed, and the enrolment agreement is deemed complete, when a letter of offer is accepted, and all documentation requested in the letter of offer and the Commitment Fee has been received by the College. *Refer to the Enrolment Policy for the Enrolment Agreement letter of offer.*

**“Enrolment Application”** means the application form for enrolment at the School in relation to the Student. This form is to be completed by online process.

**“Enrolment Terms and Conditions”** means the School’s conditions of enrolment which the Applicant will agree to be bound by when accepting any offer of enrolment made by the School, as amended from time to time.

**“Equipment”** means computing devices, textbooks, and musical instruments.

**“Fee Schedule”** means the list of fees published on the School website.

**“Fees”** include the Application Fee, Commitment Fee, and Tuition Fees.

**“Levies”** means annual items not covered under Charges as itemised on the School website.

**“Parent”** refers to the parent/s and or guardian/s of the student enrolled at the School, and if more than one, each of them jointly and severally.

**“Principal”** means the Principal of the School, or the Principal’s delegate.

**“School”** means Seventh-day Adventist Schools (Vic) Ltd T/A Mernda Hills Christian College, its successors and assigns or any person acting on behalf of and with the authority of Seventh-day Adventist Schools (Vic) Ltd T/A Mernda Hills Christian College.

**“Student”** means the Student named in the Enrolment Application.

**“Terms and Conditions of Enrolment”** means the School’s conditions of enrolment which the Applicant will agree to be bound by when accepting any offer of enrolment made by the School, as amended from time to time.

**“Tuition Fees”** means the annual fee per Student applicable for each year level from Prep to Year 12 payable on the date listed in the Fee Schedule.

**“Waiting list”** means an accepted enrolment application without a specific place available for the prospective student in the appropriate class.

## Related Policies and Processes

- Behaviour Management Policy and Procedures
- Child Safety and Wellbeing Policy,
- Child Safe Protection Code of Conduct Policy
- Enrolment Policy
- Student Code of Conduct
- Enrolment Policy and Procedures
- Parent Code of Conduct
- Privacy Policy
- Respectful Behaviour Policy

## Relevant Documentation or Legislation

- Child Wellbeing and Safety Act 2005 (Vic)
- Privacy Act 1988
- Australian Privacy Principles

## Appendix 1

Teaching and Learning at Mernda Hills Christian College occurs in the following Learning Areas and Studies:

<b>Foundation –Year 6</b>	<b>Years 7-10</b>	<b>Years 11-12</b>
<b>Biblical Studies (compulsory)</b>	<b>Biblical Studies (compulsory)</b>	<b>Biblical Studies (compulsory)</b>
Adventist Encounter Curriculum	Adventist Encounter Curriculum	Religion and Society 1-4
<b>Australian Curriculum</b>	<b>Australian Curriculum</b>	<b>VCE - Units 1-4 (unless indicated)</b>
English	English	English
Mathematics	Mathematics	Accounting
Languages – French	LOTE – French Yrs. 7&8	Art Making and Exhibiting 1&2
	Careers Yrs. 9&10	Biology
Science	Science	Chemistry
Humanities and Social Sciences: Geography, History, Economics & Business, Civics and Citizenship	Humanities and Social Sciences: Geography, History, Economics & Business, Civics and Citizenship	Foundation Mathematics
		General Mathematics
		Mathematics Methods
		Physical Education 1&2
		Physics
		Psychology
		Health and Human Development
The Arts – Visual Arts, Music & Drama	The Arts – Visual Art, Music & Drama	<b>Distance Education</b>
Health and Physical Education	Health and Physical Education	Applied Computing
Technologies: Design and Technology, Digital Technology	Technologies: Design and Technology, Digital Technology	Art Creative Practice
		Visual Communication and design
<b>Compulsory Curriculum</b>	<b>Compulsory Curriculum</b>	<b>Compulsory Curriculum</b>
Keeping Safe: Child Protection Curriculum	Keeping Safe: Child Protection Curriculum	Keeping Safe: Child Protection Curriculum
Sport	Sport	Sport
	Experiential Education Year 9 Learning 4 Life Program	

	Invictus	
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