Business Notice

1 APPLICATION FOR ENROLMENT

Application must be made on the School's official application form. While application is a pre-requisite to admission, it is not a guarantee of admission and the School reserves the right to offer a place to any applicant irrespective of the date of the application.

A registration fee and a copy of the applicant's Birth Certificate (or similar documentary evidence of the date of birth) must accompany each application.

The registration fee is non-refundable. A sibling discount is available upon receipt of multiple enrolments for 2 or more family members if the applications are made at the same time.

2 ADMISSION

Admission to the School is conditional upon the Head of Campus being satisfied as to the suitability of the applicant.

The offer of a place may be made only after the applicant has sat an entrance test or been interviewed, depending on the level of entry.

A place as an enrolled student is accepted by signing and returning the Letter of Acceptance, and the payment of the Capital Levy.

If the enrolment does not proceed, except in exceptional circumstances, the Capital Levy will be retained by the School.

A non-refundable Prep Deposit fee is applicable to Early Learning Centre students for priority entry into Prep. The deposit is deducted from the Prep tuition fees as a credit to the School fee account.

3 CAPITAL LEVY

Each family is required to pay a Capital Levy upon acceptance of a place at Ivanhoe Grammar School. The Levy is non-refundable and is charged on a per student basis. A sibling discount is available.

4 TUITION FEES AND ACCOUNTS

The Board reserves the right to determine, at its discretion, the level of fees and charges. Fees and charges are subject to increase without notice. The Board publishes an Annual Tuition Fee Schedule in October for the following year.

A third of the annual tuition fee is due and payable and is charged 3 times a year.

Accounts for tuition in any given year are due and payable in advance in the October of the preceding year, then in February and May and are non-refundable. When the student is in his or her final year at the School, no account for tuition will be rendered in October of ***that*** year.

All fees and charges made by the School are due and payable by parent/s or guardian/s of a student within 14 days of rendering the accounts.

An account outstanding by the due date will be charged a Late Fee at the rate specified in the Schedule of Fees as amended from time to time, together with any costs incurred relating to recovery of outstanding fees.

The School reserves the right not to allow a student to commence a new term while any part of the fees or charges for the previous billing period remains unpaid.

Issues relating to the payment of fees should be referred to the Business Manager.

Students admitted to the School during a term will be charged a full instalment prior to commencement. The appropriate pro rata adjustment to the fees will be made on the subsequent fee account.

If a student is withdrawn at the insistence of the School, the parent/s or guardian/s is/are liable for all School fees and charges to the date of notification of the student's enrolment at the School being terminated. Withdrawal of a student for any other reason is subject to a term's written notice, as set out below.

No reduction is made on an account for student absences of less than (1) one full term as the expense incurred in maintaining the costs of the School is not lessened by the temporary absence of individual students. For absences of one full term or more, a charge per term will apply.

The Business Manager is authorised by the Board of Governors to take such action as deemed necessary to recover unpaid fees or charges, including costs of recovery.

5 SIBLING DISCOUNT

The sibling discount for tuition fees is calculated at the rate of 5% for the second child and 10% for the third and subsequent children in the family attending the School.

A sibling discount will apply when a student in the family is in receipt of a scholarship associated with the General Excellence Awards and Academic Scholarship programs. Scholarship recipients and all other bursaries will be ineligible for sibling discount consideration.

6 COMPOSITE FEE

The composite fee covers compulsory extra charges applicable to a particular year level and is charged in two instalments in February and May. The fee includes year level educational camps, compulsory excursions and incursions, technology levy, the supply of some bookroom materials, Year 5-10 notebook computer program, School photographs, Cadet Unit and Co-Curricular programs, Year 12 jumper and Valedictory and accident insurance protection.

The composite fee excludes all non-compulsory items such as specific Round Square camps/conferences, music camps, any specific additional IB program costs, sporting tours and optional co-curricular activities.

7 WITHDRAWAL OF STUDENT

A term's notice in writing to the Head of Campus is required prior to any student leaving the School. Such notice must be received before the first day of the student's last term, otherwise a fee equivalent to a term's fees will be charged. If a student leaves during a term without the appropriate notice, no refund will be made for the remaining portion of the term.

Should a student for whom a place at the School has been accepted and a deposit paid subsequently be withdrawn from enrolment for any reason, a term's notice in writing is required otherwise a fee in lieu of notice equivalent to a term's fees will be charged.

8 DISCIPLINE OF STUDENTS

The School reserves the right to discipline any student. A student may be suspended or expelled, if in the opinion of the Principal, the student is guilty of breaking the School's rules or standing orders, or is guilty of behaviour prejudicial to the welfare of the School, its staff or students.

When the Principal suspends a student, the parent/s or guardian/s shall be notified to that effect and of the duration of the suspension. A student who has been suspended shall not enter upon any of the School grounds for any purpose during the period of suspension without the express permission of the Principal and shall be the sole responsibility of his/her parent/s or guardian/s during such period.

Suspension shall debar a student from any entitlement express or implied to sit for public or any other examinations conducted by or at the School.

If, in the opinion of the Principal, it is in the interests of the School, its staff or students that a student should no longer remain enrolled, the student's name shall be removed from the School Roll. The student shall be debarred from attendance at the School for any purpose, and the Principal shall notify the parent/s or guardian/s to that effect. Any student so expelled shall not thereafter enter upon the School grounds.

The attention of parent/s and guardian/s is drawn to the rules contained in the School Handbook.

9 SCHOOL POLICIES

Enrolment of students is conditional upon students and parents/guardians at all times observing all other relevant policies and directions of the School, determined by the School from time to time. By applying for enrolment, each parent/ guardian accepts these terms.

These terms and conditions may be varied at any time by the School, by written notice to the parent/guardian, or by letter generally circulated to parents through the School's communication systems, and will apply from the time they are promulgated.

10 CANCELLATION POLICY FOR OUTDOOR EDUCATION

The Outdoor Education and Adventure Program is compulsory and attendance is mandatory, however non-attendance in exceptional circumstances may be appropriate. Non-attendance requires at least 11 working days notice in writing to the Head of Campus and the Director of Outdoor Education and Adventure. A doctor's certificate is required by the School when the reason for non-attendance is medical.

Where a full or pro-rata refund of the Annual Cost is authorized by the Head of Campus and the Director of Outdoor Education and Adventure, the refund will be credited to the School fee account after the event. No refund will granted where the appropriate notice or a suitable reason has not been given.