



St Catherine's School

Waverley, Sydney

*An Anglican Day and Boarding School for Girls,
Kindergarten to Year 12. Founded in 1856.*

Statement Of Conditions Of Entry

AUSTRALIAN CITIZENS AND RESIDENTS

Upon offer of enrolment, students will be admitted to St Catherine's School subject to acceptance by their parents or legal guardians (guardians) of the following conditions:

1. In enrolling their daughters at the School, parents or guardians agree to support the programmes of the School. All students are required to participate in all mandatory activities including: attendance at Christian Studies classes, Chapel Services, Assemblies, camps and excursions.
2. Parents or guardians agree to abide by the rules and regulations of the School as may from time to time be issued or amended by the School Council or Headmistress and to support the School in the enforcement of its rules, regulations and the maintenance of the School's standard of behaviour.
3. If the Headmistress, or any person deputising for the Headmistress, considers that a student is guilty of a serious breach of the rules or has otherwise engaged in conduct which is prejudicial to the School, its students or staff, the Headmistress or a person deputising for the Headmistress may, at their absolute discretion, exclude the student permanently or temporarily from the School and/or School activities.

No refund or remission of fees will apply.

4. If the School Council or the Headmistress believes that a mutually beneficial relationship of trust and co-operation between a parent or guardian and the School has broken down, then the School, the School Council or the Headmistress may require the parent to remove the child from the School.

No refund or remission of fees will apply.

5. Except in the case of illness, permission for a student to be absent must be sought beforehand. Requests for extended leave should be made well in advance of the anticipated date of leave. With the exception of leave for pre-planned medical treatment, requests for leave are discouraged and the automatic granting of such leave should not be assumed.

A written explanation from the parent, guardian or Head of Boarding is required for every absence on the next day of attendance at School.

6. All students are required to wear the school uniform neatly and properly at School, on School occasions and when travelling to or from School.

7. To enable suitable care for the student, any changes in family circumstances affecting the life of the student at the School are to be disclosed to the School.
8. Parents/guardians are obliged to disclose to the School all relevant information regarding any medical diagnosis or any form of assessment (including educational, psychological or physical assessment) relating to a student or her educational status prior to and during the period the student is enrolled.
9. If a student requires urgent hospital or medical treatment of any nature whilst at School or involved in a School activity, and the School, after making reasonable efforts, is unable to contact the parent or guardian, then the parent or guardian will be taken to have authorised the School to give authority to the relevant health professional/s for such treatment. Parents and guardians will also indemnify the School, its employees and agents in respect of all costs and expenses paid by them or arising directly or indirectly out of such treatment.
10. Students are responsible for their personal belongings and the School will not be liable for any loss of these belongings.
11. Changes of address, phone numbers or other information on the Application for Enrolment form must be given to the School as soon as known.
12. The School reserves the right to amend programmes at any time without notice to parents. This may include the discontinuance of teaching subjects and other programmes. Every effort will be made to minimise any adverse impact on the students of any such amendments, but nevertheless this right may need to be exercised from time to time.
13. One term's notice is required in writing before the withdrawal of a student from the School or a full term's fees will be charged in lieu of notice. This applies to tuition fees and boarding fees. One term's notice is required in writing before a student changes from boarding to day student status or a full term's boarding fees will be charged in lieu of notice. Enrolments and withdrawals of co-curricular subjects must be made a minimum of three weeks prior to the end of each term.
14. Fees for students in Kindergarten to Year 11 are charged four times per year with fee accounts being issued prior to the beginning of each term. Fees for students in Year 12 are charged three times per year prior to the beginning of Terms 1, 2 and 3.

Fees are payable in advance and a discount is given when payment is received in full on or before the due date each term.

The Business Manager should be contacted if difficulty is experienced in paying fees. The School reserves the right to refuse a student entry to a new term if fees are more than one term in arrears without written approval from the Business Manager. An administrative charge and interest may be charged on overdue monies.

A non-refundable application fee is payable upon submission of the Application for Enrolment to the School. A non-refundable enrolment fee is then payable on acceptance of an offer of enrolment, and, together with completion of the Acceptance of the Offer of Enrolment form, confirms acceptance of the offer of enrolment. In addition, for families new to the School, Term 1 fees are required in advance, normally in October of the year before entry.

There is a sibling discount whereby second and subsequent sisters each receive a 10% discount on tuition fees only. There is a means tested fee concession on tuition fees for daughters of Anglican clergy.

The level of tuition, boarding and other fees, levies and charges are determined and notified by the School Council from time to time. Levies and charges related to particular School programmes are determined and notified by the School from time to time.

15. Information collected by the School is covered by the St Catherine's School Privacy Policy.
16. The School Council may alter these conditions of entry at any time by notifying parents/guardians in writing. Alterations will apply from the date of the notice.

January 2008