

Castlemaine Steiner School & Kindergarten

PO Box 473, Castlemaine 3450 Cnr Rilens Road and Pyrenees Highway, Muckleford
Telephone: (03) 5470 6235, Fax: (03) 5470 6237, Email: enquiries@castlemainesteinerschool.com.au

Conditions of Admission - 2008

NAME OF STUDENTS / FAMILY:

We agree to be bound by the following conditions

1. Regular Term Tuition Fees and charges are subject to amendment by the Administration Council, with a minimum of one term's notice. Fees are generally set in Term 4 for the following year.
2. All Fees as invoiced are payable in advance, i.e. within 30 days of receipt of account.
3. If full fees are outstanding after 30 days, an Administration Fee of \$25 will be charged from the date the debt was incurred. *No Administration Fee applies where a signed Fee Agreement has been negotiated with the Accountant/Business Manager.*
4. From time to time the balance of your families fee account may be in credit. This may arise from payments received by the school on your behalf, such as Conveyance Allowance, EMA payments, fees paid in advance, or over payments. The school will hold such monies to offset against future fees unless otherwise advised.
5. An **Entry Bond of \$250** is payable upon enrolment in Prep or later years. This bond is refundable, on request, within 60 days of the pupil leaving the school, on the condition that there are no unpaid fees or charges, and having given one term's notice of leaving. Written application to the Administrative Council is required for a refund to be considered in any other circumstances. After one year from the exit date of the child, Bonds which have not been refunded will be transferred to the school building fund and are deemed to be forfeited.
6. A term's notice in writing is expected and appreciated before a pupil is withdrawn from the school. Fees up to the end of the term where the child leaves the school will be payable. Should a term's notice of a child's withdrawal from the school not be given, the Entry Bond will be forfeited.
7. If your child is absent from school for an extended period of time (being one term or longer) – you are liable for half the tuition fees for the period of absence. Written notice of the period of absence from the parent/s must be lodged with the administration office.
8. Costs that will be required in addition to regular term fees are:
 - * Music Tuition fees (Class 3 – 8) - \$210 per term for all students in Class 3 upwards.
 - * Purchase of Music Instruments - approximately \$80 for a recorder in Class 1. Class 3 onwards – private purchase of stringed instrument from \$200 for a violin, up to \$700 or more for a cello.
 - * Excursions/camps/special events – Approx. \$200 - 400 per year per student according to year level
 - * Individual class levy for text books – Approx. \$30 per year for senior studentsThese costs are payable on invoice. They are subject to amendment by the Administrative Council.
9. The College and Administration Council reserves the right to refuse initial or continued enrolment of any child, should they have proper grounds for this decision. Refer to the Admissions and Enrolment Policy for processes here.
10. Parents of children with Special Needs must attend a meeting with a teacher and administration staff to determine the school's ability to meet the needs of the child before enrolment is confirmed.
11. It is expected that all new families to the school are familiar with the Parent Handbook.
12. Agreement to the conditions of the School Fee and Fee Retrieval Policy in particular is a requirement of entry to the school.
13. Parents / guardians are expected to participate in school WORKING BEES and in preparation for the annual Spring Fair.
14. Non-compliance with the school's policies may result in temporary exclusion or termination of your child's enrolment.
15. **I/we have participated in the required Admission Interviews with the Class teacher and the Accountant/Business Manager and understand that both (where two parties have signed) are jointly and severally responsible for the financial obligations to the school.**

Over page for Signatures .../2

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We / I and

Parents/Guardians of the above mentioned child, do hereby apply for her/his admission to the Castlemaine Steiner School. We have read the Conditions of Entry and Privacy Information and agree to be bound by them.

Signed and

Date

Privacy Collection Notice

The Castlemaine Steiner School and Kindergarten is aware of and implements the requirements of the State and National Privacy principles and obtains consent for uses and disclosures of personal information that may not be for the primary or secondary related purposes to the collection:

1. The school collects personal information, including sensitive information about pupils and parents or guardians before and during the course of the student's enrolment at the school. The primary purpose of collecting this information is to enable the school to provide schooling to your son/daughter.
2. Some of the information we collect is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care.
3. Certain laws governing or relating to the operation of the school require that certain information is collected. These include Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about students from time to time.
5. The school from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, sports teachers and volunteers.
6. If we do not obtain the information referred to above we may not be able to enroll or continue the enrolment of your son/daughter.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, magazines and on our website.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the pupil, or where pupils have provided information in confidence.
9. As you may know the School from time to time engages in fundraising activities. Information received from you may be used by the school or an agent of the school to make an appeal to you.

Any Additional Information:

Signed (Accountant) Date:

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| OFFICE ONLY | Amount | Date Paid |
| | Being For: | |