



TERMS AND CONDITIONS

TERMS AND CONDITIONS OF ENTRY

A vacancy will not be held for a new student who is unable to commence at the beginning of the School year, or for a student who is already in the School and who leaves for an extended period of time due to pressure on student places. These students will, however, be given priority for any vacancy upon their arrival/return, subject to a place being available.

Please note that a family seeking an absolute guarantee that a place will be held for their daughter is required to pay full fees while the place is held. For example, if entry into Year 7 from Semester 2 is required, parents would pay the full Semester 1 fees in order to hold the place until their daughter has commenced School.

The appropriate Year Level for students coming from overseas will be determined on the basis of academic assessment by Loreto Toorak staff prior to confirmation of enrolment or where necessary, by an outside provider.

CHANGES TO INITIAL YEAR OF ENTRY

Changes to the initial Year of Entry as stated on the Application for Enrolment Form must be made to the Admissions Office. **The date of the requested change of enrolment to an alternative year level will then become the new application date.** A maximum of two deferrals will be accepted for any given student before an application is cancelled. A deferred application will not automatically guarantee a place in a future year level and will be accepted on the basis of availability.

In all instances of a request for a change from an initial year of entry, all applications will revert back to the status of being an application for enrolment only. This includes deferrals, interviewed and confirmed applicants who have paid their \$1400 Enrolment fee. The Enrolment fee and the Commencement fee are non-refundable in the event of a withdrawal or cancellation of an enrolment, however if an enrolment is deferred to a later year of entry after an Enrolment or Commencement fee is paid, these fees will be carried forward and no further payment will be required.

Once an offer has been extended the offer must be accepted with the payment of a \$1,400 Enrolment fee by the due date to confirm the place. Should the need to defer this place at a later stage occur this will be subject to availability and will include a change to the application date.

ENROLMENT

The student will be enrolled at the School until completion of Year 12 or until the student is otherwise withdrawn or removed from the School or her enrolment is otherwise cancelled by the School.

Full and frank disclosure of all information relevant to your daughters enrolment is required, otherwise initial and ongoing enrolment may be affected. As a party you must continue to provide such information as circumstances change or more documents are created or come into your possession.

If my/our daughter is transferring from another school, I/we authorise Loreto Toorak to obtain from that school any information that may be required by it.

I/We agree that I/we am/are liable to the School for the payment of all tuition fees, other fees and charges relating to their student's attendance at the School and to comply with the School's Schedule of Fees and Charges and all other terms and conditions imposed by the School in relation to the payment of such fees and charges. If more than one parent/guardian, each of them agrees to jointly and severally liable to the School for the payment of such fees and charges.

I/We understand that the Enrolment Fee is non-refundable should we decide at a later date not to proceed with my/our daughter's enrolment.

I/We understand and agree that once our daughter is enrolled at Loreto Toorak, one term's notice in writing to the Principal is required prior to the withdrawal of my/our daughter and that one full term's fees in lieu of notice will be payable by me/us if a full term's notice is not given.

I/We agree to the use of our contact details and personal information to the extent necessary to enable Loreto Toorak to administer its Loreto Welcomes Program and other programs and to facilitate communications between the School, parents and students as required. In particular we authorise the Admissions Office to advise the Parent Representative Co-ordinators of our family's enrolment.

Promoting our School to the wider community occurs regularly via video and static images of our students in our publications, advertising and through our online presence. In accepting your enrolment at Loreto Toorak, you authorise the use of your daughter's image for these purposes. If you disagree with this requirement or need to discuss this further please contact the Admissions Department.

CANCELLATION OF ENROLMENT

One full school term's notice in writing to the Principal is required in the event of the withdrawal of a student from the School with such notice to be given prior to the commencement of the next school term. If this notice is not given, payment of one full term's fees in lieu of a full term's notice is required.

POLICIES

Parent/Guardian/s agree to comply with and uphold the School's policies, rules and procedures (as introduced or amended from time to time). If required contact the Admissions Office for the most recent copies.

STANDARDS OF DRESS AND BEHAVIOUR

At all times, a high standard of behaviour is expected of our students inside and outside the School. Parents/Guardians are expected to reinforce the need for students to treat others with courtesy and respect and to make responsible decisions which show consideration for others and for the welfare of the School.

All students are required to comply with the School's uniform policy be neatly dressed and to wear the School Uniform with respect at all times. Please refer to the uniform guidelines in the Student Planner. A student may be asked to leave the School temporarily or permanently at the discretion of the Principal, in accordance with the School's policies on Pastoral Care and Discipline. More details are provided in the Parent Information Handbook.

INVOLVEMENT

Enrolment in the School implies agreement to participate in all School activities which the School deems to be compulsory, including Excursions, Liturgies, Religious Education classes and Masses, Retreats, Reflection Days and Year Level Camps.

MEDICAL

In the event of injury or illness to the student necessitating urgent hospital or medical treatment including injections, blood transfusions and the like and where the parent or guardian cannot be contacted to authorise such treatment, a responsible member of the Loreto Toorak staff is automatically empowered to give the necessary authority for such treatment without the School or such person incurring any legal liability whatsoever.

Parent/Guardians must keep the School advised in writing of the student's medical history and medical needs from time to time including any significant illness or disability suffered or developed by the student during her enrolment. The School must also be immediately notified of any infectious or contagious disease contracted by the student while enrolled at the School.

SPECIAL NEEDS

The Parents/Guardians must advise the School prior to accepting an offer of enrolment and at all times after of any disability or specific learning or behavioural needs that the student may have and of which the School should be aware. They must also advise of any adjustments or specialised support services they consider should be made available by the School to ensure that the student is able to access the School's curriculum and educational program.

ATTENDANCE

Students are expected to be in attendance at School for the full duration of each School term. Only in special circumstances will permission be given for a student to return late or leave early for term vacations, or to be absent during term. In the case of illness, a written explanation from the parent or guardian is required on the next day of attendance at School (for every period of absence).

COMMUNICATION

The School publishes a regular eBulletin containing information of importance to parents and is available by email. It is the responsibility of the parents or guardians to read the eBulletin. It is the responsibility of the parents or guardians to inform the School of any change of address, email address, telephone numbers, other contact details or changes to family circumstances including any change to the residential address of the student. The School communicates regularly via email, mail and when the School deems necessary, via SMS.

FEES

The Parent/s and/or Guardian/s agree to be liable to the School for the payment of all tuition fees, other fees and charges relating to their student's attendance at the School and to comply with the School's Schedule of Fees and Charges and all other terms and conditions imposed by the School in relation to the payment of such fees and charges. If more than one parent/guardian, each of them agrees to be jointly and severally liable to the School for the payment of such fees and charges.

COURT ORDERS

The Parents/Guardians agree to provide and disclose to the School on a timely basis copies of all Court orders (including Family Court orders and intervention orders) that may impact on or relate to the student and of which the School should be aware. This includes orders concerning the parent or person with whom the student lives and the rights of each parent/guardian in relation to decisions concerning the student's education and day to day issues. The Parents/Guardians will at all times act in accordance with any relevant Court orders in their dealings with the School.