



PRINCE ALFRED COLLEGE

Enrolment Acceptance

Agreement - Terms and Conditions of Acceptance of an Offer of a Place

I/we the undersigned (we/us/our):

Acknowledge that in the event that false, inaccurate or misleading information is provided, Prince Alfred College reserves the right to cancel the offer.

Enrolment

1. Acknowledge that, upon acceptance of the Offer of a Place at Prince Alfred College (College) and payment of the enrolment acceptance fee, our son is enrolled in the year level specified in the Offer of a Place, and the enrolment shall continue until completion of Year 12, unless the enrolment is terminated earlier in accordance with these terms.
2. Acknowledge that in accepting the Offer of a Place, we agree to be bound by the Terms and Conditions listed herein.

College Values, Rules, Regulations, Codes of Conduct and Policies

3. Agree to be bound by such values, rules, regulations, codes of conduct, and/or policies of the College as may be in force from time to time.
4. Acknowledge that the College:
 - a) will provide us with information concerning the values, rules, regulations, codes of conduct, and policies of the College (and any changes concerning those rules, regulations, codes of conduct and policies, which may occur from time to time);
 - b) will provide us with updated versions of such rules, regulations, codes of conduct, and policies by one or more of the following methods: posting the information on the College's website, email, or other publications.
5. Acknowledge that we have read the abovementioned documents and that it is our responsibility and that of our son to make ourselves thoroughly conversant with the values, rules, regulations, codes of conduct, and/or policies and that we must obey the rules, regulations, codes of conduct and policies.

6. Acknowledge that:
 - a) the College has the right to expel, exclude, suspend or otherwise discipline a student, when in the reasonable opinion of the Headmaster or their delegate there has been a serious or continued breach of College rules, regulations, and/or policies, including conduct which brings into disrepute the good name and reputation of the College;
 - b) the College has the right to terminate enrolment of our son in the event of a serious or continued breach of these Terms and Conditions.

Engagement and Conduct

7. Agree that our son will participate fully in the total educational program of the College, including the academic curriculum, co-curriculum, pastoral, house, outdoor education, camps, and other programs.
8. Commit, in partnership with the College staff, to engaging our son in the College's Approach to Learning framework, and relevant behaviour expectations and student codes of Conduct. I/We understand that a part of the Approach to Learning (ATL) data in the Secondary School is the process of Academic Review and/or Probation that our son may have to enter into if he does not meet the ATL required standard.
9. Agree to help and support activities including sports, camps and excursions, Friends of Prince Alfred College, Foundation, or other official College committees wherever possible.
10. Undertake to support the Headmaster and staff of the College, in matters of discipline and administration, as outlined in communications to parents/guardians from time to time.
11. Agree to comply with the College's General Rules and codes of conduct that relates to interactions with staff and other members of the College Community including other parents, guardians and carers.
12. Agree that communications, whether verbally or in writing, should show respect, courtesy and consideration and not harass or bully another person or use intemperate language and not be confrontational.
13. Agree to meet the College's expectations that social media and messaging platforms should be used to build community and contribute to a positive dynamic amongst parents/guardians and guardians and not be used to criticise or denigrate others in the College community or the College.
14. Acknowledge that the Headmaster may issue a written barring notice to us from entering the premises. We recognise the Headmaster would normally only do this if we were in breach of these conditions or otherwise behaving in a way that put at risk members of the College community, including students, staff, parents and guardians, or College property.

Attendance

15. Acknowledge that requests for leave from College activities, including academic curriculum, co-curriculum, pastoral, house, outdoor education, camps, and other programs and for early departure at the end of a day or term and/or late return from breaks, are considered only in the exceptional circumstances.
16. Understand that we must prioritise representation of the College ahead of other external cocurricular commitments. In the event of State or National representation, we will work closely with the relevant College staff to jointly support our son to ensure he is able to engage in such opportunities.
17. Agree to make any application for leave in writing to the relevant Head of School and to respect and observe their decision.

Fees and charges

18. Agree to pay accounts for fees and charges, as set out in the Fee Schedule for the relevant year (available at <https://pac.edu.au/admissions/fees/>) within the period requested by the College.
19. Acknowledge that:
 - a) where the enrolment agreement has been executed by more than one parent or guardian, all such parties will be jointly and severally liable for the payment of school fees and charges, as set out in the fee schedule for the relevant year (available at <https://pac.edu.au/admissions/fees/>); and
 - b) the College can take action to recover payment of tuition or other fees against either or both parents or guardians where they have entered into the enrolment agreement jointly and severally.
20. Acknowledge that the College will provide updated information concerning fees and charges at least once a year. The College will provide the updated Fee Schedule by at least one of the following methods: by posting the information on the College's website, email or other publications.
21. Acknowledge the College will make resourcing and planning decisions and allocate personnel and other resources on the assumption of our son's enrolment with the College, including in preparation for the following school year, such that the College will suffer loss in the event that our son's enrolment is terminated without sufficient written notice being provided to the College.

Fees and charges (continued)

22. Agree that our son may only be withdrawn by us at the end of a term and that a full term's notice in writing must be given to the Headmaster or his nominee before the removal of our son or transfer of him from a boarder to the status of day student. If we fail to give a term's notice in writing, it is understood that we will remain liable to pay an amount equivalent to one term's fee for the following term in lieu of such notice, irrespective of the date our son may leave. Where two parents or guardians enter into the contract of enrolment agreement, notice must be given by both parents and guardians.
23. Understand that no remission of fees, either in whole or in part, will be made should our son be absent from school due to illness, leave or suspension. The College may, in special circumstances, consider the remission of fees at the discretion of the Headmaster.
24. Agree that should an account for fees and charges not be paid by the due date, upon notice by the College, an administrative charge as determined by the College Council (currently \$100) will be payable.
25. Agree that in the event we do not comply with College fee policies, the College can take all steps necessary to recover monies owed, including the taking of professional debt collection action, and we agree that we will be liable to pay any costs or expenses incurred in the collection of overdue accounts.
26. Agree to pay a non-refundable enrolment fee of \$1250.00 by the date set out in the Offer of a Place. We understand that if this fee is not received by this date, our son will be withdrawn from the list of students guaranteed a place for entry in the year stipulated by us in the Offer of a Place. This enrolment fee also provides life membership of the Prince Alfred Old Scholars' Association (PAOCA).
27. Authorise the College to incur reasonable expenditures on our behalf such as purchase of books, stationery and equipment.
28. Understand that this offer is for entry into the year level and calendar year stipulated by the College in the Offer of a Place. We understand we are entitled to defer this offer once without penalty by notifying the College in writing of our intention to defer acceptance of this offer. However, we acknowledge that the College cannot and does not guarantee that a place will be available in the year we choose to defer to.

Excursion and Medical Emergencies

29. We consent to our son attending and participating in school activities, including excursions arranged by the College. We understand these camps, activities and excursions are part of the curriculum and, unless there are exceptional circumstances, our son will be required to attend.
30. In the event of an emergency, we consent to our son using transportation and/or receiving such medical or surgical treatment as may be deemed necessary by medical and hospital staff providing medical information. The cost of such treatment will be borne by us. We understand that the College staff will make every reasonable attempt to contact us before such treatment is provided.

Privacy

31. We have read the College's Privacy Policy and acknowledge that the College may from time to time collect personal information about parents/guardians and students, as necessary for the College to conduct its functions and activities.
32. We authorise the College to use and disclose personal information in accordance with the College's Privacy Policy and information Collection Notice.
33. We are aware of our rights to have access to our information to request correction of it, to be informed of any action taken in response to such a request, and to have attached to the information, a statement that we have requested a correction. We agree to pay any reasonable charge in connection with these requests.
34. We acknowledge that the information may be provided to education authorities if required by law.
35. We authorise the College to obtain any information about our son that may be necessary to achieve the purpose of educating our son and to disclose any information obtained during the course of our son's education to the applicant's parents/guardians.
36. We acknowledge that the College undertakes to dispose of this information if the applicant is not admitted to the College, unless instructed to retain the information.

Agreement Validity

37. We agree that if any term in this acceptance of enrolment is found to be invalid or unenforceable for any reason, this will not (as far as possible) affect the validity of the remainder of the agreement.