Conditions of Entry

Applications
1. An Application for Admission must be accompanied by a Registration Fee of $300. This fee is non-refundable. All applicants are listed in order of date of receipt of the Application for Admission.

Normal intake years are:
- Pre-schools St Mark’s or St Michael’s
- Junior School (K to 2) Kindergarten
- Junior School (3 to 6) Year 3 – approximately 12 places only
- Senior School (7 to 12) Year 7

2. Applications received for entry at non-intake years are welcomed. They will be assessed on a case by case basis. Places do become available from time to time in non-intake years.

Entry
1. On receipt of the Application for Admission the procedure to complete the enrolment is as follows.
   - Parents/guardians and potential students will be called to an interview up to twelve months before the date of entry for Pre-school and Kindergarten and up to two years and six months before the date of entry for Year 3 and Year 7. If the application has not been received early enough to obtain a place, the applicant is placed on lists for entry at a later date. Comprehensive and full disclosure of special circumstances, including medical details must be brought to interview.
   - Following the interview the School may make an offer of a place. Acceptance of an offer, completion of the required documentation and payment of the appropriate Enrolment Fee will immediately confirm that place in the School. Non-payment of the Enrolment Fee will result in the place being forfeited.
2. The School reserves the right to vary the timing of entry or to refuse entry at its discretion. In circumstances where admission is not granted, any Enrolment Fee paid will be refunded.
3. Two terms’ notice must be given in writing if the applicant does not take up a place that has been offered and accepted. A full term’s fees in lieu of notice will be charged, and the Enrolment Fee could be forfeited and cannot be used for entry at a later date.

Enrolment Fees
1. Pre-school to Year 12: The Enrolment Fee is determined each year in line with tuition fees charged. Refer to the current School Fees Schedule. The Enrolment Fee, once paid, is non-refundable, whether or not the student starts at the School. The enrolment fee is not credited towards tuition fees.
2. Pre-schools: The Pre-school deposit is $1,000 and is refundable when the student leaves the Pre-school, after having given one term’s notice. If the student does not start at the Pre-school, the deposit is non-refundable.

Fees
1. School fees are reviewed by the School Council from time to time and are subject to variation without notice.
2. School accounts are rendered from the Business Manager’s Office at the commencement of each term. These accounts are payable within 30 days of the date of issue. If the account is not paid in accordance with these terms, the student’s name will be removed from the School’s roll and the student will be excluded from attending classes unless:
   - there are special circumstances which have been advised in writing prior to the due date
   - financial arrangements are made for payment of the unpaid fees prior to the due date which are acceptable to the School Council
   - the Council directs that the student’s name shall not be so removed.
3. Other costs such as for camps, excursions, materials or purchases may be charged to a student’s account at the School’s discretion and shall be payable under the same conditions as School fees.
4. A pro rata charge is made for students entering the School during a term.
5. The parents and guardians of a student are jointly and severally responsible for payment of fees.
6. Fees not paid by the due date, and where no other arrangement has been reached with the Business Manager, will incur an Administrative charge of $250.00 per account. In addition to the Administrative charge, students may not be allowed to return to School until all fees have been paid.

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The Student
1. A term’s notice must be given in writing to the Headmaster by the student’s parent or guardian before the student is removed from the School or if his status is to be changed from a boarder to a day student. A full term’s fee in lieu of notice will be charged. Different conditions apply to full-fee paying overseas students (see note at the end of these conditions).
2. Full disclosure of medical and educational details is mandatory.
3. The School must be notified in writing of changes of address, phone numbers or other information noted on the student’s record.
4. All students are required to abide by the School rules and act in accordance with the directions of School staff.
5. All students are required to wear the School uniform neatly and properly at School, when travelling to and from School and at all School occasions unless otherwise instructed.
6. A written explanation from the parent or guardian is required for every absence on the next day of attendance at School.
7. Except in the case of illness, permission for a student to be absent from School must be sought and granted in writing at least three days beforehand. Only the Head of Senior School, the Head of Junior School and the Director of Early Learning (or their nominees) can give this permission.
8. The automatic granting of extended leave should not be assumed. Request for such leave should be made in writing to the Head of Senior School, the Head of Junior School or the Director of Early Learning well in advance of the anticipated date of departure. Approval for short leave for pre-planned medical reasons should also be sought as far in advance as possible of the anticipated leave.
9. In the event of injury or illness to a student needing urgent hospital or medical treatment, including but not limited to injections, blood transfusions and the like, and where the parent or guardian is not readily available to authorise such treatment, a responsible member of the School staff is automatically empowered in such a situation to give the necessary authority for such treatment without the School, or such staff member or any other employee or agent of the School incurring any liability to the student, parent or guardian in so doing. The parents or guardian agree to be liable for, and indemnify, the School, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.
10. The School does not take any responsibility for insuring the cost of medical or dental expenses in the case of accidents involving students while playing sport or taking part in School activities. Parents are therefore advised to consider taking out the appropriate insurance cover. The School has negotiated and recommends an insurance policy. Further enquiries on this matter should be directed to the Business Manager’s Office.
11. The School does not undertake insurance of a student’s personal belongings and takes the view that such insurance is a parental responsibility.

The School
1. The School reserves the right to amend its academic and other programs at any time without notice to parents. This may include the discontinuance of teaching subjects and other programs.
2. The School reserves the right to discipline or expel any student who breaks the School rules or who, in the opinion of the Headmaster or his nominee, is guilty of misbehaviour prejudicial to the welfare of the School.
3. The School may give such reason or reasons as it shall see fit for any discipline or exclusion, but no reason need be given and no consultation or discussion with the student, parent or guardian need take place prior to the exercise of the right.
4. No fees shall be refundable in respect of any period of suspension or for the remainder of any term in which the student is expelled.
5. Enrolment in the School implies permission to take part in all School activities including excursions and camps. Students will be excused from the activities only when valid reasons are given in writing and accepted by the Head of Senior School or the Head of Junior School.

Overseas Students
Cranbrook School is registered under the CRICOS Provider Code Number: 02298E.
The term ‘Overseas Student’ is normally used to describe students from overseas who possess only a student visa to enter Australia. In accordance with the Australian Government’s policy, Cranbrook has particular obligations in relation to these students and, as a consequence, imposes conditions which differ slightly from those relating to Australian citizens and residents.
These conditions are:
a) the fees required for overseas students are greater because the School does not receive State or Federal Funding and
b) in cases where an overseas student is to be removed from the School or his status is to be changed from boarder to day student the parent or guardian must provide two terms’ notice in writing of the intended change. Two terms’ fees in lieu of notice will be charged.
c) the additional Conditions of Entry – Overseas Students and Terms and Conditions of Guardianship are available from the Admissions Department.

25 October 2013