



Rationale

At Carey we value courage, respect and humility; and we are committed to acting with integrity and kindness. Our community is built around the chords of hope, compassion, family and learning.

Scope

This policy applies to all Carey Baptist College Campuses, all students, staff and visitors.

Policy Statement

Carey Baptist College is committed to providing fair and transparent financial management practices.

It is our policy to:

- Provide refunds where relevant.

Excursions and Events

For compulsory excursions where costs are included tuition fees, refunds will not be available.

For excursions which are an additional cost, refunds for non-attendance will be given where possible in consideration of the following:

- If the cost is incurred by the school regardless of attendance, or insufficient notice is given, no refund will be given;
- If non-attendance is due to suspension or poor behaviour no refund will be given.

Tuition Fees

Refunds are only available when a student withdraws from the College where tuition fees have been paid in advance and ten week's written notice is given.

See General Terms and Conditions for further details.

Uniform

The uniform shop cannot accept certain returns due to health requirements. The availability of fitting services is designed to prevent customers from purchasing incorrect products. Faulty products are returnable as per consumer law.

Appendices

Appendices relating to this policy:

Appendix 1: General Terms and Conditions

Contact

For queries relating to this policy, please contact

Policy Development Officer 08 9394 9111

Related Policies and Documents

Enrolment Policy

Version Management					
Version	Date Published	Changes made	Approved by	Next Review	Author of version
1	2020	New Policy		2022	MCINAN

Appendix 1: General Conditions

General Conditions

1. Students and parents/guardians agree to actively support the College's mission, vision and values.
2. Student attendance is required at official College functions (e.g. Presentation Evenings) and all timetabled activities, including intra/inter school sporting events, camps etc. Students are expected to attend the College during the published term dates. If circumstances (other than illness) require a student to be absent from the College for a period greater than five days, advance notification must be made in writing.
3. The College reserves the right to discipline students for breaches of College rules and general misbehaviour. Principals reserve the right to suspend, or permanently exclude, a student from the College.
4. Parents/guardians who enrol their student in the College agree to accept liability jointly and individually for the cost of restitution for any damage resulting from the wilful or negligent actions of their student.
5. An administration charge is payable with each application for family enrolment. Following the offer of a place a Confirmation Fee is payable. The College's Fees Information outlines the details of these fees.
6. A credit reference check may be conducted prior to entering the College.
7. All fees and charges are to be paid in accordance with the College's Fees Information as published each year. The arrangements for payment of such fees and charges is by direct debit and must be made prior to the commencement of the period to which they relate. Parents or guardians are jointly and individually responsible for ensuring payment of fees and charges are made to the College in accordance with the Fees Information.
8. A student may be refused admission to a new term at the College if any fees and charges from the previous term remain unpaid and satisfactory alternative arrangements are not in place.
9. Ten weeks' notice in writing must be given to the respective Principal before the withdrawal of a student from the College, including withdrawal at the end of the year. Failure to give such notice by the last day of any term for withdrawal no earlier than the last day of the following term will involve the payment of one term's tuition fee dating from the last day of attendance of the student. This fee will only be waived in the case of there being, in the view of the respective Principal or Business Manager, extenuating circumstances that could not have been anticipated leading to the withdrawal of the student. These circumstances need to be set out in the letter notifying the intent to withdraw.
10. The payment of full fees is necessary to hold a guaranteed place whenever a student is absent from the College for any period of time during the year.
11. The College reserves the right to amend these conditions and the College's Fees Information from time to time without prior notice.
12. The College accepts no liability for personal property brought to the College or a College excursion or event.
13. All students are bound by the College rules and regulations issued by the respective Principal from time to time.
14. Parents agree to provide the details of any mental, physical or behavioural conditions of a student enrolled at the College that may affect their learning or welfare, or the learning or welfare of another student, or the welfare of any other person at the College.
15. Parents or guardians have read and agree to the College's Privacy Policy.
16. It is the obligation of the parent or guardian to provide the College with current and updated information.
17. The College reserves the right to invoice parents or guardians directly for unpaid Music Tuition Fees owing to Music tutors for students participating in the College's Music Tuition Program. If the College exercises this right, then the debt to the College and payment to the College will discharge that liability to the Music Tuition provider. If the College exercises that right then the Music Tuition fees invoiced by the College will be treated in all respect as fees outstanding to the College including for the purposes of clause 7 of the Carey general conditions of enrolment.
18. The College reserves the right to invoice parents or guardians directly for unpaid bus tickets or extracurricular items (Ski Trip etc.). If the College exercises that right then these fees invoiced by the College will be treated in all respect as fees outstanding to the College including for the purposes of clause 7 of the Carey general conditions of enrolment.