COLLEGE COUNCIL REGULATIONS

These regulations set out the terms and conditions under which students are currently enrolled at Kingswood College. The Council retains the right to alter these from time to time. Any queries on these regulations may be discussed with the Principal or the Business Manager.

ENROLMENT

A fee of $100 is payable for each application to cover registration costs. It is not refundable.

DEVELOPMENT LEVY

An initial non-refundable levy of $800 (per family) is payable in full within two weeks of the enrolment offer and only then will the enrolment be confirmed.

PAYMENT OF FEES

1. A schedule of fees is produced annually. All fees are due and payable on the dates specified.
2. The payment of one term’s fees in advance applies to all new students entering the School. In normal circumstances this fee is payable in October prior to commencement. For enrolments finalised after October, the fee is payable immediately.
3. The College offers payment of fees by BPAY, direct debit, cheque, credit card or cash.
4. The College levies a $150 late payment fee for fees owing at 30 days and a further $150 if still owing at 60 days. Once the debt to the College is 90 days old, a debtor must be in regular communication with the Business Manager and enter into an agreement with acceptable repayment terms. Failing this, the College will commence legal proceedings for recovery and or exclude the student(s) from the school.
5. The Principal reserves the right to exclude a student from the school while any portion of the fees remain unpaid.
6. Students are expected to abide by the rules and regulations of the College together with the College’s policies and code of behaviour, as amended from time to time and as set out in the school handbook and student diary. Students are also expected to obey the reasonable requests of staff. If after appropriate counselling and parent involvement a student is required to withdraw from the school, all fees due and payable must be paid. No refund of fees will be made.
7. A pro-rata charge is made for new students entering the school for the first time, after a term has commenced.
8. If parents temporarily withdraw a pupil for one term or more, a holding fee is normally applied at the discretion of the Principal.
9. One full term’s notice in writing of the intention to withdraw a student from the school is required, otherwise an amount equal to 25% of the annual tuition fee is payable in lieu thereof.
10. Fees are subject to alteration at any time by Council and parents will be notified in writing of any such alterations.
11. Extra subjects such as music and speech may be arranged through the school. A scale of charges for these is available on request.

Discounts: A discount of 10% of the net tuition fees applies to the second sibling attending the College at the same time and 25% for subsequent siblings. Sibling discounts are not applicable to students in receipt of a bursary or scholarship.
PRIVACY POLICY
Kingswood College is bound by the National Privacy Principles contained in the Commonwealth Privacy Act in how the school uses and manages personal information provided to or collected by it. A copy of the College's Privacy Policy is available on request.

AUTHORITY AND INDEMNITY

In the event of a student suffering any injury or sickness the school is authorised to take such action as it deems fit to obtain medical and/or hospital care and attention, and the parent/guardian will indemnify the school, its servants and agents incidental to that care and attention.

Please sign the agreement below and return to the school as soon as possible.

I/We.........................................................................................……………….being parents/guardians of
..................................................................................................................hereby accept the above College Council Regulations.

Signed: (Father)....................................................................................................................
(Mother).................................................................................................................................
(Guardian).................................................................................................................................Date:.........................................................................................