

BUSINESS NOTICE 2019

855 Springvale Road Keysborough VIC 3173

+61 3 9904 6110 | admissions@haileybury.vic.edu.au | www.haileybury.vic.edu.au

ABN 34 004 228 906 | CRICOS Nos: 00649C, 02993D

THE ENROLMENT PROCESS

To apply for a place at Haileybury (Haileybury College for boys or Haileybury Girls College), you should complete an Application for Enrolment and return it to the Head of Admissions with a photocopy of your child's birth certificate and a non-refundable, non-transferable Application Fee of \$230. Your child's name will be placed on a waiting list for the entry year sought. As it may not be possible to accommodate all applicants, the waiting list will be ordered according to date of application but with preference given to the siblings of existing students and the children of Old Haileyburians. A small number of places will be kept for award at the Principal's discretion.

Approximately 18 months before entry, a number of applicants from the waiting list, selected according to their order, will be invited to attend an interview with a senior member of the teaching staff. The purpose of this interview is for us to learn about your child and her/his needs, so that we can ensure that an appropriate program is available. You will be contacted before the interview and asked to supply up-to-date information about your child, including school reports and NAPLAN results.

If a place is available, we may make an offer of enrolment. To accept this offer, you must return the Acceptance of Enrolment together with Enrolment Fees of \$2,400 (\$5,400 for entry into one of our Early Learning Long Day Care Centres) by the nominated date. This form constitutes both your consent to enrol your child and your agreement to accept liability for the School fees and should ordinarily be signed by both parents. In the event that both parents are not sharing the responsibility for the fees, the other parent may be asked to sign a Consent to Enrol form to confirm they consent to their child being enrolled at Haileybury. Please note that we may decline to make an offer without providing a reason.

PRIORITIES APPLIED TO WAITING LIST (EARLY LEARNING LONG DAY CARE CENTRES)

The Australian Government has issued 'Priority of Access Guidelines' for allocating places in Child Care Subsidy approved child care, where a waiting list exists.

These guidelines can be viewed at www.education.gov.au/priority-allocating-places

If you believe you are eligible for waitlist priority, please contact our Admissions Department so they can discuss your individual circumstances.

The normal Haileybury priority policies apply to those applicants who do not meet the criteria referred to above.

TERMS AND CONDITIONS OF ENROLMENT

Boys are enrolled in Haileybury College and girls are enrolled in Haileybury Girls College. The enrolment of your child is subject to our terms and conditions in the Business Notice published each year, which is available on our website. Please read them carefully and refer any questions to the Head of Campus. Any future revisions of this Business Notice, including the standard annual update, will be made available on our website. You will be required to accept the revised Business Notice each year.

1. You enter this agreement with us in the utmost good faith. You must, at the time of being invited to an interview, advise us of any matters that pertain to the educational, physical or psychological development of your child, as this information is of great importance in permitting us to assess their needs. Failure to provide this information constitutes grounds for us to terminate the agreement without notice. You also agree to advise us of any change to this information in a timely manner.

2. You agree to ensure that the family contact and student medical details held by Haileybury in relation to your child are kept up to date, by making any changes that are necessary through our online system, Go2, in a timely manner.
3. In enrolling your child with us you agree to accept all policies of Haileybury College or Haileybury Girls College (as appropriate) unconditionally and agree to support them. You agree that the continued enrolment of a student is subject to her/his good conduct and satisfactory performance. We may, at our absolute discretion, cancel the enrolment of a student, at any time, without notice.
4. In signing the Acceptance of Enrolment, you agree that you are jointly and severally responsible with all other signatories for all fees and charges payable as a result of enrolling a child at Haileybury. You agree that this arrangement continues, irrespective of any changes to the relationship between you and your co-signatory or any court order between you or any child support arrangements or any other arrangements between you. Please note that, if you sign the Acceptance of Enrolment but payment is made by the other signatory or by a third party, you still remain jointly and severally responsible for all fees and charges while your child remains enrolled. In the event that only one parent signs the Acceptance of Enrolment form and agrees to be liable for the fees, the other parent may be asked to sign a Consent to Enrol form to confirm they consent to their child being enrolled at Haileybury.
5. We agree that you, or any of the other signatories to the Acceptance of Enrolment, may withdraw your child from Haileybury where you give the Head of Admissions one full term's notice in writing (admissions@haileybury.vic.edu.au). For example, if your child is not returning for the next School year, you must inform us before the first day of Term 4 in the preceding year. If you fail to provide us with the required notice, you will be billed one quarter of the annual Tuition Fee to cover the costs of filling a last minute vacancy.
6. You agree that we may change our fees at any time without notice. We agree that, if you feel you cannot accept an increase in our fees, you may remove your child by giving us two weeks' notice within a fortnight of the increase being announced via letter/email.
7. You agree that your child will not be permitted to attend School while any part of a fee instalment for that child or any of her/his siblings is in arrears. We are normally unable to offer fee relief, as this imposes a cost directly on the families of other Haileybury students. However, you should contact the Finance Manager well in advance if you anticipate difficulty in meeting our terms to discuss alternative payment arrangements. We may charge you penalty interest (at a rate 2% above the penalty interest rate set by the Penalty Interest Rates Act) for fees that are late, and further costs if we need to seek recovery of fees by legal means.
8. Haileybury reserves the right to refuse a student permission to register for any School organised camps, trips or sports tours that require additional payment to the School or a third party, while any part of that child's or any of her/his siblings' tuition fees or other charges are overdue.
9. You agree that the agreement by either party to a request by Haileybury will bind both parties and that this extends to Haileybury's annual request that you recommit to its policies and Business Notice.
10. Application for enrolment in Years 10 to 12 are subject to satisfactory completion of literacy and numeracy testing.

OUR FEES

APPLICATION

We charge a non-refundable, non-transferable fee of \$230 (including GST) to receive and process your Application for Enrolment.

ENROLMENT

We charge an Enrolment Fee of \$2,400 (\$5,400 for entry into our Early Learning Long Day Care Centres), which is made up of:

- A non-refundable, non-transferable Entrance Fee of \$1,150 to cover the administrative cost of our admissions process. This payment cannot be used against a future enrolment if you defer for more than one year.
- If one parent has completed her/his Year 12 at Haileybury, we will return this fee, via the first instalment of fees payable (excluding those starting in our ELC). In the event that your child does not commence at Haileybury or defers their enrolment for a year or more, this payment will be forfeited. For children commencing in our ELC, this payment will be returned once your child commences their Prep year. If your child does not continue into the Prep year level, this payment will be forfeited.

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- A \$1,000 (\$4,000 for entry into our Early Learning Long Day Care Centres) prepayment towards your child's future fees. This will be returned to parents as a credit on the first fee instalment account sent to parents before commencement (excluding those starting in our ELC). In the event your child does not commence at Haileybury or defers their enrolment for a year or more, this payment will be forfeited.
- For children commencing in our ELC, this prepayment will be returned once your child commences their Prep year. If your child does not continue into the Prep year level, this prepayment will be forfeited.
- A fee of \$250, which is collected on behalf of the Old Haileyburians Association and provides life membership for your child when they leave the School.

TUITION

The Tuition Fees are set annually. The Tuition Fees for 2019 are:

Year Level	Annual Fees	Instalments
Reception & Pre-Prep	\$18,345.00	\$4,586.25
Prep	\$18,610.00	\$4,652.50
Years 1 & 2	\$22,810.00	\$5,702.50
Years 3 & 4	\$24,885.00	\$6,221.25
Years 5 & 6	\$27,960.00	\$6,990.00
Years 7 & 8	\$32,245.00	\$8,061.25
Years 9, 10, 11 & 12	\$32,580.00	\$8,145.00

This fee covers tuition at Haileybury and is charged across four instalments, which, for 2019, will be payable on 1 November 2018 and 15 February, 1 May and 1 August 2019. Haileybury now also offers monthly or fortnightly direct debit payment options. Full details can be obtained from the Finance Manager.

For families entering into a direct debit plan with the School, in the year in which the \$1,000 pre-payment of fees is due to be credited onto a family's account (entry into Prep year or above), the \$1,000 will be spread across your periodic payments over the course of that year.

These fees are not pro-rated if your child does not commence on the first day of the school year, or is absent for part of a term or leaves Haileybury before the end of a term.

EARLY LEARNING LONG DAY CARE CENTRES (CITY AND KEYSBOROUGH)

ELC Program	Daily Rate
Extended hours 50 week Program	\$134.50

The ELC Long Day Care Centres are 'Approved' Childcare Programs. As such, families may be eligible for the Child Care Subsidy. To find out what your family may be eligible for, please contact the Department of Human Services.

Fees will be collected fortnightly in arrears via automatic direct debit payments (credit card or bank account). Parents must complete and return a Direct Debit Authority prior to the first day their child attends the ELC. Fees are charged for all days the centre is open, plus public holidays.

The centres will close for two weeks over the Christmas/New Year period. There will also be occasional student free days during the year, which will be published on our website and advised to parents well in advance. You will not be billed for these closure dates.

Please note, once your child progresses into the Prep year level, instalments will be charged quarterly, one term in advance in line with Haileybury's existing policies. The due dates for these instalments for 2019 are 1 November 2018, 15 February, 1 May and 1 August 2019.

As detailed above, the upfront pre-payment of \$4,000 will be released against the first instalment in order to minimise the issue of double billing over this transition period.

JANUARY STARTERS

Billing for the ELC year will commence on 8 January 2019, irrespective of whether you choose to start at a later date. You should note that you will not be eligible for the Child Care Rebate or Child Care Benefit until your child actually begins attending the ELC.

PROGRESSION FROM PRE-PREP TO PREP YEAR LEVEL

If you choose to finish earlier than the set end date of the ELC year, you will still be liable to pay fees up until the end date. You should note that you will not be eligible for the Child Care Subsidy after the date your child stops attending.

SIBLING DISCOUNT

We will reduce the Tuition Fee payable by full-time students attending Haileybury concurrently where they are siblings. For step-siblings to be eligible, they must live predominantly at the same address. The applicable allowances are:

Sibling	Discount
Oldest child	Nil
Second oldest child	5% of Tuition Fees
Third oldest child	10% of Tuition Fees
Fourth oldest and subsequent children	20% of Tuition Fees

However, we will not make this reduction where any of these students have been granted other forms of fee assistance (such as bursaries or scholarships).

If you had a child at the School or on the waiting list before 1 January 2010, you are entitled to receive the sibling discounts that were applicable at that time. Please contact the Finance Manager should you require further details.

ADDITIONAL FEES AND CHARGES

We may charge additional fees for additional offerings, which include, but are not limited to:

- Specialist Options in Year 9
- Optional, individual or small-group tuition sessions requested by parents, such as for Music and Pipes & Drums. Please refer to the 2019 Music Information Booklet (available from the Director of Music) for details about Music offerings.

HOLDING FEE

If your child seeks a leave of absence of between one term and one year from the School (whole terms only), we may, subject to our discretion, guarantee to hold her/his place for a fee for that period. We require one term's written notice to the CEO|Principal.

ALLOWANCE FOR FIRST CHILD OF AN OLD HAILEYBURIAN

We will grant a 5% allowance to the first child of any former student who left Haileybury at the end of Year 12, where no other fee assistance has been granted.

ALLOWANCE FOR UNITING CHURCH CLERGY

We will grant a 50% allowance to any child of a member of the Uniting Church clergy who currently holds a settlement, where no other fee assistance has been granted. This allowance is not available in Reception and Pre-Prep.

PRE-PAYMENT OF FEES

We accept pre-payment of fees up to six years in advance on the condition that they are paid by 31 March in the preceding year and the child is attending the School. Full details are available from the Finance Manager.

METHOD OF PAYMENT

You may pay fees and charges by direct debit, cheque, credit card (Visa and MasterCard), BPay, Australia Post or through School Plan. We do not accept cash payments.

LOSSES DUE TO THEFT, DAMAGE, ACCIDENT OR INJURY AT SCHOOL

We pride ourselves on the level of care and the provision of a safe learning environment for all students. However, even in the safest environment, thefts, damage, accidents and injuries could still occur. We do not accept liability for such events and recommend that you consider appropriate insurance to cover any losses; however, our insurers may offer some assistance to students injured while undertaking supervised School activities. Details are available from the Finance Manager.

In the event of an accident or injury, where the School deems necessary to call an ambulance for a child, we will not accept liability for any costs incurred in transporting that child to a medical facility.

BEFORE AND AFTERSCHOOL CARE

An Out-of-School-Hours Care (OSHC) program is run on each campus by an external provider. Contact details (including fees) are available from the Campus Office. Fees for OSHC are billed directly by the external provider. Should the provider change during the year in which this Business Notice applies, additional communication will be forwarded.

INTERNATIONAL STUDENTS

This document relates to the enrolment of local students only. International students should refer to the document entitled International Business Notice, available on the Haileybury website.

LEGAL MATTERS

In the event that a court order is made that contains information relevant to your child's education or parental access, please ensure that a copy of the relevant pages is sent to businessmanager@haileybury.vic.edu.au or a hard copy is delivered to the main reception of the Keysborough Campus marked "Private and Confidential for the Business Manager"

PRIVACY: STANDARD COLLECTION NOTICE

Haileybury collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at Haileybury. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable Haileybury to provide schooling for your daughter/son and to enable them to take part in all School activities. Some of the information we collect is to satisfy Haileybury's legal obligations, particularly to enable it to discharge its duty of care. Certain laws governing or relating to the operation of schools require that certain information is collected and disclosed. These include relevant Education Acts and Public Health and Child Protection laws.

Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about students from time to time.

Haileybury, from time to time, also has to disclose certain personal information and sensitive information to others for administrative and

educational purposes, including to facilitate the transfer of a student to another school. This includes other schools, government departments, medical practitioners, publications and people providing services to the School, including specialist visiting teachers, outdoor education professionals, coaches, volunteers and counsellors. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your child.

Personal information collected from students is regularly disclosed to their parents and guardians. Haileybury's Privacy Policy sets out how parents or students may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of Haileybury's duty of care to the student or where students have provided information in confidence.

The Haileybury Privacy Policy also sets out how you may complain about a breach of privacy and how Haileybury will deal with such a complaint.

On occasions, information such as academic and sporting achievements, student activities and similar news is published in School newsletters, magazines and on our website. Photographs of student activities such as sporting events, camps and excursions may be taken for publication in School newsletters, magazines and on our website. We will ask for your consent for inclusion of your child's name or image in these materials on enrolment. You can request that your consent be updated at any time.

As you may know, from time to time, Haileybury engages in fundraising activities. The information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in Haileybury's fundraising activities solely for that purpose. Personal contact details are also issued to our uniform supplier, Noone Imagewear, so that they may contact you regarding uniform supplies and to the Old Haileyburians Association when a student leaves the School.

We will not disclose your personal information to third parties for their own marketing purposes without your consent.

If you provide Haileybury with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish, and that Haileybury does not usually disclose the information to third parties.

If your child's nationality is not Australian, Haileybury may verify their visa details with the Department of Immigration and Border Protection from time to time.