



Conditions of Enrolment at Heritage College

School Rules and Policies

In accepting an offer of a place at Heritage College, parents agree to be bound by the present and future rules and policies of the College and undertake to ensure that their son/daughter complies with these rules.

Tuition Fees

Tuition Fees are charged on an annual basis. The fees are payable in four instalments with one account raised each term. Parents must ensure that fees and other charges payable to the College are paid within the terms specified for payment.

Notice of Withdrawal

Notice of withdrawal of a student from the College must be given in writing one term in advance. Where a student is withdrawn without this notice being given, the Tuition Fees due for the following term (but not yet paid) will remain due and payable.

Variation and Payment of Fees

The College will from time to time determine the instalments and manner in which fees may be paid. The College Council reserves the right to amend the fee scale at any time. Where possible, advance notice of alteration will be given. If the College incurs an expense in receiving payment, it reserves the right to recover such expense.

No remission of fees will be made should a student be absent, except by arrangement with the Principal when due notice has been given.

Termination or Suspension of Schooling due to Conduct

During the period of enrolment at the College, all students are expected to conform to the standards of conduct and behaviour set by the College.

The Principal has the right to require immediate withdrawal from the College of any student who, in the Principal's opinion, is involved in improper, disorderly or reckless conduct or has committed a serious breach of discipline which undermines the good order or reputation of the College. In this case, fees due but not yet paid shall remain due and payable.

Conduct and Uniform Expectations

Upon acceptance of a place at Heritage College, parents undertake to support the school philosophy and to observe the College's Code of Conduct. They further undertake to support the decisions of the Principal in relation to the required conduct.

All students are expected to

- abide by the rules of the College and College's Student Code of Conduct
- work to the best of their ability completing set work and study (including homework)
- wear the correct uniform and maintain it in a neat and tidy condition at all times

Special Learning Needs

If a student has any learning needs or disabilities which should be considered in providing his or her educational program, or any medical condition for which he or she requires special support, these must be disclosed on the *Application for Enrolment* form.