

Enrolments Policy



Hills
Grammar





Enrolments Policy and Procedures

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Introduction

Hills Grammar is a truly independent, intentionally co-educational, proudly diverse, and inclusive school providing an education for children from Pre-K to Year 12. We appreciate that every child and young person is different. Our aim is to identify, nurture and expand on each person's passions, skills and capacity in order for them to graduate into the world as confident, accomplished and original.

A child is eligible to commence in the Early Childhood Education Centre (ECEC) on their third birthday.

A child can start Kindergarten at Hills Grammar at the beginning of the school year if they turn five on or before 31 March in that year (depending on Hills Grammar's assessment of the student's readiness). By law, all children must be enrolled in school by their sixth birthday.

New enrolments are generally accepted for students from Pre-Kindergarten to the beginning of Year 11, with the main entry points being ECEC, Kindergarten and Year 7.

Parents/carers are advised to apply for enrolment at least three years ahead of their desired entry, however, students can be enrolled at any time of year subject to vacancies.

Our year groups are intentionally small, to ensure that each child is known for their unique abilities. As a co-educational school, we provide equal places in each year group for boys and girls. Our enrolment procedures and processes aim to maintain this balance.

All applicants are expected to demonstrate a willingness and ability to support the School's mission and values, apply themselves to academic study, and participate fully in school life. The School's educational program aims to prepare students for lifelong learning opportunities, including (but not limited to) further education at university and other tertiary institutions. Parents enrolling children at Hills Grammar should be aware that the school's academic program and subject offerings in Years 11 and 12 are designed to enable all students the opportunity of matriculation to university.

We believe that the safe and supportive environment of Hills Grammar has much to offer students. Through a combination of our challenging academic program and diverse co-curricular opportunities, students embark on a learning journey that will prepare them well for whatever future they may choose.

All enrolment procedures and practices comply with the state and federal anti-discrimination laws.

Eligibility and Criteria for Enrolment

The final decision regarding admission of all students lies with the Principal.

The School has a comprehensive intake and is open to all students regardless of cultural, socio-economic and religious background. Apart from a limited number of students awarded an Academic and/or Strive for Excellence Scholarship each year, Hills Grammar does not select students exclusively on ability (academic or otherwise).

All applications for enrolment are considered according to a number of criteria. The chief general criterion is based on the notion of mutual benefit. Hills Grammar desires to enrol students who it is perceived will benefit from a Hills Grammar education and from whom Hills Grammar perceives will benefit by their enrolment.

Students who will best benefit from a Hills Grammar education will be those who are willing to:

- Participate fully in the mission, ethos, values, and expectations of the School.
- Abide by all the rules of Hills Grammar School as they apply from time to time.
- Participate fully in the School's academic program, including the completion of homework and assessments.
- Wear the School Uniform in accordance with the uniform policy and comply with the School's dress standards at school and to and from school.
- Participate fully in the School's diverse co-curricular program.
- Participate fully in, and support, the School's wellbeing program.

For students seeking enrolment in Hills Grammar after attending another school, demonstrating compliance to the above expectations at their previous place of learning will be a minimum pre-requisite in any consideration of enrolment.

Hills Grammar School will also benefit from enrolling students with demonstrated compliance in the above areas.

The school will further benefit from students whose parents and families:

- Have a commitment to the mission, ethos, values and expectations of the School.
- Co-operate and support the School in matters of student discipline, dress and student participation in the School's academic, co-curricular, and wellbeing programs.
- Fulfil their financial obligations to the school by making all payments of fees and associated charges at designated times.

A minimum pre-requisite for families of a student seeking enrolment at Hills Grammar who has attended another school is demonstrated compliance with the above expectations.

Parents or Guardians enrolling a student at Hills Grammar are expected to agree to all the terms outlined in Conditions of Entry and Retention of a Place which form part of the Letter of Offer for Enrolment.

Early Childhood Education Centre (ECEC)

The ECEC is a 79 place centre, licensed to enrol children who are three years of age and older. Children who have not yet turned three years of age, are eligible to apply. They will be placed on our waitlist and subject to vacancies, may be offered a place after their third birthday.

Children looking to attend Kindergarten at Hills Grammar must have turned 5 by 31 March. This impacts students enrolling in ECEC, as to attend School from ECEC, you must have completed the EC4 preschool program prior to commencement.

Priority of Access

The School abides by The Priority of Access Guidelines as set out by Family Assistance Law and defined by NSW State Government Funding Agreements. The School will fill vacancies according to the following priorities:

- Priority 1 – a child at risk of serious abuse or neglect.

- Priority 2 – a child of a single parent who satisfies, or of parents who both satisfy, the work, training, study test.
- Priority 3 – any other child.

Within these three priority categories, precedence is also given to children in:

- Aboriginal and Torres Strait Islander families
- Families which include a disabled person
- Families on lower incomes
- Families from culturally and linguistically diverse backgrounds
- Socially isolated families
- Single parent families

After the School has enrolled all the Priority 1 and 2 children, taking into account any of the precedence criteria listed above it will allocate places to the children based on their application date. The ECEC is not able to give priority to siblings of children already enrolled or to the children of former students.

Kindergarten to Year 12

The School has a comprehensive intake and is open to all students regardless of cultural, socio-economic and religious background.

The School is proudly coeducational and values diversity. We aim to provide equal places in each year group for boys and girls. All applicants are expected to demonstrate a willingness and ability to support the School's mission, ethos, values and expectations, apply themselves to academic study, and participate fully in school life.

To be eligible for enrolment in Kindergarten the student must turn 5 years old by 31 March the year they commence in Kindergarten.

Our year groups are intentionally small, to ensure that each child is known for their unique abilities.

Priority of Enrolment

From time to time, especially during periods of high enrolment demand, the Principal will determine the priority or suitability of certain enrolments.

Priority for enrolment will be as follows

- Siblings of students already attending the School
- Children of former students
- The gender balance within a cohort
- Suitability and perceived commitment of students/parents to support the school's mission, ethos, values and expectations
- Date of application

Suitability will be determined on the notion of 'mutual benefit' outlined above.

Specific Contexts

Students with Non-English Speaking Parents/Carers

In order to exercise its duty of care partnership with families, the School needs to effectively communicate with parents. In circumstances where the Principal or Head of School makes an assessment that the Parent's/Carer's level of English is such that effective communication is not immediately possible, parents may be required to engage a School appointed guardian as a condition of enrolment. ISA Guardianship or suitable alternate guardianship, will be required until the family's English language proficiency is deemed adequate to communicate effectively.

Conditions of Entry and Retention of a Place

Early Childhood Education Centre

Families accepting an offer of a place for their child in the ECEC do so in accordance with the following conditions

- Students are to
 - abide by all School rules, regulations and support the School's Mission, Ethos and Values.
 - be toilet trained or in the process of being toilet trained.
 - wear the prescribed uniform.
- Parents are expected to
 - co-operate with the School in all matters relating to their child's education and attendance at School.
 - demonstrate and support the School's Mission, Ethos, Values, policies and programs.
 - Fees are to be pre-paid monthly in accordance with the Hills Grammar Tuition Fees and Collection Policy and the ECEC Fee Schedule.
- Parents/Carers must
 - read and understand the Hills Grammar Tuition Fee Collection Policy and the ECEC Fee Schedule.
 - understand that by signing the Acceptance of Enrolment Offer Form they shall be jointly and severally liable for all monies payable to the School arising out of enrolment. Their liability to the School is not affected by any agreement they make with each other or by any order of the Family Court of Australia.
 - certify that they have disclosed all relevant information that may affect their child's intellectual, physical, social and emotional development.
 - understand that the Enrolment Fee, per student is non-refundable.
 - understand that when a student moves to Kindergarten, from 1 January of that year one term's notice is required if students are withdrawn. Otherwise one term's fees are payable in lieu.
 - be aware that students who are finishing ECEC and moving into Kindergarten the following year may not take leave of absence for final weeks of ECEC.
- Withdrawal of a student from ECEC
 - prior to commencement at ECEC requires two weeks' notice in writing to the Enrolments Office. In default of such notice, a withdrawal fee equivalent to two weeks' daily tuition fees will be payable to the School. This notice covers the budgeted shortfall of the withdrawal.
 - prior to 31 October each year requires four weeks' written notice to the Enrolments Office. In default of such notice, a withdrawal fee equivalent to four weeks' fees are charged to the family account. Any balance due to ECEC for that student must be paid in full on or before the student's final day of attendance.
 - between 1 November and 31 December requires eight weeks written notice to the Enrolments Office. In default of such notice, a withdrawal fee equivalent to eight weeks fees are charged to the family account. Any balance due to ECEC for that student must be paid in full on or before the student's final day of attendance.
 - If your child is progressing into Kindergarten the following year, withdrawing your child from ECEC will also result in termination of enrolment into Kindergarten.

Kindergarten to Year 12

Families accepting an offer of a place for their child do so in accordance with the following conditions:

- Students are to
 - abide by all School rules, regulations and support the School's mission, ethos and values.
 - wear the prescribed uniform and the standards of dress and appearance are to be strictly followed.
 - fully participate in the School's academic, co-curricular and wellbeing programs and meet all the prescribed requirements.
- Parents are expected to
 - co-operate with the School concerning matters of discipline, attendance, program participation and the wearing of the school uniform.
 - demonstrate and support the School's ethos including Vision, Mission and Values statements.
 - complete consent documentation at the Student's initial commencement date and then annually, at the commencement of each academic year.
 - read and understand the Hills Grammar Fee and Tuition Policy and the Kindergarten to Year 12 Fee Schedule.
 - understand that by signing the Acceptance of Enrolment Offer Form they shall be jointly and severally liable for all monies payable to the School arising out of enrolment. Their liability to the School is not affected by any agreement they make with each other or by any order of the Family Court of Australia.
 - understand that the Enrolment Fee per student is non-refundable.
 - the School reserves the right to discipline, suspend or expel students who do not fulfil requirements.
 - School fees are payable in accordance with the Hills Grammar Tuition Fee Collection Policy and the Kindergarten to Year 12 Fee Schedule.
- Withdrawal of a student from K-12
 - One term's notice of withdrawal of a student from the School must be given in writing to the Enrolments Office. In default of such notice, a late notice payment, equivalent to a full term's fees will be payable to the School.
 - Withdrawal of an enrolment prior to commencement at Hills Grammar requires one term's notice in writing to the Enrolments Office. In default of such notice, a late notice payment equivalent to a full term's fees will be payable to the School. This notice covers the budgeted shortfall of the withdrawal.
 - Withdrawal of an enrolled scholarship placement prior to commencement at Hills Grammar requires one term's notice in writing to the Enrolments Office. In default of such notice, a late notice payment equivalent to a full term's fees will be payable to the School. This notice covers the budgeted shortfall of the withdrawal.

Immunisation

Early Childhood Education enrolment and immunisation

In accordance with NSW Health requirements, before a child is enrolled in the ECEC they must provide evidence that they have been fully vaccinated and are up to date with their scheduled vaccinations. Parents/Caregivers are to provide a copy of one or more of the following Australian Immunisation Register (AIR) documents prior to the enrolment interview:

- An AIR Immunisation History Statement which shows that the child is up to date with their scheduled vaccinations or
- An AIR Immunisation History Form on which the immunisation provider has certified that the child is on a recognised catch-up schedule (temporary for 6 months only) or
- An AIR Immunisation Medical Exemption Form which has been certified by a general practitioner doctor

As per government legislation, childcare centres cannot enrol children if the required documents are not provided.

The only unimmunised children who can be enrolled in childcare are

- those who are on a recognised catch-up schedule (provided that the appropriate documentation has been provided), or
- those who are unimmunised due to medical reasons as described at section 2.1.4 of the Australian Immunisation Handbook 10th ed) (provided that the appropriate documentation has been provided), or
- children who are too young to be immunised (under 2 months of age).

Children who are unimmunised for a disease may be asked to stay at home if there is an outbreak of that vaccine preventable disease in ECEC.

Kindergarten – Year 12 school enrolment and Immunisation

As per government legislation, at enrolment, the School requests that parents provide a recent AIR Immunisation Statement that shows their child's immunisation status, either

- is fully immunised for their age, or
- is not fully immunised for their age, or
- has a medical reason not to be vaccinated, or
- is on a recognised catch-up schedule if the child has fallen behind with their immunisations.

While students can still be enrolled if a recent AIR Immunisation Statement is not provided, these children will be classified as unimmunised and may be excluded from School if

- there is an outbreak of a vaccine-preventable disease at the school, or
- if they come into contact with a person with a vaccine preventable disease, even if there is not an outbreak at the school.

Overseas Immunisation Records

In accordance with NSW Health requirements, the School will not accept overseas immunisation records. Children who were vaccinated overseas need to have their immunisation records assessed by an immunisation provider who will transfer the information to the Australian Immunisation Register (ACIR). An AIR Immunisation History Statement will be issued to parents/caregivers and this should be submitted to the School prior to enrolment.

Enrolment Process

Before applying for enrolment, parent/carer(s) should read the:

- Prospectus and information about enrolments on the School's website
- Enrolment Policy
- current Fees Schedule
- Hills Grammar Fee and Tuition Policy, and
- Terms and Conditions of Enrolment.

All are available on the School's website and parents can also request copies via email.

Record Keeping

The day-to-day application of this policy and enrolment procedures is carried out by the Principal, Heads of School, the Director of Advancement and Engagement, the School Registrars, the ECEC Centre Manager and other delegated staff.

The School maintains an electronic database of family and student details prior to the time of commencement. Throughout their time in the school students remain on the electronic database and a hard copy of their critical files are kept in the School's secure storage.

Records of past students are also maintained on the database and copies of critical files are stored electronically on online servers. Thereafter, they are filed as archives indefinitely.

The records of enrolment are maintained either electronically or in hard copy for a minimum period of five years.

Applications

All applications for Enrolment must be

- submitted online via the school's official application form available on the School's website
- completed by the parent/carer(s)
- lodged with a non-refundable and non-transferrable application fee which is paid to the school on application. NB the application fee is waived for children of Hills Grammar Alumni
- submitted for a child once they have been born. The School does not accept applications for children before their birth.

When the application and application fee is received, the Enrolments Office will acknowledge via email and confirm their child's place on the Enrolment list. This does not guarantee a family a place within this school.

Documentation and Interview

ECEC | Major Entry Point

For enrolment from January each year, approximately 6 months before the anticipated commencement date parents and guardians who have children prioritised on the waiting list will be invited, via email from the Registrar, to submit the following documentation online – student information form, birth certificate, immunisation records, school reports, and specialist reports.

In assessing applications for enrolment, each prospective student's educational needs are considered and where necessary further information is sought in consultation with parents and other relevant people.

Every student seeking admission is interviewed, by a member of the ECEC leadership, in the company of at least one parent before enrolment. At the interview the following matters are discussed:

- The nature of the learning program of the ECEC and the learning goals of the student (if applicable)
- The mission, ethos, values, and expectations of the ECEC and the family's preparedness for their child(ren) to participate
- Any critical health matters related to the student
- The history of any learning difficulties or disabilities (if applicable).
- The fee structure of the school and the financial expectations of the School.

Kindergarten | Major Entry Point

To be eligible for enrolment in Kindergarten the student must turn 5 years old by 31 March the year they commence in Kindergarten. Applications will be processed for students who meet this criteria prior to considering families whose children fall outside this criteria and are looking for early entry to Kindergarten. Please see Variations to Enrolment as outlined below.

Approximately 14 months before the anticipated commencement date, parents and guardians will be invited, in priority order from the waitlist, via email from the Registrar, to submit the following documentation online – student information form, birth certificate, immunisation records, parent citizenship documents if required, school reports, and specialist reports.

In assessing applications for enrolment, each prospective student's educational needs are considered and where necessary further information is sought in consultation with parents and other relevant people.

Every student seeking admission is interviewed, if and when a place becomes available, by the Head of Junior School or a suitable delegate, in the company of at least one parent before enrolment. At the interview the following matters are discussed:

- The nature of the learning program of the School and the academic history of the student (if applicable)
- The mission, ethos, values, and expectations of the ECEC and the family's preparedness for their child(ren) to participate
- The philosophy and practice of the School's co-curricular and wellbeing programs
- Any critical health matters related to the student
- The expected standards of work, discipline and dress and bearing of the student
- The history of any learning difficulties or disabilities (if applicable)
- The fee structure of the school and the financial expectations of the School.

Depending on the needs of the applicant an interview may also be arranged with the Head of International Students, the Head of Learning Enrichment or the Head of Integration.

Year 7 | Major Entry Point

Approximately 24 months before the anticipated commencement date parents and guardians will begin to be invited, in priority order from the waitlist, via email from the Registrar, to submit the following documentation online – student information form, birth certificate, immunisation records, school reports, personal reference and specialist reports.

In assessing applications for enrolment, each prospective student's educational needs are considered and where necessary further information is sought in consultation with parents and other relevant people.

Every student seeking admission is interviewed, if and when a place becomes available, by the Deputy Principal / Head of Senior School or a suitable delegate, in the company of at least one parent before enrolment. At the interview the following matters are discussed:

- The nature of the learning program of the School and the academic history of the student (if applicable)
- The mission, ethos, values, and expectations of the ECEC and the family's preparedness for their child(ren) to participate
- The philosophy and practice of the School's co-curricular and wellbeing programs
- Any critical health matters related to the student
- The expected standards of work, discipline and dress and bearing of the student
- The history of any learning difficulties or disabilities (if applicable)
- The fee structure of the school and the financial expectations of the School.

Depending on the needs of the applicant an interview may also be arranged with the Head of International Students, the Head of Learning Enrichment or the Head of Integration.

Consideration is given to each applicant's supporting statements, documentation, references and interview responses regarding their ability and willingness to support the School's ethos and the 'Conditions of Enrolment'.

Each applicant's apparent educational needs are given due consideration. To do this the School will gather documentary information and consult with the parents and other relevant people, view reports and carry out assessments. The admission process also seeks to identify any strategies that may need to be put in place to accommodate the applicant if the enrolment is made.

Years 1 – 6 and Years 8 – 11

If a place in a year group that is not a major entry point becomes available, parents and guardians will be invited, in priority order from the waitlist, via email from the Registrar, to submit the following documentation online – student information form, birth certificate, immunisation records, school reports, personal reference and specialist reports.

In assessing applications for enrolment, each prospective student's educational needs are considered and where necessary further information is sought in consultation with parents and other relevant people.

Every student seeking admission is interviewed, if and when a place becomes available, by the relevant Head of School or a suitable delegate, in the company of at least one parent before enrolment. At the interview the following matters are discussed:

- The nature of the learning program of the School and the academic history of the student (if applicable)
- The mission, ethos, values, and expectations of the School and the family's preparedness for their child(ren) to participate
- The philosophy and practice of the School's co-curricular and wellbeing programs
- Any critical health matters related to the student
- Previous school experience, including behavioral standards, reports and attendance information.
- The expected standards of work, discipline and dress and bearing of the student
- The history of any learning difficulties or disabilities (if applicable)
- The fee structure of the school and the financial expectations of the School.

Depending on the needs of the applicant an interview may also be arranged with the Head of International Students, the Head of Learning Enrichment or the Head of Integration.

Consideration is given to each applicant's supporting statements, documentation, references, previous school experiences and interview responses regarding their ability and willingness to support the School's ethos and the 'Conditions of Enrolment'.

Each applicant's apparent educational needs are given due consideration. To do this the School will gather documentary information and consult with the parents and other relevant people, view reports and carry out assessments. The admission process also seeks to identify any strategies that may need to be put in place to accommodate the applicant if the enrolment is made.

Confirmation of Enrolment

Once the admission process has been finalised, the School will inform parents in writing of their success or otherwise regarding the offer of a place in a given year.

Provided that the School is satisfied that parents and the students can meet the demands of the Conditions of Enrolment and Retention of a Place Criteria (see above) an Offer of Enrolment with an Acceptance of Offer Form will be sent to the family.

To confirm their child's place, the Parent/carer(s) must sign the Acceptance of Offer Form provided and pay the non-refundable and non-transferrable enrolment fee by the due date in their offer – generally two weeks.

At the time of accepting an offer, Parents/carers agree to inform the School of any change of address, contact details or pertinent information affecting enrolment ie current school reports (where the applicant is accepting a place for 2 years away), details regarding behaviour, health issues etc after an offer (or conditional offer) of enrolment is made.

Amendment of Enrolment

Kindergarten to Year 11

The School acknowledges that amendments to a student's enrolment may be required from time-to-time – for example changing the calendar year of entry. One amendment may be provided by the School free of charge, should a placement in the requested Year Group be available.

Any questions concerning enrolment should be referred to the Enrolments Office.

ECEC Variation to Enrolled Program

A Variation to the Enrolled Program by decreasing enrolled days requires four weeks' written notice to the Enrolments Office and is processed upon approval by the ECEC Leadership Team.

A Variation to Enrolment by increasing enrolled days requires written notice to the Enrolments Office and will be accommodated on approval by the ECEC Leadership Team at the point an appropriate vacancy is identified.

Variations to the Enrolment Process

Siblings, Children of Alumni and Children of Staff

To keep families together, the School will prioritise but cannot guarantee the enrolment of siblings of current families, children of full-time staff members and children of Alumni. Where there is more than one child in the family, it is highly recommended to submit applications for all children at the same time.

Early Admission to Kindergarten

It is school policy that children must be 5 years old before 31 March of their Kindergarten year, to be enrolled. Once all applications for students who meet these criteria are processed, the school may consider enrolling a child whose birthday is soon after that date.

In such circumstances, parents will need to apply to the Head of Junior School, via the Registrar, for early admission to Kindergarten giving their reasons for review.

Arrangements are then made with the family, the relevant Day Care, Early Childhood or Pre-School leadership team and the Head of Junior School for the

- child to be observed in a classroom environment. This is most likely to be at the child's current Day Care, Early Childhood or Pre-School provider.
- Head of Junior School and relevant Day Care, Early Childhood or Pre-School leadership team to engage in a conversation with the child.

The aim of this process is to assess the school readiness of the child. Following this review, the parents are advised in writing of the outcome and decision regarding early admission.

Short-term Enrolments

The School does not accept students for short-term study programs.

Suspension / Termination / Exemption of Enrolment

Exemption from Enrolment

A child may be exempt from being enrolled at and attending school if the Principal is satisfied that conditions exist which make it necessary or desirable that this should be granted. This exemption will only be granted when it has been clearly demonstrated by the family that an exemption is in the student's best interests in the short and long term. Alternatives to exemption should have been fully explored. For example, it may be in the student's best interests and be more appropriate to access Distance Education.

Exemption from Enrolment due to Age / Health / Social Needs / Disability

For a student who has a confirmed enrolment in the School, the Principal may grant an exemption of enrolment due to

- Age – Where a child turns six years on or after 1 October or later in a school year and is engaged in:
 - full time preschool education at an accredited preschool for the remainder of that school year
 - full or part-time accredited preschool programs for students with disabilities leading to enrolment and full time attendance at a government or registered non-government school not later than six months after the child's sixth birthday
 - Note: The school will require proof of enrolment or participation in the preschool and the child should be involved in a transition-to-school program as a condition of their exemption
- Health, learning or social needs or disability of a child necessitating the continuation of an individual program supported by medical specialists not longer than six months after the child's sixth birthday
Note: The delegate will require a statement in support of the exemption from the child's medical specialist and the child should be involved in a transition-to-school program as a condition of their exemption

To apply for an exemption, families must complete this form ([hyperlink](#)) and return it to the Enrolments office for processing and consideration by the Principal.

Exemption from Enrolment | Apprenticeship or Traineeship

The Principal may grant an exemption of enrolment to a current Hills Grammar student, due to approval given to enter a full time apprenticeship or traineeship. This applies to a student who has completed Year 9 and before they have completed Year 10.

Such exemptions will only be granted where the:

- Principal considers that the student is a suitable candidate to complete his or her education through an apprenticeship or traineeship
- student's parents give permission for this to occur
- Principal has sighted a full time apprenticeship or traineeship contract signed by the employer and a summary training plan authorised by the Registered Training Organisation
- employer agrees to notify the School if the apprenticeship or traineeship is abandoned before the student turns 17
- apprenticeship or traineeship is approved by the Commissioner for Vocational Training, State Training Services as suitable for the young person and the training contract attains 'registered' status following the probationary period.

Where approval is granted by the Principal and the Commissioner subsequently notifies the student of his or her decision not to approve the contract following the probationary period the approval and the exemption will be cancelled. The student's parents must then take steps to comply with their compulsory schooling obligations.

Families must complete the exemption from enrolment form available via HG Engage and submit it to the Deputy Principal/Head of Senior School.

Leave of Absence | Short Term

Domestic Students | Kindergarten – Year 12

Please refer to the Attendance Policy for guidelines regarding a short term leave of absence for Family Holidays or Exceptional Circumstances.

Leave of Absence | Extended

Domestic Students | Kindergarten – Year 12

The School understands that from time to time families may need to take a Leave of Absence from the School.

If the Parent/Carer(s) wishes to seek a Leave of Absence from Enrolment they must apply in writing to the School's Enrolments Office to obtain the Leave of Absence form. The completed form and request for Leave of Absence will be forwarded to the Principal. One term's notice in writing is required and must include a statement of intent to return. A Leave of Absence will usually only be granted in exceptional circumstances and is limited to a maximum of one year.

Leave of Absence incurs a surety payment of one term's Tuition Fees for the year level and period from which they take Leave of Absence. The fee will be credited to the family account once the student recommences at the School. Should a family decide not to return, the surety payment will be retained as a withdrawal fee. Families must communicate in writing their commitment to return to the School one term prior to the date of return.

If the leave is longer than a year this will be treated as a re-enrolment and Parents/Carers must contact the School in writing requesting availability in the calendar year and school year of return. If a place is available, an Application Fee of half the normal fee will be charged and the normal enrolment processes will be followed regarding paperwork and interview with the Head of School.

During any Leave of Absence the Parent/Carer(s) must promptly advise the School in writing of any change of home, mailing, email address or contact details or other information on the Enrolment Application Form. Offers of Enrolment may be cancelled if the School loses contact with the parent or mail is returned and no prepaid fees will be refundable.

Students on Principal's approved leave of absence are not required to pay fees during the period of leave.

When applying for a Leave of Absence in the later years of Senior School, families should be cognisant, or made aware of, the necessary pre HSC requirements.

Withdrawal of Enrolment

One term's notice of withdrawal of a student from Kindergarten to Year 12 must be given in writing to the Enrolments Office. In default of such notice, a late notice payment, equivalent to a full term's fees will be payable to the School. If a student is withdrawn, any balance due to the School for that student must be paid in full on or before the student's final day of attendance. As an example, if a student is being withdrawn and will not be attending School in Term 1 the following year, parents/carers must provide written notice before Term 4 commences. Similarly, if a student withdraws from attending Term 3, parents/carers must provide written notice before Term 2 commences.

Withdrawal of an enrolment prior to commencement at Hills Grammar requires one term's notice in writing to the Enrolments Office. In default of such notice, a late notice payment equivalent to a full term's fees will be payable to the School. This notice covers the budgeted shortfall of the withdrawal.

Withdrawal of a student from ECEC prior to 31 October each year requires four weeks written notice to the Enrolments Office. In default of such notice, a withdrawal fee equivalent to four weeks fees are charged to the family account. Any balance due to ECEC for that student must be paid in full on or before the student's final day of attendance.

Withdrawal of a student from ECEC between 1 November and 31 December requires eight weeks written notice to the Enrolments Office. In default of such notice, a withdrawal fee equivalent to eight weeks fees are charged to the family account. Any balance due to ECEC for that student must be paid in full on or before the student's final day of attendance.

Termination of Enrolment

Domestic Students

The Principal (or their nominee) may cancel a student's enrolment at the School for any breach of the School Rules or other conditions of enrolment. In the event of a termination of enrolment, families will need to pay fees up to and including the student's last day on campus.

School Fees

Application Fee

An application fee is payable when an Application for Enrolment is lodged. This fee is non refundable and non-transferable and does not guarantee entry into the School. It places the child on a waitlist. The level of this fee is recommended by the Principal and approved by the Finance Committee subject to final approval by the Council. This fee is regarded as a taxable supply for GST purposes.

The Application Fee is waived for children of Hills Grammar Alumni.

Enrolment Fee

A non-refundable and non-transferable enrolment fee is payable for all students upon acceptance of the School's Offer of Enrolment and is GST free.

In the event that a parent or guardian withdraws an acceptance of offer after the payment of the enrolment fee it is not charged a second time should there be a re-enrolment.

The level of this fee is recommended by the Principal and approved by the Finance Committee subject to final approval by the Council.

International Full Fee Paying Students are required to pay an additional refundable holding deposit, which in the case of defaulters, will be offset against any outstanding fees.

Tuition Fees

Council approves tuition fees for local and international students each year on the recommendation of the Finance Committee in accordance with the annual budget proposed by the Principal.

Fees charged are to be maintained at the lowest possible level to minimise any financial hardship on families.

International students and students with a 500 Visa status are not eligible for per capita funding from either the State or Federal Governments and as such are charged at a higher rate.

All payment conditions are outlined in the Hills Grammar Tuition Fee Collection Policy.

Tuition fee and compulsory activity levies for K-12 are paid by direct debit and billed annually in advance. They can be paid annually in advance, quarterly in advance or in ten (10) monthly installments. Payment discounts are available for annual payment options. Payment due dates and levels of discount are recommended by the Principal to the Finance Committee and receive final approval by School Council.

Tuition fees for Early Childhood Education Centre are paid by direct debit, billed fortnightly four weeks in advance.

Withdrawal Fee

Kindergarten to Year 12

One term's notice of withdrawal of a student from the School (Kindergarten to Year 12) must be given in writing to the Enrolments Office. In default of such notice, a full term's fees will be payable to the School. For example

- if a student is withdrawn and will not be attending School in Term 1 the following year, written notice must be provided *before* Term 4 commences.
- if a student withdraws from attending Term 3, written notice must be provided before Term 2 commences.

Upon receipt of notice of withdrawal any adjustment to the invoiced tuition fee are calculated to the end of the applicable academic term, disregarding discounts and if appropriate a credit is issued to the family. If a student is withdrawn, any balance due to the school for that student must be paid in full on or before the student's final day of attendance.

ECEC

Withdrawal of a student prior to 31 October each year requires four weeks written notice to the Enrolments Office. In default of such notice, a withdrawal fee equivalent to four weeks fees are charged to the family account. Any balance due to ECEC for that student must be paid in full on or before the student's final day of attendance.

Withdrawal of a student between 1 November and 31 December requires eight weeks written notice to the Enrolments Office. In default of such notice, a withdrawal fee equivalent to eight weeks fees are charged to the family account. Any balance due to ECEC for that student must be paid in full on or before the student's final day of attendance.

Non-payment of Fees

Hills Grammar is not a credit provider (*National Consumer Credit Protection Act 2009*) and as such, does not allow debt to be deferred. As a result, the School is unable to offer payment plans, however, can refer families to credit providers who may be able to assist.

The School expects that parents will pay all tuition fees on or before the due date. Families with an overdue balance are sent a reminder email 14 days after the due date requesting payment within 7 days.

Where payment in full is not received, a Principal's reminder letter is issued requesting a response within 48 hours and payment within 7 days.

Where fees and charges continue to be overdue for more than 28 days, a Principal's final notice letter may be issued. Unless full payment is made by the due date on the letter, a student's enrolment may be terminated from the beginning of the following school term. In the meantime a student may not be permitted to participate in optional School events (such as elective co-curricular).

All late payments or unsuccessful Direct Debits attract a non-refundable late payment management charge of \$20 per month. The overdue debt is referred to the School's debt collection agency with instructions to commence legal proceedings for recovery of the overdue debt at the appropriate time.

- An agency fee will be payable as part of the outstanding debt.
- All legal expenses and costs associated with the collection of the outstanding debt incurred by the School are charged to the family.

ECEC

- After 7 days families are sent a reminder email
- After 14 days, families are phoned
- If payment is not made and no payment plan developed, the matter is referred to the Finance Manager.

ECEC Late fees

- Families picking their child up from ECEC after the licenced closing time of 6.00pm will be charged a late fee/minute they arrive after 6.00pm.

Fee Discounts (K-12 only)

Sibling Discounts

Sibling discounts are offered to families with three or more children-

- 20% discount is provided for the third child
- 30% discount for the fourth and subsequent child/ren

Scholarships

To be considered for an interview, Scholarship applications must have a paid application for enrolment submitted to the Enrolments Office.

Final decisions for all Scholarships are made by the Principal. Scholarships are renewable annually for the duration of senior schooling, depending on satisfactory conduct, attitude and progress

Academic Scholarships

Academic Scholarships are awarded based on merit and may vary between 100% remission of fees to 50%. Candidates will be required to sit a Scholarship test and each shortlisted applicant will be invited to an Interview. The Scholarship test and Scholarship Interviews will be held at the Hills Grammar campus. These scholarships are to be reviewed annually to ensure that the award conditions are met.

Strive for Excellence Scholarship | Music

These will be awarded on merit and may vary between 100% remission of fees to 50%. Candidates will be required to sit the Scholarship test and each shortlisted applicant will be invited to an Interview. The Scholarship test, Scholarship Interviews and auditions will be held at the Hills Grammar campus. These scholarships are to be reviewed annually to ensure that the award conditions are met.

Entry points of Scholarships are Year 7. Scholarships are tenable from the time of award until the end of Year 12. Part scholarships may be increased based on demonstrated sustained, outstanding achievement by the student.

Bursaries

The Principal has no unilateral discretion to grant bursaries. Council resolved that all new bursary recommendations will be considered by Finance Committee at the Principal's formal recommendation and if granted, these bursaries will be reviewed annually.

International Students

The school is registered to accept students normally resident overseas (Overseas Students) on Subclass 500 Student Visas and will offer a limited number of places for such students. Our enrolment processes aim to enrol a small number of International students across all year groups.

To be eligible for enrolment to Hills Grammar, an international student must meet the following age requirements:

- turn 5 years old by 31 March in Kindergarten
- less than 16 years old when commencing Year 9
- less than 17 years old when commencing Year 10
- less than 18 years old when commencing Year 11
- less than 19 years old when commencing Year 12.

Full fee-paying international students can apply for entry into the School at any grade. Typically the School will prioritise the enrolment of international students who are living with a parent.

All applications for enrolment are considered according to a number of criteria. The chief general criterion is based on the notion of mutual benefit. Hills Grammar desires to enrol students who it is perceived will benefit from a Hills Grammar education and from whom Hills Grammar perceives will benefit by their enrolment.

Students who will best benefit from a Hills Grammar education will be those who are willing to:

- Participate fully in the mission, ethos, values, and expectations of the School.
- Abide by all the rules of Hills Grammar School as they apply from time to time.
- Participate fully in the School's academic program, including the completion of homework and assessments.
- Wear the School Uniform in accordance with the uniform policy and comply with the School's dress standards at school and to and from school.
- Participate fully in the School's diverse co-curricular program.
- Participate fully in, and support, the School's wellbeing program.

A minimum pre-requisite for families of a student seeking enrolment at Hills Grammar who has attended another school is demonstrated compliance with the above expectations.

Hills Grammar School will also benefit from enrolling students with demonstrated compliance in the above areas.

The school will further benefit from students whose parents and families:

- Have a commitment to the mission, ethos, values and expectations of the School.
- Co-operate and support the School in matters of student discipline, dress and student participation in the School's academic, co-curricular, and wellbeing programs.
- Fulfil their financial obligations to the school by making all payments of fees and associated charges at designated times.

Families seeking enrolment at Hills Grammar after attending another school demonstrated compliance to the above expectations at their child's previous place of learning will be a minimum pre-requisite in any consideration of such an enrolment.

Parents or Guardians enrolling a student at Hills Grammar are expected to agree to all the terms outlined in Conditions of Entry and Retention of a Place which form part of the Letter of Offer for Enrolment.

If an Overseas Student is offered enrolment all government regulations relating to visa conditions, guardianship, private health insurance and other welfare arrangements must be met. International students are required to arrange and hold overseas student health cover (OSHC) for the length of their student visa. Families are to provide proof of OSHC prior to commencement.

All international students with a Confirmation of Approved Accommodation and Welfare (CAAW) as part of their visa are required to have a School nominated Guardian for the entire period of enrolment regardless of age. ISA Guardian & Welfare Services is the School's approved provider for guardianship services and who can act on

behalf of the student's parents or legal carers and assist with all aspects of the student's welfare including on-going communication with the School whilst residing in Australia. service.

All International students will be required to have an ISA appointed guardian for the duration of their studies. This requirement will only be waived in favour of an alternate guardian in exceptional circumstances including, but not limited to:

- the School is at any given time unable to organise an ISA guardian with suitable language skills from the student's country of origin to enable them to fulfil their communication role between the student, the School and the parent.
- the parent with whom the student is living whilst enrolled at Hills Grammar must demonstrate a high proficiency in communicating in English as determined via interview with the relevant Head of School prior to enrolment. Requests to waive the ISA requirement must be made to the Enrolments Office prior to Enrolment.

For students where the School holds the CAAW, the School must approve any proposed arrangements for the students living arrangements – temporary (ie school holidays) or permanent – while in Australia. These arrangements may only be changed with the approval of the School- The School must be able to conduct home inspections to ensure that the student's living conditions meet government guidelines.

All international students entering Years 4 to 10 need to provide evidence of English proficiency when submitting an enrolment application. The School will accept testing results from AEAS. It is the responsibility of the parents to arrange for students to be tested. The cost of the assessment test is paid for by the parents.

The School has appointed Australian Boarding Schools International (ABSI) to facilitate and manage international student enquiries and applications. ABSI is not an agent; it is a member of the School's enrolments team.

Hills Grammar is a registered provider on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) and complies with the Education Services for Overseas Students (ESOS) Act 2000 and the obligations laid down in the National Code 2018. The School is registered and accredited by the NSW Educational Standards Authority (NESA) to provide courses of study for students from Kindergarten to Year 12. Students are eligible to receive the NSW Higher School Certificate on the successful completion of their Year 12 studies.

Conditions of Entry and Retention of a Place

Families accepting an offer of a place for their child do so in accordance with the following conditions

- Students are to
 - abide by all School rules, regulations and support the School's mission, ethos and values.
 - wear the prescribed uniform and the standards of dress and appearance are to be strictly followed.
 - fully participate in the School's academic, co-curricular and wellbeing programs and meet all the prescribed requirements.
- Parents are expected to
 - comply with attendance requirements as outlined in the International Student Handbook.
 - co-operate with the School concerning matters of discipline, attendance, program participation and the wearing of the school uniform.
 - demonstrate and support the School's ethos including Vision, Mission and Values statements.
 - complete consent documentation at the Student's initial commencement date and then annually, at the commencement of each academic year.
 - read and understand the Hills Grammar Fee and Tuition Policy and the Kindergarten to Year 12 Non-Resident Fee Schedule.
 - understand that by signing the Acceptance of Enrolment Offer Form they shall be jointly and severally liable for all monies payable to the School arising out of enrolment. Their liability to the School is not affected by any agreement they make with each other or by any order of the Family Court of Australia.
 - understand that the Enrolment Fee per student is non-refundable.

- the School reserves the right to discipline, suspend or expel students who do not fulfil requirements.
- School fees are payable in accordance with the Hills Grammar Tuition Fee Collection Policy and the Non-Resident Fee Schedule.
- Withdrawal of a student from K-12
 - One term's notice of withdrawal of a student from the School must be given in writing to the Enrolments Office. In default of such notice, a late notice payment equivalent to a full term's fees will be payable to the School.
 - Withdrawal of an enrolment prior to commencement at Hills Grammar requires one term's notice in writing to the Enrolments Office. In default of such notice, a late notice payment equivalent to a full term's fees will be payable to the School. This notice covers the budgeted shortfall of the withdrawal.

Immunisation

As per government legislation, at enrolment, the School requests that parents provide a recent AIR Immunisation Statement that shows their child's immunisation status, either

- is fully immunised for their age, or
- is not fully immunised for their age, or
- has a medical reason not to be vaccinated, or
- is on a recognised catch-up schedule if the child has fallen behind with their immunisations.

While students can still be enrolled if a recent AIR Immunisation Statement is not provided, these children will be classified as unimmunised and may be excluded from School if:

- there is an outbreak of a vaccine-preventable disease at the school, or
- if they come into contact with a person with a vaccine preventable disease, even if there is not an outbreak at the school.

Overseas Immunisation Records

In accordance with NSW Health requirements, the School will not accept overseas immunisation records. Children who were vaccinated overseas need to have their immunisation records assessed by an immunisation provider who will transfer the information to the Australian Immunisation Register (ACIR). An AIR Immunisation History Statement will be issued to parents/caregivers and this should be submitted to the School prior to enrolment.

Enrolment Process

Before applying for enrolment, parent/carer(s) should read the:

- Prospectus and information about enrolments on the School's website
- current Non-Resident Fees Schedule
- Hills Grammar Fee and Tuition Policy, and
- Terms and Conditions of Enrolment.

All are available on the School's website and parents can also request copies via email.

Record Keeping

The day-to-day application of this policy and enrolment procedures is carried out by the Principal, Heads of School, the Director of Advancement and Engagement, the School Registrars, and other delegated staff.

The School maintains an electronic database of family and student details prior to the time of commencement. Throughout their time in the school students remain on the electronic database and a hard copy of their critical files are kept in the School's secure storage.

Records of past students are also maintained on the database and copies of critical files are stored electronically on online servers. Thereafter they are filed as archives indefinitely.

The Records of enrolment are maintained either electronically or in hard copy for a minimum period of five years.

Applications

To commence the application process, international students are required to submit an International Student Application for Enrolment which must be submitted by both parents/carers. It is essential that applications include a copy of the following supporting documentation

- students' birth certificate, translated into English if necessary
- information page of the student's passport
- student's latest school report translated into English
- student's English Proficiency test results (ISTART Online or AEAS).

The School's nominated International Student Enrolment Team, ABSI, will acknowledge applications in writing and may ask for additional information if necessary.

Documentation and Interview

In assessing applications for enrolment, each prospective student's educational needs are considered and where necessary further information is sought in consultation with parents and other relevant people.

All students will be required to participate in a pre-enrolment interview with the Head of Junior or Senior School (as appropriate) and/or the Head of International Students. This is usually conducted over a web conferencing system at a mutually convenient time.

At the interview the following matters are discussed:

- The nature of the learning program of the School and the academic history of the student (if applicable)
- The mission, ethos, values, and expectations of the School and the family's preparedness for their child(ren) to participate
- The philosophy and practice of the School's co-curricular and wellbeing programs
- Any critical health matters related to the student
- The expected standards of work, discipline and dress and bearing of the student
- The history of any learning difficulties or disabilities (if applicable)
- The fee structure of the school and the financial expectations of the School.

Consideration is given to each applicant's supporting statements, documentation, references and interview responses regarding their ability and willingness to support the School's ethos and the 'Conditions of Enrolment'.

Confirmation of Enrolment

Once the admission process has been finalised, the School will inform parents in writing of their success or otherwise regarding the offer of a place in a given year.

To accept the Offer for Enrolment, parents/carers will need to pay the scheduled fees and sign and return all relevant documents to the International Student Enrolments Team.

Upon successful receipt of these documents and after payment has been cleared, a Confirmation of Enrolment (CoE) and the Confirmation of Approved Accommodation and Welfare (CAAW), where applicable, will be released.

To confirm their child's place, the Parent/carer(s) must sign the Acceptance of Offer Form provided and pay the non-refundable enrolment fee by the due date in their offer – generally two weeks.

At the time of accepting an offer, Parents/carers agree to inform the School of any change of address, contact details or pertinent information affecting enrolment ie current school reports (where the applicant is accepting a place for 2 years away), details regarding behaviour, health issues etc after an offer (or conditional offer) of enrolment is made.

Prior to the student's commencement date, the School will send the student information about their first day, as well as any general requirements regarding uniforms, books and subject choices.

Amendments

The School acknowledges that amendments to a student's enrolment may be required from time-to-time – for example changing the calendar year of entry. One amendment may be provided by the School free of charge, should a placement in the requested Year Group be available.

Any questions concerning enrolment should be referred to the Enrolments Office.

Suspension and Termination of Enrolment

Once an International student has commenced the course, Hills Grammar will only grant a suspension of study for compassionate and compelling circumstances. In accordance with their VISA conditions, these situations include but are not limited to;

- illness, where a medical certificate states that the student was unable to attend classes
- bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
- major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies
- a traumatic experience which has impacted on the student (these cases should be, where possible, supported by police or psychologists' reports)

Other important points are as follows,

- Suspensions will be recorded on PRISMS.
- The period of suspension will not be included in attendance calculations.
- The final decision for assessing and granting a suspension of studies lies with the Principal.

Transferring to another School or Education Provider

Overseas students are restricted from transferring from their principal course of study for a period of six months. This restriction also applies to any course(s) packaged with their principal course of study.

Students can apply for a letter of release to enable them to transfer to another education provider. This must be done in writing to the Head of International Students.

Hills Grammar will only provide a letter of release to students in the first six months of their principal course in the following circumstances:

- The student has changed welfare and accommodation arrangements and is no longer within a reasonable travelling time of the School.
- It has been agreed by the School that the student would be better placed in a course that is not available at Hills Grammar.
- Any other reason stated in the policies of Hills Grammar.

Hills Grammar will NOT provide a letter of release to students in the first six months of their principal course in the following circumstances:

- The student's progress is likely to be academically disadvantaged eg Enrolment at Foundation Course if Year 11 Studies have not been completed satisfactorily.
- Accommodation arrangements are not satisfactory—such as too far from Provider.
- Hills Grammar is concerned that the student's application to transfer is a consequence of the adverse influence of another party. Eg influence by an Agent or students.

In order to apply for a letter of release, students must have a letter from the receiving provider that a valid offer of enrolment has been made.

Students under 18 years of age MUST also have:

- Written evidence that the student's parent(s)/legal guardian supports the transfer.

- Written confirmation that the new provider will accept responsibility for approving the student's accommodation, support, and general welfare arrangements where the student is not living with a parent, legal guardian or a suitable nominated relative.
- Evidence that the student is always in Department of Home Affairs approved welfare and accommodation arrangements.
- All applications for transfer will be considered within 10 working days and the applicant notified of the decision.

Students whose request for transfer has been refused may appeal the decision in accordance with the School's complaints and appeals policy. The complaints and appeals policy is summarized on the School website.

It is the responsibility of the Head of International Students to monitor and update in conjunction with the Enrolments Office any information relevant to the enrolment status of an international student as per ESOS legislation.

The final decision on granting a transfer lies with the Principal.

Withdrawal of Enrolment

One term's notice of withdrawal of a student must be given in writing to the Enrolments Office. In default of such notice, a late notice payment equivalent to a full term's fees will be payable to the School. If a student is withdrawn, any balance due to the School for that student must be paid in full on or before the student's final day of attendance. As an example, if a student is being withdrawn and will not be attending School in Term 1 the following year, parents/carers must provide written notice before Term 4 commences. Similarly, if a student withdraws from attending Term 3, parents/carers must provide written notice before Term 2 commences.

Withdrawal of an enrolment prior to commencement at Hills Grammar requires one term's notice in writing to the Enrolments Office. In default of such notice, a withdrawal fee equivalent to a full term's fees will be payable to the School. This notice covers the budgeted shortfall of the withdrawal.

Termination of Enrolment

Hills Grammar may cancel the enrolment of an international student under the following conditions

- Failure to pay course fees
- Failure to maintain approved welfare and accommodation arrangements (visa condition 8532)
- Any behaviour identified as resulting in cancellation of Hills Grammar's Behaviour Policy/Code of Conduct. Refer to School's Behaviour Policy
- Failure to maintain minimum attendance requirements.

Hills Grammar is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to the Department of Home Affairs which may impact on a student's visa.

School Fees

Refer to the School Fee section as outlined on Page 16 of this policy, the Tuition Fee and Collection policy and the current Non-Resident Fee Schedule available on our website. Information specific to International student fees is outlined below.

Full Refunds

Tuition fees, Enrolment Deposit, Enrolment Fee and Compulsory Activity levy will be refunded in full where:

- the course does not start on the agreed starting date which is notified in the letter of offer;
- the course is not provided fully to the student because the School has a sanction imposed by a government regulator; or
- an offer of a place is withdrawn by the School before commencement of the course.
- a student is unable to obtain a student visa;
- illness or disability prevents a student from taking up the course;
- a student fails to meet the English or other requirements for admission for the course;

- other special or extenuating circumstances, including political, civil or natural events, are accepted at the discretion of the Principal of the School, or his or her nominee, as preventing a student from taking up the course.

Where an application for a full refund is made, the student must provide at the time of making the application, documentary evidence to the satisfaction of the School.

Partial Refunds

Partial refunds of the amounts specified below will be provided in the following circumstances:

- where the School withdraws an offer based on incorrect or incomplete information supplied by the parents/student. 100% of all instalment fees paid for the term period are refundable except Enrolment Fee and any Application Fee minus the value of any tuition already delivered
- where a student, after parents accept an offer of a place, is withdrawn from the School before the commencement of their first term. 100% of all instalment tuition fees paid except Application Fee and Enrolment Fee;
- where a student, after parents accept an offer of a place, is withdrawn from a course after commencement of studies without a terms written notice of withdrawal:
 - Parents may be charged a terms fee in lieu at discretion of Principal
 - Application for Enrolment Fee is non refundable
 - Enrolment Fee is non refundable
 - Enrolment Deposit Fee is refundable minus any outstanding amounts due
 - Curriculum Levy is non refundable
 - The course stops being provided by The Hills Grammar School after it starts and before it is completed

Refunds for Students who obtain Permanent Resident Visa Status before Census Date

- Permanent resident status is recognised as from the date of the visa grant letter.
- If a student is granted Australian permanent resident status before enrolling in a course but after the date of the letter of offer for the course:
 - the enrolment entrance deposit will be refunded provided no amounts are overdue.
 - if the student still wishes to study at the School he or she will automatically be granted a domestic place and fees applicable to domestic applicants for that course.
 - if the student has already paid tuition fee instalment/s applicable to international students for the term/s, or any future terms, a total refund of the difference in fees is payable to the student.

Refunds for Students who obtain Permanent Resident Visa Status after Census Date

- If a student is granted Australian permanent resident status after enrolling in a course but after the state or federal census date for the course:
 - the student will be eligible for a domestic place and will be subject to the selection and fees applicable to domestic applicants for that course.
 - if the student has already paid the tuition instalment fees applicable to overseas students for the term, a refund will be due minus any per capita government amount for domestic students and overdue amounts.

No Refunds

- A student who withdraws or defers from a course more than 20 working days after the commencement of a term shall not be eligible for a refund for that term except for the criteria outlined in Total Refunds.
- A student whose enrolment is either suspended or canceled by the School for whatsoever reason during a term, including but not limited to misbehaviour or non-payment of fees to the School, may be eligible for a refund for that term at Principal's discretion.
- A student whose visa is canceled during a term shall not be eligible for a refund.

Credit Balances

- Parents can apply for a refund of a credit balance, created by overpayment, only if they have no other debts owing to the School.
- Normally overpayment (excess payment) of student tuition fees resulting in a credit balance on the student's account will automatically be transferred as payment or part payment of the student's fees payable for the next term or to other outstanding debts owing to the School. It is the responsibility of parents to be aware of all credit amounts (excess payments) on their account and to maintain current address and contact details.
- Accounts with unclaimed credit amounts will have this amount refunded once they leave the School if no other debts are outstanding.

School Default

- If for any reason the School is unable to offer a course, a full refund of fees paid will be made within 14 days of notification of course cancellation.
- If for any reason the School is unable to continue offering a course after commencement, a refund of all unspent tuition fees paid will be made within 14 days of notification of course cancellation.
- If, for any reason, the School is unable to refund the course fees for a course that it is unable to deliver, then the student has access to the Tuition Protection Scheme (TPS).

Process for Claiming Refunds

- Withdrawal of a student's enrolment must be made in writing to the Principal. If a full or partial refund is requested outside of the guidelines for automatic refund of any fees these reasons must be clearly outlined in the letter to the Principal. Supporting documentation may be required.
- The Principal will respond in writing to all notices of withdrawal and a final statement will be prepared and forwarded to the parents. Any refund will take into consideration all debts to the School and any outstanding amounts will be deducted from the refund and be paid 14 days after receipt of correct Banking details. Where a parent is dissatisfied with a decision to provide or not to provide a refund he or she may appeal that decision in by contacting the Principal.
- See Complaints and Appeals Policy in the Guidelines for International Students
 - This procedure, and the availability of complaints and appeals processes, does not remove the right of the student or parent to take action under Australia's consumer protection laws.
 - Parents must provide banking details for any refund and payment will be made only to those whose names appear on the contract of enrolment unless advised otherwise in writing by parents.

TPS Levy

The Australian Government imposes a Tuition Protection Scheme levy to insure students against any failure of the provider to deliver the course that has been paid for. In the unlikely event that the School is unable to honour its commitment to its International Students, the student can access this scheme to obtain a refund of fees if the School is unable to provide the refund.

Withdrawal Fee

One term's notice of withdrawal of a student from the School (Kindergarten to Year 12) must be given in writing to the Enrolments Office.

In default of such notice, a late notice payment equivalent to a full term's fees will be payable to the School.

Non-payment of Fees

Hills Grammar is not a credit provider (*National Consumer Credit Protection Act 2009*) and as such, does not allow debt to be deferred. As a result, the School is unable to offer payment plans, however, can refer families to credit providers who may be able to assist.

The School expects that parents will pay all tuition fees on or before the due date. Families with an overdue balance are sent a reminder email 14 days after the due date requesting payment within 7 days.

Where payment in full is not received, a Principal's reminder letter is issued requesting a response within 48 hours and payment within 7 days.

Where fees and charges continue to be overdue for more than 28 days, a Principal's final notice letter may be issued. Unless full payment is made by the due date on the letter, a student's enrolment may be terminated from the beginning of the following school term. In the meantime a student may not be permitted to participate in optional School events (such as elective co-curricular).

All late payments or unsuccessful Direct Debits attract a non-refundable late payment management charge of \$20 per month. The overdue debt is referred to the School's debt collection agency with instructions to commence legal proceedings for recovery of the overdue debt at the appropriate time.

- An agency fee will be payable as part of the outstanding debt.
- All legal expenses and costs associated with the collection of the outstanding debt incurred by the School are charged to the family.

Students with Additional Needs

We recognise that all students have different abilities and needs. Hills Grammar School supports the values and principles of inclusive education. We celebrate difference and diversity and aim to ensure that each and every student is supported and inspired to flourish in an inclusive and caring environment. The concept of a 'Hills Original' is grounded in the belief that every child brings unique strengths and aptitudes to their learning, which need to be acknowledged and nurtured.

We utilise a variety of highly effective strategies and programs in accordance with the Disability Standards for Education that enable students who have diverse needs including gifted and talented, learning support and additional needs to achieve the best possible outcomes.

We acknowledge that the relationship between student wellbeing and student learning is fundamental to a positive learning environment. The School advocates and promotes the link between learning and wellbeing through inclusive curriculum practices, a positive and supportive school culture, and a safe, happy, and healthy environment. Moreover, we recognise and respect the role of parents and guardians in the education of young people. Respectful, trusted, and caring relationships with families and carers create the ideal conditions for learning.

The United Nations Convention on the Rights of Persons with Disabilities (2008) promotes the equal and active participation of all people with additional needs. Every child is entitled to a quality education that values who they are and supports them to grow. Our approach to the education of children with additional needs, in consultation with parents, is one of integration into the mainstream to enable our students to become resilient, confident and increasingly independent learners.

We offer personalised and flexible learning through our integration program that exceeds the Disability Standards recommendations. To this end we:

- Consult and collaborate with the student and their parents, guardians or carers and teachers, and external specialists working with families and students.
- Assess and identify current and emerging adjustments required for the needs of the student including a focus on individual strengths which can be further developed and refined with a focus for post-school options.
- Provide adjustments to address the identified needs of the student.
- Monitor and review the impact of adjustments through data collection, regular collaborative planning and discussion.
- Seek expert advice, where applicable, on the student's needs including medical, personal, physical, communication, sensory and learning needs.

Enrolment Process

Students complete the enrolment process as outlined from page 8.

The School supports the enrolment of students with disabilities, provided that such enrolment will not pose unjustifiable hardship on the School. This means that the School will not incur unreasonable costs in providing support services for the student, and/or the student's special needs will not have a detrimental effect on the staff or other students in the School.

Any decisions about admission, enrolment or participation will be made on the basis that reasonable adjustments will be made where necessary, within the means of the school, so that the student with a disability is treated on the same basis as a student without a disability.

The Principal/Head of School will make decisions on such matters after consultation with parents, relevant educational and medical professionals, the Executive Team and the Learning Enrichment and Integration teams.

Policy Changes

The School Council may initiate policy changes to meet the needs of its stakeholders.

Collection of Personal Information

Refer to Hills Grammar Statement on Privacy.

Related Documents

- Conditions of Enrolment – Acceptance of Offer of Enrolment
- Parent Communication Policy
- Community Code of Conduct
- Hills Grammar Tuition Fee Collection Policy
- Resident Fee Schedule | K – 12
- International Fee Schedule | K – 12
- ECEC Fee Schedule
- Absences Policy