



## Terms and Conditions of Enrolment

1. Once an interview is conducted and an offer of a place is made, the College requires the payment of a non-refundable and non-transferable Enrolment Fee (\$3,500 boys/\$1,500 girls) for each student to confirm acceptance of an admissions offer. If you cancel/transfer your child's enrolment prior to entry the Enrolment Fee will be forfeited.
2. Annual tuition and compulsory levies shown on the Term 1 invoice are issued in December prior to the commencement of the academic year. All other subject and/or elective levies and charges will be shown on invoices/statements issued at the end of each term in April, July and October. Payment of annual tuition fees in full by 31 December, prior to the commencement of the academic year, will receive a settlement discount on tuition only (as per the Fee Schedule). Parents are required to complete a signed Direct Debit Agreement to facilitate monthly deductions by the College. A request for other payment arrangements and/or variations must be made in writing to the Head of Finance prior to the commencement of the academic year. One full term's notice is required, in writing to the Director of Campus for applications for deferment and/or periods of absence from the College. A term's tuition fee will be charged against the family's account for student absences of more than one term. One full term's notice is required, in writing to the Director of Campus if a student is leaving/withdrawn from the College, otherwise a term's fee will be charged in lieu. The notice must also advise the Director of Campus if the student is to be withdrawn from the Boarding House and/or Music School program.
3. Xavier College is an inclusive school committed to educating all students. Prior to entry, to enable the College to assist parents in the best possible way with their child's development, parents are asked to provide any details about their child's special needs, so that the College can prepare in advance, how best to meet the specific needs of their child. Full and frank disclosure of all relevant paediatric/medical reports or other information known must be provided to the school prior to entry.
4. Endorsement is required by parents of the Christian ethos of Xavier College as a Catholic school and the Ignatian emphasis and ideals which inspire Jesuit schools. Acknowledgement is also required by parents of the following ideals - insistence on excellence and generosity, the development of individual talents, service to others, the development of the affective and religious dimensions, and the balanced development of young people 'of competence, conscience and compassion'.
5. The College may contact your child's current and/or previous school(s) prior to commencing at Xavier College to enhance the transition process. The College may also ask for additional information relating to your child's progress and well-being at the school.
6. Students are expected to abide by and uphold the rules of Xavier College.
7. Parents are expected to conform to the rules of Xavier College.
8. Continued enrolment in subsequent years is always subject to satisfactory conduct, progress and application in studies as well as the various curricular and co-curricular activities.
9. Acceptance is expected of the class group the College allocates.
10. Enrolment implies acceptance by parents and students of all the College's policies, rules and regulations as amended and notified from time to time. Policies are accessible on the College Portal.
11. Co-operation and support of the College is required by parents in matters of school management and discipline and acknowledgement that this co-operation is important both for the well-being and development of students and for the proper management of the College is also expected. Serious breach of College rules may lead to suspension and/or expulsion.
12. Parent/s through access to the internet, should ensure that all contact details are registered with the College and that they remain current and accurate, and at least one email address is provided for school-to-parent contact regarding official correspondence and notifications via email and/or the Xavier Portal.
13. Under the stewardship of the Community Relations Office, the College may release email addresses and contact phone numbers to the Xavier College Parent support groups in line with our Privacy Policy and Electronic Communication Policy.
14. The College may use and disclose photographs, videotapes, digital or other images of your child for marketing and/or fundraising purposes for social media, publications, newsletters, presentations or the College internet/intranet website in line with our Privacy Policy and Electronic Communication Policy.
15. Copy of any Court Orders or Agreement regarding responsibility for, or contact with the child, communication, education and/or financial obligations must, be provided to the Principal, Director of Campus or Head of Admissions.



16. The Immunisation Status Certificate needs to be provided to the College prior to your child's commencement in the kindergarten and primary years program.
17. For boarding students - the Xavier College Boarding House Student Code of Conduct must be read, signed, understood, accepted and committed to by the boarding student.
18. For students entering Years 5-8, assessment testing occurs in the year prior to commencement once your son's place is confirmed. For students entering Years 9-11, assessment testing will occur in Term 1 in the year of commencement.
19. Parents and students must read, understand, accept and commit to the Xavier College Student Code.