



Terms and Conditions of Enrolment

1. Once 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.
3. The College will determine the nature of any discount for tuition fees payable (fully) in advance and will advise parents of this and associated conditions in the annual fee letter and schedule. Alternatively, parents are required to complete a signed Direct Debit Agreement to facilitate monthly deductions by the College.
4. Any adjustment to fees paid (fully) in advance or by monthly direct debit in accord with the College's fee payment procedures must be requested in writing to the Head of Finance whereupon it will be duly considered by the College. Any adjustment to the scheduled payment of fees must be formally concluded between parents/guardians and the College, such that a payment schedule is agreed and confirmed in writing by both parties, that future payments are honoured in a timely manner in accordance with the terms of the schedule and that a commitment to the full payment of fees owed to the College over the years of enrolment of a student is confirmed.
5. One full term's notice is required, in writing, to the respective Director of Campus for applications for deferment, for periods of absence or for withdrawal from the College. A term's tuition fee will be charged against the family's account for student absences of more than one term, or if one full term's notice of withdrawal is not provided. The notice must also advise the Director of Campus if the student is to be withdrawn from the Boarding House and/or Music School program.
6. Xavier College is an inclusive school committed to educating all students. The College reserves the right on non-acceptance of student enrolment if the specific facilities, suitability of the educational program offered by the College or other aspects of delivering an appropriate educational program for a child cannot be met by the current provisions or teaching resources of the College.
7. 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 educational (learning, health or social-emotional) 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, educational reports, provision or assessments, or other information relevant to understanding the educational needs of the child known must be provided to the school prior to entry.
8. 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. In this respect, acknowledgement is required by parents in supporting their child and the College to pursue excellence, to act with generosity, to develop individual

talents, to respect and serve others, to foster a religious and spiritual dimension and to promote their development of 'competence, conscience and compassion'.

9. 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 wellbeing at the school
10. Students are expected to abide by and uphold the rules of Xavier College, with particular attention to the Xavier College Student Code. Students and parents must read, understand, accept and commit to the Student Code.
11. Parents are expected to support the rules of Xavier College and to abide by the Codes (students and parents) and associated guidelines from the College.
12. Acceptance is expected of the class group and teacher that the College allocates.
13. 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.
14. Continued enrolment at the College, inclusive of progression to subsequent years is always subject to satisfactory conduct, progress and application in studies as well as the various curricular and co-curricular activities.
15. Co-operation with the College is required by parents in matters of school management and discipline. Parents should acknowledge that this co-operation and the pursuit of understanding is important both for the wellbeing and development of students as well as for the proper management of the College.
16. Parents and students must understand that a serious breach of College rules (inclusive of the Student Code) may lead to suspension and/or expulsion. In the event of such significant disciplinary consequences involving exclusion from the College, a formal process will be followed in accordance with school policies and guidelines. This includes an independent adjudication mechanism to assist the College in appropriate decision-making. A student suspension can only be authorised by a member of the College Executive, with expulsion only being authorised by the Principal.
17. Parents/guardians must ensure that all contact details are registered with the College and that they remain current and accurate. At least one email address is to be provided for school-to-parent contact regarding official correspondence and notifications via email and/or the Xavier Portal.
18. Under the stewardship of the Community and Engagement 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.
19. The College may use and disclose photographs, 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.
20. Current copies of any Court Orders or Agreement or other such legal documents regarding responsibility for, or contact with the child, the receipt of communication, education and/or financial obligations must be provided to the College by direct (including written) communication with the Principal, Director of

Campus or Head of Admissions.

21. The Immunisation Status Certificate needs to be provided to the College prior to your child's commencement in the kindergarten and primary years program.
22. The Student Code must be read, understood, accepted, signed and committed to by all students at the College. In addition, the Xavier College Boarding House Code must be read, understood, accepted, signed and committed to by all Boarding students.
23. 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.