



## Overseas Student Enrolment Contract (731b)

Parents, please read this Contract carefully and tick the boxes to indicate that you acknowledge the points noted, then sign at the end.

This agreement dated \_\_\_\_\_ is made between Lorien Novalis School for Rudolf Steiner Education, ABN 93000946289 (“the School”) of 456 Old Northern Rd, Dural, New South Wales, Australia and \_\_\_\_\_ and \_\_\_\_\_ (“the Parents”) of \_\_\_\_\_ (“the Student”) of \_\_\_\_\_ (address).

### 1. Enrolment

By signing this Contract, the Parents have accept the School’s offer of a place for the Student at the School.

### 2. Course enrolled

The Student is offered a place in the Course \_\_\_\_\_ commencing in Class \_\_\_\_\_.

### 3. Period of Enrolment

The Student’s enrolment at the School will start on \_\_\_\_\_ (“the commencement date”) and continue until the Course is completed in December 20\_\_\_\_.

### 4. Course Delivery

All courses will be delivered consistent with the registration requirements of the New South Wales Board of Studies.

### 5. School Rules

The Parents agree to be bound by the School rules and by the authority of the School Council (the College of Teachers) and the Educational Administrator.

### 6. Code of Conduct

- The Parents acknowledge that:
- The Overseas Student Program Code of Conduct for Students (“the Code of Conduct”) forms part of this Contract and agree to be bound by the Code of Conduct For Students and to any variations to the Code of

Conduct as agreed by the School Council from time to time; and the Educational Administrator.

- b. Should the Student breach any of the provisions of the Code of Conduct, the School, in its absolute discretion, may terminate the enrolment and send the Student home at the Parent's expense.

## 7. School Fees

- a. The Parents must pay the Enrolment Fee prior to Enrolment being confirmed. Parents acknowledge that the Application Fee and the Enrolment Fee are not refundable. The Enrolment Fee is to be paid before this Contract can be accepted by the School.
- b. The Parents must pay the School the Overseas Student School Fees as per the document LNS733 Fees Information.
- c. These fees are payable 6-monthly, in advance, by the commencement date and, in subsequent years, before the start of Term 1 and by the start of Term 3.
- d.  The Parents agree to pay these fees in advance and acknowledge that there will be no refund, in whole or in part, if the Student is absent from School due to illness, leave or suspension.
- e. Please note – fees and levies are reviewed annually and are subject to change. The School will advise the Parents in writing of any changes that occur as a result of the annual review.

## 8. Other Expenses

- a. The Parents must pay the cost of all other expenses incurred by the School on behalf of the Student. The other expenses include, but are not limited to, the cost of the Class Trips for Classes 9 and 10, excursions, pens, pencils, stationery etc.
- b.  The Parents acknowledge that the cost of excursions or camps will not be refunded, in whole or in part, if the Student is absent from them due to illness, leave or suspension.

## 9. Accommodation and Homestay Arrangements

- a.  The Parent acknowledges that for students in Classes Kindergarten to Class 8 must live with one or both parents or a close family relative aged 21 or over, **at all times**. That the Parents must organise the required Visa's for these family members to reside in Australia.
- b.  The Parents acknowledge that the School does not organise Homestay arrangements.
- c.  The Parents acknowledge that students aged 15 or over and who are in Class 9 or above, may live in a Homestay arrangement if the Parents organise this.
- d. Parents must complete LNS750a Accommodation Arrangements Form and submit this as an attachment to this Contract. If satisfactory Accommodation Arrangements are not made by the Parents, this Contract cannot be accepted by the School.

## 10. Medical Insurance

- a. The Parents must organise full private Medical Insurance for the Student for the duration of their stay in Australia. Such medical insurance is to include (as a minimum), ambulance and hospital. It is recommended that health cover also cover dental, optical, chiropractic and other medical needs the Student may have while living in Australia.

## 11. Termination

- a. Except in the case of conduct that the School, in its absolute discretion, decides warrants immediate termination of the Student's enrolment, each party must give the other one term's notice of their intention to terminate the enrolment.
- b. If the Parent fails to give one term's notice to the School, they must pay to the School an amount equal to one term's fees.
- c. The School does not have to refund any fees if it terminates the Student's enrolment pursuant to clause 11a.

## 12. Refund of Fees

Subject to all other provisions of this contract, if the Parents terminate the Student's enrolment by giving proper notice, the School may, in its absolute discretion, refund to the Parents fees paid in advance but no refund will be granted for the academic Term during which the termination occurs.

## 13. Country of Jurisdiction

This agreement is governed by the laws of New South Wales and of Australia and any dispute in relation to any part, or all, of this agreement will be determined with reference to the laws of New South Wales and Australia. Further this agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

## 14. Notice

- a. Any notice that is required to be served by the Parents under this agreement must be sent to: The Education Administrator, Lorien Novalis School, PO Box 82, Round Corner, 2156, NSW Australia
- b. Any notice that is required to be served by the School under this agreement must be sent to the address provided on *Document 731a Overseas Student Enrolment Form*.

## 15. Medical Treatment

- a.  The Parents consent to the School:
  - i. Seeking medical attention by calling an ambulance if the Student is sick or injured and, in the opinion of the School staff, is in need of medical treatment;
  - ii. Giving Panadol to the Student where, in the opinion of the School staff, it is necessary;

- iii. Authorising medical treatment for the Student which is considered necessary by a consulting doctor including surgery and the administration of anaesthetic.
- b. If the Student is in need of medical treatment, the School will endeavour to contact the Parents as soon as is practicable.

#### **16. School's Care of Students**

- The Parents acknowledge that:
  - a. The School seeks to maintain an environment that is safe for all students and in which learning can take place;
  - b. The Educational Administrator or nominee may if circumstances deem it necessary:
    - i. search the Student's bag, locker or other possessions;
    - ii. discipline the Student (in accordance with the School's Positive Behaviour Policy) for breaches of the School rules or unacceptable conduct occurring in, or associated with, the School by detention or extra activity and, in aggravated cases, by suspension or dismissal.

#### **17. Compulsory Activities**

- The parents acknowledge that:
  - a. the School may determine which particular courses and activities will be offered and/or provided at any time and which of these courses and activities are compulsory;
  - b. all students must participate in all activities, which includes drama, performances and Eurythmy, and
  - c. all students must attend annual Class Trips.

#### **18. Personal information and privacy**

The School is required to share some personal information about students with the Australian Government and its designated authorities. This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition.

Further information about Privacy matters is contained in the attached *704 Privacy Policy as Affects Parents*. It is a condition of enrolment that this document be read and signed as appropriate.

#### **19. Completion of School**

The Parents acknowledges that, by signing this contract, they intend the Student to complete his or her school life at the School unless unforeseen circumstances arise.

#### **20. Students Travel Home**

The Parents acknowledge that the Student may only travel back to their home country during the term breaks.

## 21. Residential address

If the address, phone number, work details, email address or any other contact detail of a parent changes within the home country, parents are required to notify the school within 7 days of the change.

If the Australian based parent (or close relative, or Homestay carer) changes address, phone number, work details, email address or any other contact detail changes, the Australian based parent (or other relative, or the Homestay carer) is required to notify Lorien Novalis School within 7 days of the change.

## 22. Australian Tertiary Admissions Rank (ATAR)

The parents acknowledge that Lorien Novalis School offer a holistic Rudolf Steiner education that does not attract an ATAR score, and that graduates of Lorien Novalis School seek alternative pathways to Australian universities.

## 23. Attachments to the Contract

Please tick each of the following to indicate that each document is attached:

- A cheque for the payment of the Enrolment Fee, or proof of electronic payment of the Enrolment Fee
- A signed copy of LNS733 Overseas Student School Fees (see point 7)
- A signed copy of LNS750a Accommodation Arrangements Form (see point 9)
- Evidence of current Australian private health insurance (see point 10)
- A signed copy of LNS720 Refund Policy (see point 12)
- A signed copy of LNS704 Privacy Policy as Affects Parents (see point 18)

*For Students applying for Class 7 and above:*

- A copy of the English Proficiency Assessment
- OR  I acknowledge that this Contract is on the provision that the student successfully meets the English Proficiency requirements and provides proof of this prior to organising to commence study at the School.

## Signed by Director, Teaching and Learning

.....	.....	.....
Name	Signature	Dated

## Signed by the Parents

.....	.....	.....
Name of Mother	Signature of Mother	Dated

.....	.....	.....
Name of Father	Signature of Father	Dated