

## CONDITIONS OF ENROLMENT AND ADMISSION

### ATTENDANCE

1. The student must attend school throughout the school year. In term-time, attendance is required from Monday to Friday inclusive, during the hours prescribed in Student Handbook/Diary.
2. The College must be notified of a short term absence in advance by a parent/guardian; such leave will be granted only for medical or special reasons. In the case of absence due to infectious illness, accident, etc., the parent/guardian must notify the College as soon as possible. For an overseas trip, a "Student Long Term Absence Request Form" must be filled in and approved by the school administration before travel arrangements are made. Students who missed the exam period due to illness/overseas trip will be given semester/end of year reports after they sit their missed exams upon their return.
3. If a student has been absent without permission (e.g., minor illness), on return to the College, s/he must bring an explanatory letter from his/her parent/guardian or a medical certificate. A medical certificate is required in case of prolonged sickness.
4. In case of any unexplained absence, parent/guardian will be contacted by the College and asked for an explanation for such absence. Unexplained prolonged absences will be reported to the relevant government agencies under mandatory reporting regulations.
5. Student's enrolment will be reviewed by the school administration in case of more than 40 days of explained/unexplained absence in a school year.

### ADMINISTRATION AND CONDUCT

6. Parents are required to familiarise themselves with the spirit and ethos of the College and demonstrate a commitment to its philosophy, a respect for its rules and conditions and the intention to participate in the College life.
7. All students must comply with the school rules as prescribed in the PINNACLE College Student Handbook which can be obtained from the College.
8. The Principal may require the removal from the College of any student whose conduct or progress the Executive Committee considers unsatisfactory, or whose parents/guardians are considered not to be complying with the conditions of enrolment and admission at any time in a school year.
9. All students must wear the School uniform as prescribed by the student handbook. Students who fail to attend school with proper uniform or appearance may be excluded from attending the classes until the issue is resolved.
10. Students are not allowed to use the mobile phones (for any purpose either as a phone, camera or player) during school hours on school premises/school buses/excursions/school camps.
11. A bag/locker search may be conducted if there is a reasonable cause/concern. Each student is accountable for all items kept in his/her locker.
12. Students are expected to take care of their belongings in the lockers provided. The College will not be responsible for items lost/stolen/damaged at school.
13. Any technological devices, non-school uniform items or any other prohibited items prescribed in the PINNACLE College Student Handbook possessed at the College shall be confiscated for a period determined by the school administration. Confiscated items may be returned to students or parents and may result in disciplinary action depending on the seriousness/nature of the content/material.
14. Promotion from year to year and retention in the College depend upon academic and behavioural progress and conduct of the student.
15. Prompt notice to the College is required in case of any change to:
  - (a) contact details, (b) health condition of students, and (c) family, guardianship and/or custody arrangements.
  - The details provided above will be used to communicate with you via text messages or e-mail when necessary.
16. Continuous misconduct of a student on school bus may result in short/long term suspensions from the bus services.
17. Bus route or pick up/drop off points are subject to change by the Bus Service Management at the start of each semester due to new applications/cancellations.
18. School reports are sent to the address provided by parents or guardians. When parents are separated or divorced, reports may be sent to both parents upon request, unless there is an order of a court, or an agreement which provides that reports are to be sent to one parent.

### FINANCE

19. All School fees are payable with Direct Debit System from a nominated Bank/Credit Account on a regular basis. (e.g. fortnightly, monthly, quarterly upon parents' choice as prescribed in the Direct Debit Application Form) In case of insufficient funds in your nominated account/failure in payment, an additional charge will apply.
20. If unforeseen short term difficulty is experienced, the parent should notify the Finance Manager in writing as soon as possible to resolve the situation.
21. The collection process for any outstanding fees may involve placing the matter in the hands of legal authorities.
22. Tuition fees do not cover uniforms, textbooks, subject levies, excursions, transport fee, and optional accomplishments e.g. tutoring, sports registration or coaching.
23. Where a term fee is outstanding for a full term, without any formal explanation or notice provided, the enrolment will be reassessed at the end of the term. Where no debt repayment plan is agreed to, the enrolment will be terminated. Legal action will be followed to recover any unpaid fees; including listing a family account as default credit and any further legal action as deemed appropriate.
24. No remission of fees either in whole or in part shall be made should the student be absent from the school for any reason.

25. The family of any student will be liable for payment resulting from any damages caused by their children on the school grounds, excursions, camps or associated properties. Wilful damages will be regarded as vandalism and dealt with seriously by the school administration.
26. Where a parent/guardian wishes to withdraw his/her child (ren) from the College, a full term's notice, in writing to the Principal is required. A Student Exit Form, then, must be completed when terminating the enrolment. Failure to do so may result in the school retaining the Security Bond. A term's fee will be charged for student withdrawals without full term's notice.
27. If a student's enrolment is terminated by the school administration during a term, the College is entitled to retain or be paid, as the case may be, that term's full fee.
28. The cost of excursions, incursions, camps and other activities may be added to the family account during the year unless an alternative payment is requested by the school administration.
29. For all new enrolments, Building Levy will not be refunded if a parent decides to cancel, defer or withdraw his/her child (ren) from the school after enrolment has been finalised.
30. School Fees are reviewed annually by the School Board.

#### PRIVACY

31. The Family (parent/guardian of enrolled student) agrees that personal data provided may be used and retained by the College for the following purposes, and other purposes as shall be agreed between the Family and the College or required by law from time to time:
  - (a) conveying relevant information to the Government or its representative authorities and to Education authorities to comply with statutory and/or legal obligations;
  - (b) provision of Services and Goods by the College;
  - (c) marketing of Services and or Goods by the College;
  - (d) processing of any payment instructions, direct debit facilities and/or credit facilities requested by the Family; and
  - (e) enabling the daily operation of the Family's account and the collection of amounts outstanding in the Family's account in relation to the Services and Goods.
32. The College may give information about the Family to a credit reporting agency for the following purposes:
  - (a) to notify other credit providers of a default by the Family; and
  - (b) to facilitate the collection of amounts outstanding in the Family's account.
33. The Family consents to the College being given a consumer credit report to collect overdue payment on commercial credit (Section 18K(1)(h) Privacy Act 1988).
34. The College may publish photographs of your child and/or samples of work completed by your child and use the still/running images and/or voice of your child for promotional or educational purposes. This could include, but are not limited to, school newsletters (online and in hard copy), PINNACLE College Internet or intranet websites, school magazines, yearbook, local or community newspapers, banners, media releases and TV/radio programs/advertisements. If you do not agree with this statement please provide a signed letter stating so to the College immediately.
35. Student's behavioural and academic records can be used within the College for educational purposes.

#### DEFAULT AND CONSEQUENCES

36. If the Family defaults in payment of any invoice when due, the Family shall indemnify the College from and against all of the College's costs and disbursements, including on a solicitor costs and all of the nominated Collection Agency's costs of collection.
37. Without prejudice to any other remedies, if at any time the Family is in breach of any obligation (including those relating to payment); the College may suspend or terminate the supply of Goods and or Services to the Family and any of its other obligations under the terms and conditions. The College will not be liable to the Family for any loss or damage the Family suffers because the College exercised its rights under this clause.

#### CONSENT FOR EMERGENCY TREATMENT AND EXCURSIONS

38. It is a condition of enrolment and admission that consent is given by parents/guardians for a student to take part in any excursion held for the purpose of furthering the study of any course or subject taught by the College, or as part of a program of tutorial activities or for any other purpose approved by the Principal, provided that the excursion/incursion/camp or other school activities will be under the care and direction of a teacher or teachers of the College. This consent applies equally and fully whether participation in the excursion by the student is voluntary or compulsory. A detailed information letter will be issued prior to such an activity. If parents/guardians have any concerns about the activity, they may notify the school administration in writing.
39. Students misbehaving in excursions or in-school activities may be excluded from similar activities as a part of their punishment.
40. Parents/guardians must ensure that the College is advised at the interview held prior to admission, or otherwise advised in writing, of any disabilities, allergic reactions or medical conditions affecting a student, and an emergency contact name and telephone number. Any such disabilities, reactions or conditions which become known after that earlier advice, or any change to them or to the emergency contact name and/or telephone number must be notified immediately to the College. In the event of accident or sudden illness where the student is under the College's care, the College will endeavour to contact parents as soon as possible but without impeding the College in taking action as set out below.
41. If judged necessary by the College, and whether or not contact has been made, and without thereby subjecting the College to liability in consequence of any such decision, a student may be taken for emergency treatment to a hospital or doctor, or may be given first aid. The treatment may involve obtaining blood transfusions or administering injections or head lice

check carried out by appropriately trained personnel. When contact is made with the parents/guardians, arrangements may be made for the parents/guardians to take over and direct their child's medical care accordingly, whereupon the College will cease to be involved in that care. Any expenses incurred in connection with such treatment will be met by the parents/guardians including ambulance service fees. This section does not of itself impose any liability on the College.

42. These Conditions of Enrolment and Admission are subject to change every year by the PINNACLE College Executive Committee.