

ENROLMENT TERMS AND CONDITIONS

Orientation Day

An Orientation Day is held for students to familiarise themselves with, and be welcomed to, the School. Only new students attend School. (Academic Interviews)

Course Credit

MGS offers course credit if a student demonstrates written knowledge of equivalent subject content and duration.

FEES – All fees must be paid two weeks before the commencement date. All fees are subject to annual review and will increase each year, effective at the start of each calendar year.

Application: \$300 must accompany this application. This fee is non-refundable.

Enrolment: \$2000 to be paid when accepting a Letter of Acceptance. This fee is non-refundable.

Enrolment Bond: \$2000 (refunded upon claim received 4 weeks before Yr 12 Graduation Only).

Tuition: After a Letter of Offer has been accepted by parents or legal custodian, the first six(6) months of tuition fees must be paid in advance before the commencement date. Fees are required to be paid two(2) weeks prior to the commencement of each term.

Years 7-12 \$14 000 / per year (refer to Course Fee Schedule)

Compulsary Technology and Resources Fee: \$500 per year and it does not include:

- Extra and co-curricular courses
- Sport events
- Carnivals
- Camps and excursions
- International Cultural Exchange Programme

PAYMENT OPTIONS

Cash: Directly to our Finance Department, located on Level 8, 225 Clarence Street, Sydney NSW 2000.

Bank transfer

Account name: Macquarie Grammar School Limited
Bank: National Australia Bank
Branch Address: 300 Victoria Avenue, Chatswood, NSW 2067
Account Number: 24-280-2532
BSB: 082-201
Swift code: NATAAU3302S
Reference: (Student's FULL NAME/ Student ID Number)

Please note: If fee payment is not made by the due date, it may result in immediate restriction of the School services, eg withdrawal from classes, computer labs, etc, or could lead to withdrawal of enrolment as outlined in the School's written agreements. Ongoing compound interest at a rate of 10% will be charged after the due payment date expires.

CANCELLATION & REFUND

1. Cancellation of Enrolment

A signed enrolment of cancellation form and/or a written notification must be submitted to the School six(6) months prior to the withdrawal of enrolment or termination date. If the parent fails to notify the School within the required timeframe, it will result in six(6) months fees required to be paid.

2. MGS will make any refund in Australian Dollars within 4 weeks of receiving a written claim by the Student in accordance with the Terms and Conditions as outlined in this Application Form, together with supporting evidence and such further information that Macquarie Grammar School may find as a reasonable request.

3. Refund considerations are limited to the total monies MGS has actually received. The refund calculation does not include:

- application and enrolment fees
- administrative expenses, totalling no more than the lesser of \$300 or 5% of total Course money received before the default date
- travel expenses
- bank charges
- accommodation and other domestic services that cannot be offset to someone else
- monies for the Course provided before the default date
- if the School is not notified six(6) months prior to the withdrawal date

4. No Refund

Strictly no refund is applied to students who breaches of School policies, misbehaviour and non-payment of fees.

5. MGS will make the refund available the representative identified on their Application Form.

6. Fees are not transferable to another student or institution.

7. All refund applications must be made in writing using the Refund Request Form and submitted to the Finance department.

APPLICATIONS

Entry is available for Years 7 to 12.

Entry into all year groups is subject to an interview and/or assessment by Headmaster or his/her delegate. Students' individual needs are discussed to determine whether his or her needs can be met within the range of support services offered by the School. Consideration will be assessed according to the following criteria in priority order:

- students with siblings attending the School;
- competent attainment by students of language, literacy and numeracy skills;
- social, emotional and educational needs required to comply with the School's roles, Code of Conduct and Ethos.

Use of Student's Image

Parents agree for the school to use their child's image for promotional purposes in a variety of materials, whether in print or electronic formats. If a parent wish to withdraw his/her child's image to be published in any forms of promotional material, written notification must be sent to enrolments@mgs.edu.au immediately.

Change of student contact details

Students must advise MGS of any changes in their contact details within 7 days of changes taking place.

Discipline and Expulsion

MGS reserves the right to expel students for serious breaches of discipline following appropriate disciplinary procedures, e.g. repeated breaches of the school's Code of Conduct, use of illicit drugs or cigarettes, misbehaviour, bringing to school or having in possession drugs, cigarettes or weapons, smoking, etc

Release of Personal Information

Personal information supplied, along with consent to being contacted, will only be used by MGS in connection with an application for a student to study at MGS or in the case where any outstanding fees payable need to be recovered by an external agency. Provision of personal information is voluntary; however, the application may be hindered if relevant information is not provided. MGS will only disclose personal information to outside parties if required to by law, with parental consent in other circumstances, or if it is needed to prevent any serious threat to a person's health or safety. Personal information provided to MGS can be accessed and amended by contacting Student Service Officer and/or Admission Officer.

Attendance and Academic Performance

Attendance and academic performance is monitored as part of course progress requirements. Unsatisfactory attendance or academic performance may lead to disciplinary action.

Complaints Procedure

Dissatisfaction with services provided or fees charged by MGS should be first raised with relevant staff before lodging a formal complaint. Full details of the complaints procedure is available from the Admissions www.macquariegrammarschool.edu.au

Breach of Enrolment Terms and Conditions

Any breach of these terms and conditions may result in the termination of student's enrolment without a refund.

MGS reserves the right to change its fees, conditions, course times or course commencement dates.