

DSM Policy

Conditions of Enrolment

Deutsche Schule Melbourne Inc, ABN 52 936 931 854



This document forms the basis of a legal relationship between the Applicant and the School. If there is more than one Applicant each is responsible under this Agreement including liability for payment of fees.

Section 1 – Definitions

- "Applicant" means the person/s set out in the "Application Form", being the parent/s and/or guardian/s of the Student and, if more than one, each of them jointly and severally.
- "Conditions of Enrolment" means these Conditions of Enrolment, including any subsequent amendments made by the School.
- "Application Form" means the agreement accompanying these Conditions of Enrolment by which the Applicant agrees to be bound by these Conditions of Enrolment.
- "Fee Schedule" is the relevant Fee Schedule published annually by the School.
- "Principal" means the Principal of the School, or the Principal's delegate.
- "School" means Deutsche Schule Melbourne Inc, ABN 52 936 931 854.
- "Student" means the student set out in the Application Form.

Section 2 - Continued Enrolment

- 1 The continuing enrolment of a Student at the School is subject to compliance with these Conditions of Enrolment (including the School Rules, the School Policies and Code of Conduct).
- 2 If an Applicant wishes to withdraw a Student from the School, the Applicant must give to the School one term's notice in writing or pay to the School the equivalent of one term's fees.

Section 3 - Fees and Accounts

- 1 The Application Fees, Enrolment Fees, Bond and Tuition Fees are set out in the Fee Schedule. The Fee Schedule is subject to change and forms part of the Conditions of Enrolment.
- 2 The payment of the Enrolment Application Fee does not guarantee enrolment.
- 3 The Enrolment Fee and Bond are payable upon acceptance of enrolment.
- 4 The Applicant acknowledges that additional fees may be payable for camps, excursions, field trips, holiday programs, optional music, art or sports coaching and the like.
- 5 Tuition fees are payable at the end of the term preceding the invoiced term. Continued enrolment is conditional on all accounts being paid by the due date.

Section 4 - Rules and Discipline

- 1 Enrolment at the School is conditional upon the Applicant and Student agreeing to comply with School Rules, School Policies and Code of Conduct.
- 2 Without affecting the generality of subsection 1, the School reserves the right to discipline the Student, including suspension and expulsion of the Student.

Section 5 – Attendance

- 1 The Student must attend the School on the dates and between the hours advised by the School from time to time, unless otherwise excused by the School.
- 2 The Student must attend and participate in all scheduled classes. The Student may attend and participate in other co-curricular activities and activities such as camps and excursions.

Section 6 – Consents

- 1 This section applies to all programs and activities run by the School, both curricular and co-curricular, and any activities within the scope of activities expected of a Student of the School ("School Activities"). This includes before and after school care and any travel undertaken in the course of, to or from School Activities.
- 2 The Applicant agrees that the Student may access the services of School specialists such as School Nurse, Counsellors and Chaplains, if available. The Applicant consents to those services being provided to the Student and for confidentiality between Student and specialist to be maintained without reference to the Applicant where the specialist deems that appropriate.
- 3 The Applicant consents to the School arranging first aid and medical treatment in the event of an emergency and indemnifies the School for the cost of any such treatment.
- 4 The Applicant agrees that the School is not liable for any loss or damage to property of the Applicant or the Student including musical instruments, sporting equipment, electronic devices and clothing.
- 5 The Applicant agrees to indemnify the School for any loss or damage to School property arising from the use or possession or such property by the Student.
- 6 From time to time the School may wish to include photographs of the Student, student artwork or student audio/video recordings in publications for distribution within the School community (photographs may be captioned with names) or outside the School community (photographs would not be captioned with names). This includes publications in the School newsletter, on the School's website or Facebook page. The Applicant must advise the School in writing if the Applicant does not consent to such use of photographs, artwork or audio/video recordings of the Student.

Section 7 - Collection and Use of Personal Information

- 1 From time to time the School will need to collect information about the Student of a personal nature, including:
 - information necessary to satisfy the School's legal obligations under statute and common law;
 - medical/health information; and
 - academic information

("Personal Information"), and shall deal with such Personal Information pursuant to the School's Privacy Policy.

- 2 The Applicant acknowledges that the inability of the School to obtain or disclose Personal Information about the Student may affect the enrolment or continuing enrolment of the Student.