

POLICY



WITHDRAWAL OF ENROLMENT



**This policy addresses issues in relation to:
Safe and Supportive Environment – Student Welfare 3.6.2**

The School's policies, which are made from time to time, are made pursuant to the registration requirements set out in section 47 of the NSW Education Act and the Board of Studies, Teaching and Educational Standards.

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PURPOSE

As per the Conditions of Enrolment – Terms and Conditions of Trade, each student's parents or guardians have entered a contract with the School. Conditions of this contract addresses the withdrawal of enrolment, viz:-

15.1 Notification of withdrawal of enrolment from the School must be made in writing with at least one (1) full term's advance notice. If less than one (1) terms notice is given, the Parent will be liable for a minimum of one Term's Full Fees .

15.2 The School may cancel these terms and conditions or terminate the Student's enrolment at any time by giving written notice to the Parent. The School shall not be liable for any loss (including, but not limited to, loss of income) arising from such termination.

21.3 Without prejudice to any other remedies the School may have, if at any time the Parent is in breach of any obligation (including those relating to payment) under these terms and conditions the School may suspend or terminate the enrolment of Student at the School. The School will not be liable to the Parent for any loss or damage the Parent suffers because the School has exercised its rights under this clause.

PROCEDURE

Parent instigated withdrawal of enrolment

One term's notice in writing to the Principal is required before withdrawal of a student from the School. Notice of withdrawal for the following year must be received before the commencement of Term 4.

An Exit form must be completed, giving reasons for exit and notifying the International Football School of the school the student will be enrolled in.

An exit meeting will be offered to the family.

School instigated withdrawal of enrolment

A withdrawal of enrolment process is instigated by the school when a Parent/Guardian contravenes the terms and conditions of enrolment of the school.

The Principal may decide to withdraw the enrolment of student of any age from the school. Withdrawal of enrolment may be enforced

- parents contravene the terms and conditions of enrolment of the school.

The Principal contacts the Parent/Guardian and notifies them regarding the possible withdrawal of enrolment through the identification of the parents breach of the school's terms and conditions of enrolment. This will be done via a letter from the Principal outlining details of the breach and offer the opportunity to meet with the Parent/Guardian to discuss a positive outcome.

The Principal may seek advice from AIS NSW

The letter will be valid for 12 months from date of being sent. This will relationship will be monitored by the CEO, observing communication between the Parent/Guardian/School.

If the Parent/Guardian/School relationship improves, the student's enrolment stands.

If the Parent/Guardian continues to contravene the school's terms and conditions of enrolment, the withdrawal of enrolment will come into effect. The Principal will communicate with the CEO in regards to this decision.

In the case of withdrawal of enrolment:-

- * The student is given the opportunity to pick up any personal belongings from the school and return any resources/school property.
- * Administration staff process the withdrawal of enrolment
- * All fees and charges become immediately payable, a final statement is sent to parents.
- * A record of withdrawal of enrolment is placed on the student's file.

Related Documents

Conditions of Enrolment – Terms and Conditions of Trade
Enrolment Policy

Date of Next Review		January 2018 or earlier where amendments in legislation require immediate policy reviews	
Version #	Date Approved	Author	Purpose/Changes
0.1	June 2016	L.Roberts	Established initial policy based on BOSTES advice
0.2	June 2016	L.Roberts	Feedback from internal stakeholders applied including Board
1.0	June 2016	L.Roberts	FINAL Policy