ENROLMENT POLICY

We are an open entry school.

Priority of entry is given to affiliations with Brighton Grammar School and Firbank Grammar School.

ENROLMENT PROCESS

Step 1: Complete and submit an application for enrolment form.

Apply online or download an Application for Enrolment Form

http://www.brightongrammar.vic.edu.au/Enrol_BGS/Apply_Online/Local_Students.aspx

Please note:

- An application is a pre-requisite for admission, but not a guarantee of admission.
- The application form must be signed by each parent or guardian.
- The School reserves the right to offer a place to any boy irrespective of the date of application.
- A copy of the boy's birth certificate is to accompany the application.
- A non-refundable application fee of $200 applies and is payable at the time of application.
- Waiting lists apply at most year levels.

Step 2: Processing applications

Applications are accepted for all year levels however our main entry levels are ELC3/4, Year 3 and Year 7.

All applications are processed and placed on the application list for the selected year of entry, we will send you a letter acknowledging receipt of your application and application fee.

Step 3: Confirming your application

Junior School

Approximately 15 months before the start of the year of entry, you will receive a letter asking you to confirm that you are still interested in enrolling your boy for the level requested and to confirm your intention to commence the confirmation process.

Middle School

Approximately 24 months before the start of the year of entry, you will receive a letter asking you to confirm that you are still interested in enrolling your boy for the level requested and to confirm your intention to commence the confirmation process.

Senior School
Approximately 12 months before the start of the year of entry, you will receive a letter asking you to confirm that you are still interested in enrolling your boy for the level requested and to confirm your intention to commence the confirmation process.

Offers are subject to interview with the Head of School and the provision of supporting documentation.

For entry into the Senior School, (Years 9–12), current school reports and performance are considered together with an interview and Ravens testing.

**Step 4: Acceptance of Offers of Enrolment**

Once an offer is received, families should confirm their acceptance in writing within 7 days using the Confirmation of Enrolment Form, by completing the Personal Information Form provided and by paying the non-refundable Confirmation of Enrolment Fee:

Early Learning Centre – $5350 including prepaid tuition fee deposits of $4000 ($2000 will be deducted from the final billing of the prep and year 2 fees. Including life time membership of the Old Brighton Grammarians Society.

All other years - $2350 including a prepaid tuition fee deposit of $1000 toward the final billing of the boys first year at the school. Including life time membership of the Old Brighton Grammarians Society.

These fees are subject to change.

The Confirmation of Enrolment Form must be signed by each parent or guardian.

The first billing for all new enrolments confirmed will occur by October 15 and is payable by November 1 in the year before entry.

Please see the Fee Schedule [further details]. You may wish to read our Privacy Policy (link)

**Other Business Regulations**

**Tuition Fees and Charges 2017 academic year**

Fees are charged four times a year in advance as follows:

<table>
<thead>
<tr>
<th>Term</th>
<th>Payment Date</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>For Term 1, 2017</td>
<td>October 4, 2016</td>
<td>due October 18, 2016</td>
</tr>
<tr>
<td>For Term 2, 2017</td>
<td>January 30, 2017</td>
<td>due February 13, 2017</td>
</tr>
<tr>
<td>For Term 3, 2017</td>
<td>March 30, 2017</td>
<td>due April 13, 2017</td>
</tr>
<tr>
<td>For Term 4, 2017</td>
<td>June 29, 2017</td>
<td>due July 13, 2017</td>
</tr>
<tr>
<td>For Term 1, 2018</td>
<td>September 28, 2017</td>
<td>due October 12, 2017</td>
</tr>
</tbody>
</table>

These due dates are the only payment options offered by Brighton Grammar School.

Tuition fees and other charges are fixed by the School Council and may be changed from time to time at its sole discretion.

Each signatory to the Confirmation of Enrolment is joint and severally liable for all fees and charges payable to the School at any time. Billings will not be split on a several basis.
A Consolidated Fee is charged and payable at each billing to cover compulsory year level activities.

**Continued Enrolment**

Subject to these Enrolment and Business Regulations, once enrolled students remain enrolled in the School from year to year.

Fees are for 4 complete terms per year and no discounts or concessions will be granted for any intentional or planned absences during the year. This includes but is not limited to holidays that extend beyond the gazetted school holidays and Public Holidays, external activities that involve extended absences from the school and student exchange programs.

Parents and/or guardians are responsible for the on-going currency and accuracy of student and family information held by the School, including medical details and emergency contact information.

Parents and/or guardians are able to update family and student information via the School’s portal or, if unavailable, in writing as and when the information changes.

**Late Fees and Overdue Accounts**

Fees not paid by payment due date specified on the invoice will incur a late fee of 15%pa on the amount outstanding payable monthly. The School is not responsible for any delays in receiving your payment (including banking, portal failures, postal delays or lost mail).

In addition, non-payment of fees and charges may result in the withdrawal of any scholarships or concessions until all outstanding amounts are paid in full. The scholarship benefit or concessions may be reinstated at the discretion of the Headmaster from the date payment is received.

Non-payment of fees and charges may also result in a student’s tuition being suspended or academic records being withheld until payment is made in full at the discretion of the Headmaster.

**Family Discounts**

Sibling Discounts.

2nd child  
10% of tuition fees

3rd child  
25% of tuition fees

4th child  
50% of tuition fees

Upon receipt of a written application a 5% tuition fee concession is available to students who also have a sister enrolled at Firbank Grammar School and not receiving other fee assistance (e.g. scholarship or sibling concession) from Brighton Grammar School. This concession is not retrospective and only applies so long as all fees are paid by the due dates above or in accordance with an agreed payment schedule.

**Scholarships**

For information on scholarships, please refer to the Director of Admissions on +613 85912202. Or email admissions@brightongrammar.vic.edu.au.
Withdrawal of a Student

Parents and/or guardians are required to give the Headmaster or Head of School one term’s notice in writing prior to the permanent withdrawal of a student. If the required notice is not received, a fee equivalent of one term’s tuition fees is payable. If a student is withdrawn from the School, all outstanding fees and charges become immediately due and payable. There will be no reduction or remission of fees.

Notice received after the first day of term 4 to withdraw a student at the years end, will be liable to pay term 1 fees the following year.

Removal of a Student

A student may be removed from the School at the discretion of the Headmaster as a result of:

- Unacceptable academic performance
- Disciplinary reasons
- Failure to meet Commonwealth Government requirements or visa requirements applicable to Overseas Students.
- Failure to adhere to School policies and procedures or these Rules and Regulations including the failure to pay fees in line within the agreed due dates.
- A pro-rata refund of tuition fees less one term’s fees due to lack of notice will be applied.

The Headmaster or his delegates may discipline any boy at any time. The Headmaster may suspend or expel any boy whom he believes is guilty of breaking the General Regulations, School Rules, policies or any standing instructions or procedures. The Headmaster may also suspend a boy who behaves inappropriately in any way in relation to the School, the School staff or other boys. Please refer to the Student Code of Conduct for guidelines of expected student behaviour.

Corporal Punishment is not permitted at Brighton Grammar School.

Authority and Indemnity

1. In the event of a student suffering any injury or sickness, the School is authorised to take such action as it deems fit to obtain medical and/or hospital care and attention and the Parent/Guardian will indemnify the School against all costs, claims, actions and demands made against the School, its servants and agents incidental to that care and attention.

2. There are occasions during the course of a student's enrolment at the School where a student will be required to leave the School campus. Travel arrangements may be arranged through contracted bus services, School vehicles and other modes of transport. A parent enrolling a child in the School consents to such travel arrangements.

Insurance

The School carries 24 hour student personal accident insurance for all registered students.

For further information please contact the School on accounts@brightongrammar.vic.edu.au.

The cover excludes any refund gaps for costs covered by Medicare.
Personal property of students is not covered by the School's insurance under any circumstances and these items should be insurance by parents at their discretion.

**Curriculum**

The Headmaster decides on the curriculum throughout the School and the subjects offered at each year level.

There is no guarantee that subjects offered in one year will be available in another year.

The School may cease offering any subject at its sole discretion.

**Privacy**

See Privacy Policy [view Privacy Policy]

**General Regulations**

Except with the express permission of the Headmaster or Head of School:

- Students returning to School must join their classes on the date for resuming.
- Students are not permitted to leave School at the end of a term until the announced closing time.

A note signed by a parent or guardian is required where a student is late for School or is absent. In this case, the School must be notified by 9am. Upon return, the School is to be advised in writing of the reasons for the absence.

Where absences are for reasons other than illness, there must be a prior written request to the Head of School.

No student is allowed to enter the School from a household where there is an infectious disease without giving the School prior notice and upon production of a doctor’s certificate stating that there is no longer a risk of infection to others.

Students are expected to participate fully in School life including sport, other organized outdoor activities such as camps and excursions both on School grounds and beyond. This includes practice for School sport.

Students are also expected to attend functions when required including practice times when applicable.

All students must attend School camps as requested unless specifically excused by the Head of School on medical grounds.

All students are expected to uphold the School values and obey all School rules, policies, procedures and instructions from staff. Failure to meet these requirements may lead to disciplinary action and may jeopardize the student's ongoing enrolment at the School.