



ENROLMENT TERMS AND CONDITIONS

1. Accepting an offer of enrolment

1.1 An offer of enrolment must be accepted by both parents where appropriate unless the School agrees to waive this requirement. Upon acceptance of an offer, all signatories to the terms and conditions will be jointly and severally liable in respect of the obligations contained in these terms and conditions.

The acceptance of the offer must be accompanied by an enrolment fee and bond.

1.2 If the student does not commence the enrolment, the bond will not be refunded unless the School, acting reasonably, agrees that there are special circumstances supporting a full or partial refund. A decision to enrol the student at another school will not, of itself, constitute special circumstances.

1.3 If a student's parents wish to defer the entry of a student to a different calendar year from the initial request, the School will advise whether it is able to agree. If it is unable to agree, the student will be placed on a waiting list for the requested year but enrolment cannot be guaranteed.

1.4 Enrolment is dependent on the School receiving the first term's fees in the year of entry not less than 1 week prior to the start of the term, or such shorter time agreed in writing by the School. If the fees are not received by the due date, the offer of enrolment will lapse.

2. Ceasing enrolment

2.1 Parents ceasing their child's enrolment at Linuwel are required to give a full term's written notice in order to be eligible for return of the student bond. Where this notice is not given, the student's bond will not be returned unless exceptional circumstances exist. The requirement to give written notice of leaving does not apply to students graduating from Class 12.

2.2 Notice periods commence from the date written communication is provided to the School Registrar.

2.3 Parents who identify concerns, complaints or grievances on their student leaving form will be contacted by the Head of School or one of our Realm Coordinators so that the School can seek feedback to support future improvement.

2.4 Students under the age of 17 years are required by law to be enrolled at school and attend for every day of their educational program, unless registered for home schooling or covered by an approved exemption.

Parents ceasing their child's enrolment are required to identify their child's educational destination (their next school), unless their child is above the age of compulsory schooling (17 years).

2.5 Where a student is leaving to enrol at another school or commence home-schooling, the NSW Education Standards Authority (NESA) requires parents/guardians to advise the School in writing of the name of their child's new school and the grade level they will be entering.

2.6 Where no destination is provided, the School will communicate information about the leaving student to the Department of Education.

3. Enrolment in the Senior School Program

3.1 Enrolment in the Linuwel Steiner School Senior Program is by application. Year 10 students who do not apply by the due date, or whose application is not accepted, may have their enrolment cancelled. In such cases, the student's bond will be returned.

4. Fees

4.1 To maintain enrolment, payment of all tuition and other fees and charges must be made as per the School's Fee Schedule. The fee schedule is revised annually and may be amended from year to year. The School strives to give at least 12 weeks' notice of any change to the schedule of fees.

4.2 Fees and charges will not be refunded in whole or part if a student is absent due to illness, leave or suspension. While fees and charges remain outstanding, the School may decide that a student cannot participate in discretionary activities offered by the School.

4.3 All medical expenses reasonably incurred on behalf of a student must be reimbursed by parents/guardians. If an ambulance is called to the School to attend a student, that student's parents/guardians, or their health insurer, are liable for costs incurred other than those covered by the School's basic ambulance cover.

4.4 Failure to abide by agreements made with the School in relation to fee payment may result in cancellation of enrolment.

5. Health and Safety

5.1 To protect the health and safety of all Linuwel staff and students, parents of students enrolled agree:

- a) to notify the School as soon as reasonably practical if they become aware that their child has any medical, physical, psychological or social needs about which the School was previously unaware.
- b) to actively seek and maintain a consultative and collaborative partnership so that the School can best meet their child's safety needs.
- c) to promptly return to the School any forms related to student health and safety, including medication forms for camps and other forms of consent.
- d) to collect, at their own expense, their child from school, excursion or camp if the School determines their child to be too unwell to remain at school or activity, or where their child's behaviour is posing a risk to the safety and wellbeing of others.
- e) that if their child is injured or becomes ill while at school, requiring urgent hospital or medical treatment (including but not limited to injections, blood transfusions, surgery), and where a parent/guardian is not contactable to authorise such treatment, the Head of School or their delegate may give the necessary authority for such treatment.
- f) to indemnify the School, its employees and agents in respect to all costs and expenses incurred when obtaining emergency medical treatment for their child.
- g) that the Head of School or delegate may search a student's bag or belongings where they consider it necessary to maintain a safe environment.
- h) that students are themselves responsible for their personal belongings. The School does not accept any responsibility for loss of personal belongings while on school grounds.
- i) to themselves follow all School directions, policies and protocols in respect to maintaining a safe environment.

6. Leave

6.1 To maintain enrolment, parents of students who will be absent from school during term time for the purposes of travel or who will be absent for an extended

period should apply to the Head of School for Approved Leave, as per the guidelines on the Linuwel Steiner School website.

7. Re-enrolment

7.1 Past students who have left Linuwel due to family circumstances (eg relocation) are warmly welcome to apply for re-enrolment should their circumstances change. Re-enrolment is at the discretion of the Head of School and all usual enrolment procedures apply.

7.2 Enrolments of returning students are likely to be prioritised, where the family has in the past been supportive of the School's vision and values and there are no residual points of conflict or outstanding fees.

7.3 Before re-enrolling a student previously enrolled, the initial reasons for withdrawal from the School will be discussed with the applicant parent, to ensure that there are no outstanding concerns that might impact the prospective student's learning, wellbeing and/or full engagement in the life of the School community.

8. Requirements for continuing enrolment

8.1 Continued enrolment is conditional upon students and parents/guardians upholding their obligations in respect to attendance, communication and conduct.

Attendance

8.2 Punctuality and daily attendance are required, except where a child has approved leave, in the case of an approved exemption, or illness. Where a student is frequently absent from school due to illness, the Head of School may request a medical certificate be provided. All students are expected to participate fully in the life of the School community, attending all excursions, camps and festivals, unless medically exempt.

Communication

8.3 Students and parents/guardians must ensure that their communication with and about the School is respectful and does not bring the School, other students or any staff member into disrepute.

8.4 Parents/guardians must actively monitor school communication platforms (eg Edumate) to remain informed about activities and school expectations. They are expected to make reasonable efforts to attend class meetings, which are held at least bi-annually. Parents are also expected to support their child by attending class performances and festivals wherever possible.

8.5 Parents/carers must promptly inform their child's teacher or the School of:

- a) any change in home, mail or email address.
- b) any change in contact or other details provided at point of enrolment.
- c) the reason for any/all student absences.
- d) any orders or arrangements that impact the student in respect to their custody or parental access.
- e) any changes to orders or arrangements relevant to the student's learning or wellbeing. Copies of any orders, or amendments to orders must be provided to the School.

8.6 Enrolment may be reviewed or cancelled if the School is unable to contact a student's parent or guardian.

Student conduct

8.7 Students must comply with the [Student Code of Conduct](#). To maintain their enrolment, students must demonstrate satisfactory effort, attitude and behaviour.

8.8 Students are expected to support the School's ethos and enact school values of fairness, inclusion, respect and service.

8.9 Students' behaviour and communication, whether in-person, in print or online, should always reflect positively on the school and not bring it into disrepute.

Parent conduct

9.0 Parents must comply with the Parent Code of Conduct and abide by all lawful directions of the School, as regulated by the Head of School and School Board of Directors.

9.1 Parents must also:

- a) ensure that their child wears clothing consistent with the School's Dress Code.
- b) refrain from making or distributing inaccurate, misleading or defamatory information on social media in relation to the School, staff, students or other members of the School community.

9.2 Failure to comply with the Parent Code of Conduct may lead to cancellation of enrolment.

10. Suspension or cancellation of enrolment

10.1 Linuwel Steiner School may suspend or terminate the enrolment of a student at any time for reasons which may include, but are not limited to:

- a) a serious breach of the Linuwel Steiner School's Student Code of Conduct.
- b) where requirements for ongoing enrolment have not been met
- c) bringing the School into disrepute
- d) where requirements for continuing enrolment have not been met or a parent has breached the Parent Code of Conduct.
- e) where the Head of School or Board reasonably believes that the relationship of consultation, collaboration and trust between the School and family has irretrievably broken down.

10.2 The School will only proceed to cancellation of enrolment where it has provided the student and their parent/guardian with details of the conduct which may lead to cancellation and has provided reasonable opportunity to respond.

10.3 The School may cancel a student's enrolment with 14 days' notice if, before or after commencement of enrolment, the School finds the relevant particulars of the students' needs were not communicated to the School, were misleading or substantially incorrect, and this has negatively impacted staff or students.

10.4 If the School reasonably considers that the progress of a student is unsatisfactory, and that despite ongoing consultation and collaboration with parents/guardians and implementation of reasonable adjustments it can no longer meet the student's needs, the School may cancel the student's enrolment, giving at least one term's notice.

11. Amendment of terms and conditions

The School may alter the terms and conditions of enrolment at any time by giving not less than two (2) terms' written notice to the parents, which shall apply to both current and future students and parent/guardian(s) from the date specified in the notice.