Northholm Grammar

TERMS AND CONDITIONS OF ENROLMENT

Acceptance of Offer

A fee of $3,000 must be paid prior to submission of this Acceptance to secure your child's place.

I/We acknowledge that the fee is non-refundable and non-transferable at any point and it is forfeited should the student not take up the place once the enrolment has been accepted.

I/We acknowledge that this offer of a place is subject to the conditions of entry and retention of a place as outlined below and also subject to any other condition which the School may impose from time to time.

An offer of enrolment must be accepted by all Parents/Carers unless otherwise stated in Family Court Orders (or 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.

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

Confirmation of enrolment at the School is conditional upon the School receiving the first term's tuition fees for the coming year of enrolment in full before the first day of Term 4 of the year prior to entry, unless a shorter period is agreed to in writing by the School.

If the required fees are not received by the due date, the enrolment will be cancelled.

Conditional Enrolment

Parents/Carers are required to provide all reports and assessments necessary to determine the particular needs of the Student at the time of interview and prior to the student's commencement at the School.

Competence in English is a pre-requisite for enrolment. If the School considers that the English language capabilities of the student are not sufficient it may require the Student to undergo an intensive English language course prior to joining the School. If the required language level is not reached, the School may decide not to proceed with the enrolment.

Progress of Student

It is expected that students will demonstrate excellent engagement, consistent effort and application to learning as well as good behaviour during the duration of their enrolment at the School.

If the School reasonably considers that the academic progress of a student is unsatisfactory, or if it considers the student is unable to meet the course requirements to the expected level and/or the School can no longer meet the student's needs it may terminate the enrolment of the student by giving not less than one term's notice.

Fees and Charges

The School Council determines the fees and charges that will be payable which are set out in the Fee Schedule. The Fee Schedule is revised regularly and may be amended each year.

First term tuition fees must be paid before the first day of Term 4 of the year prior to entry. If the fees have not been paid by the due date, the student's enrolment will be cancelled and the place will be offered to another student waiting for entry.

Fees and charges are also levied for co-curricular activities, elective subjects, excursions, sport, camps and extra-curricular activities.

All medical expenses reasonably incurred on behalf of a student must be reimbursed by the Parents/Carers.

All fees and charges must be paid on or before the due date. Due dates are published on the School's Fee Schedule which is accessible on the School's website.

An administrative fee will be charged on all overdue accounts in accordance with the Fee Schedule. The School reserves the right to notify parents that their child will not be permitted to return to the School until all overdue fees, and charges have been paid.

If payment of an overdue account has not been received within four weeks of the due date, and no payment arrangement has been made, parents will be advised that the student's enrolment may be suspended within seven days. Any suspension will remain in place until the outstanding balance is paid in full or an acceptable payment plan has been agreed with the School, and adhered to.

While an invoice for fees and charges remains outstanding, the School reserves the right to withhold School reports and/or not permit the Student to participate in discretionary activities offered by the School (such as sport, excursions, camps and local, interstate or overseas trips) until the overdue account has been paid.

Fees will not be remitted in whole or part if the student is absent due to illness, an altered form of study pattern, leave or suspension.

If students are undertaking activities which incur extra fees or charges, not less than one term's notice must be given to discontinue these activities or one term's fees for these activities will be charged unless the School in its discretion agrees to waive some or all of these fees.

Withdrawal of Students

Where students leave to enrol at another school, the NSW Education Standards Authority (NESA) requires that Parents/Carers advise the School in writing of the name of the school the student will be attending and the grade the student will be entering at the new school.

Subject to 5.1, if Parents/Carers wish to withdraw a student from the School, one full school term's notice must be given in writing to the Principal. Notice must be received before day one of the student's final term at the School.

Where such notice is not provided, a full School term's fee in lieu of notice will be charged. If a student is withdrawn from School, any balance due to the School for that student (including the fee in lieu of notice), must be paid in full, on or before the student's final day of attendance.

Obligations of Students

Students are required to:

Abide by the Student Management Policy.

Have high standards of behaviour at all times and abide by the School Rules and Codes of Conduct as they apply (including when travelling to and from school on public and private buses).

Behave courteously and considerately to each other and to staff at all times.

Not do anything which may bring the School into disrepute, including digital behaviour.

Support the goals and values of the School.

Attend and participate in assemblies and Chapels, the School sports program, important School events such as Speech Day or other events determined by the Principal, and camps and excursions that form an integral part of the School curriculum.

Wear the School uniform as prescribed including when travelling to and from school and follow conventional standards of appearance while at school in accordance with the School's Uniform Policy and the expectation of the School community.

Attend the School during school hours, except in the case of sickness or where leave has been given or an exemption from attendance has been granted.

Obligations of Parents/Carers

Parents/Carers:

Abide by the Parent/Guardian/Family Code of Conduct Policy

Must accept and abide by the requirements and directions of the School Council and the Principal relating to the student or students and not interfere in any way with conduct, management and administration of the School.

Are required to support the goals, values and activities of the School

Should view the School's parent portal on a regular basis and/or read the fortnightly Newsletter.

Must promptly advise the School:

in writing of any change of home, mailing, email address or contact details or other information on the Enrolment Application Form. Offers of enrolment may be cancelled if the School loses contact with the parent or mail is returned.

if the Student will be absent from the School due to ill health or other reason.

in writing of any Family Court Orders or arrangements that affect the Student concerning custody or access, any change to them or any other orders or arrangements which are relevant to the student's education and welfare and provide copies of any court orders to the School.

Parents/Carers must ensure the student has each item of required uniform, clean and in good condition, and all other requirements such as textbooks, stationery, learning materials and/or technology.

Should communicate with students, other Parent/Carers, visitors and staff members in a courteous manner, and follow the communication guidelines laid down by the School and observe the Parent/Guardian/Family Code of Conduct.

Should use their reasonable endeavours to attend parent-teacher interviews and Parent/Carer forums and participate in courses offered by the School which are relevant to the student's education.

Must not disseminate inaccurate, misleading or defamatory information on social media in relation to the School, staff, students or other members of the School community.

Health and Safety

Parents/Carers must advise the School as soon as reasonably practicable if they become aware of any special needs that the student may have including, but not limited to, any medical, physical, learning, emotional, behavioural, psychological needs, or any changes to these needs. This includes those needs that arise between Enrolment Acceptance and the student's starting date.

Parents/Carers must complete and return to the School the required health and other requested

information for the student prior to the student commencing at the School and provide updates if circumstances change, or as required by the School from time to time.

If the student is ill or injured, requiring urgent hospital and/or medical treatment (including but not limited to injections, blood transfusions, surgery) and where a Parent/Carer is not readily available to authorise such treatment, the Principal or, in the Principal's absence, a senior staff member of the School, may give the necessary authority for such treatment. The Parents/Carers i indemnify the School, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment except to the extent that such costs or expenses arise as a result of the reckless or negligent conduct of the School, its employees and agents.

Parents/Carers must observe School security procedures for the protection of students. All visitors are required to sign in at Reception.

Students are responsible for their personal belongings and the School does not accept any responsibility for the loss or damage to those belongings.

The Principal or the Principal's nominee may search the student's bag, locker or other possessions where there are reasonable grounds to do so, in order to maintain a safe environment for all students.

Programs and Activities

The School determines the educational and other programs and activities conducted at the School from time to time in its reasonable discretion.

The School may change its programs and activities and the content of these programs and activities without notice where reasonably necessary or desirable to do so.

The student will be required to participate in all compulsory activities including excursions, camps and outdoor education unless the Principal agrees otherwise. Charges may be levied for these activities.

Reports and Notices

The School will generally email Parents/Carers to advise that their child's School reports are available to download from the Northholm App. The email will be sent to the email address or addresses as notified by the Parents/Carers. Where Parents/Carers do not live together, the email and/or notices will be sent to each Parent/Carer at the email address notified by them, unless:

a) there is an Order of the Court that instructs the School to provide reports and notices to one Parent/Carer only, or

b) there is a written direction from both Parents/Carers that the reports and notices are to be sent to one Parent/Carer only.

Student Leave During Term Time

Leave is not generally permitted during Term time. If the Parents/Carers wish to seek leave for the student not to attend any School academic or co-curricular program or activity during a term, they must apply to the Principal. Leave will usually only be granted in most extreme circumstances. Family holidays are not an acceptable reason for approved leave to be granted.

Suspension & Termination of Enrolment

The School may suspend or terminate the enrolment of a student at any time in accordance with the Student Management Policy.

Court Orders

The Parents/Carers must provide accurate information to the School about any arrangement between Parents/Carers or Court Orders in relation to the student at the time of enrolment application.

The Parents/Carers must immediately notify the School in writing of any new Court Orders or arrangements or changes to any previously communicated Court Orders or arrangements.

Privacy

The Parents/Carers acknowledge that they have read the School policies as they relate to privacy.

Amendment of Terms and Conditions

The School may alter the terms and conditions of enrolment at any time by giving not less than one terms' notice to the Parents/Carers in writing which shall apply to both current and future students and Parents/Carers from the date specified in the notice.

Definitions

Parents/Carers means the parents/carers/guardians who sign this document
School means Northholm Grammar School
Student means the student who is named in the enrolment this document

I/We understand that by signing this Acceptance of Offer Form I/we shall be jointly and severally liable for all monies payable to the School arising out of enrolment. My/our liability to the School is not affected by any agreement I/we make with each other nor by any order of the Family Court of Australia.

I/We have read the attached Credit Policy regarding payment of fees and understand and accept the terms and conditions as outlined.

Release Statement

Your child may be photographed or filmed during lessons, at school events or at excursions. These photographs may be used in school media releases, publications, videos and the school website. Your signature below authorises Northholm Grammar School and any person authorised by it, to reproduce, publish or broadcast images in which your child may appear for the purposes of education, information and general marketing.

Nate Atkinson
Principal
June 2026