



STS ANARGIRI
GREEK LANGUAGE CENTRE

KNOWLEDGE • LEARNING • TRADITION
ΓΝΩΣΗ • ΜΑΘΗΣΗ • ΠΑΡΑΔΟΣΗ

Sts. Anargiri Greek Language Centre Enrolment Policy

Parents/guardians are to read and take the following into careful consideration:

NOTE: Sts. Anargiri Greek Language Centre herein is referred to as the School

1. The School accepts enrolments on the basis that the student will attend the whole school year. Therefore fees are payable taking this into consideration.

2. Acceptance of enrolments:

- i. The school will communicate a formal acceptance of enrolment in writing after the submission of the enrolment form, health form and parent declaration form (Page 9 of 9 of the Enrolment Policy).
- ii. Enrolments will not be accepted unless the aforementioned forms are returned.
- iii. The School reserves the right to not accept or cancel the proposed enrolment of a student should it be determined that we are not able to meet the specific needs of the student.

4. All parents and students are required to attend a brief induction to the school conducted by the Coordinators of the school prior to commencement. This is to ensure that, as far as possible, those who are accepted are likely to benefit from the courses and programs provided.

5. The schedule of current fees and business regulations, as included herein, are accepted in their entirety.

6. Charges, in addition to the published fees may be incurred if students are required to participate in special activities, functions or services not completely covered by government funding or school fees.

7. Students may not be permitted to return to the School while any part of a fee instalment is in arrears for more than two terms. The School retains the right to withhold reports as well as to cancel the enrolment of a student, if fees remain unpaid by the due date without an appropriate extension discussed and approved by the School Administration Officer in writing.

8. a. A minimum of one **academic term's notice** (approx. 10 weeks) in writing to the Coordinator's must be given before the removal of a student from the School, otherwise the School reserves the right to withhold refunds or charge the fees for that term.

b. In case of cancellation or withdrawal of a student from the School, a refund will be issued for fees that have been paid in advance, provided:

- i. The School has been informed in writing with a minimum of one academic terms notice given
- ii. The current school term's fees are paid in full.
- iii. The amount of \$100 representing the administrative and educational expenses (included in the annual fees), is covered.

If the fees have not been paid in full, the parents must meet all the above commitments as specified in 8. b. i,ii,iii.

9. Management may undertake an annual review of fees taking into account expenses to deliver a quality service. As a not-for-profit organisation we are mindful and sensitivity of fee adjustments and make every effort to keep fees at reasonable levels. Any increase in fees will be communicated to parents in a prompt manner via written correspondence.

10. A pro rata charge is made for new students entering the School for the first time after a term has commenced. If a student leaves during a term without giving the required notice, no refund will be made for the remaining portion of that fee instalment.

11. At all times it is at the School's discretion to determine the level of refund.

12. Refunds/Discounts will not apply for students who are away temporarily. Full fees are still payable (e.g. student being absent overseas). The School enrolls students on the basis that they will be present for all teaching weeks and therefore expenses are determined and allocated accordingly for each student based on this assumption.

13. Students and parents are expected to show an interest in and participate in the school's extra-curricular activities. Attendance at events such as 25th March celebrations held at the Shrine of Remembrance and school concerts are compulsory.

14. It is a condition upon enrolment of the student that the parents on their own behalf and on behalf of the student, agree to abide by the School rules. Parents acknowledge that they are aware of the content of the rules. The School, through the Coordinators, retain the right to suspend or dismiss any student from the School, or otherwise discipline the student, on the grounds of the student's unsatisfactory conduct or performance, or failure to observe any rule. A student dismissed for breaches of conduct will not be entitled to a refund.

15. Parents are responsible for payment for avoidable breakages or damage to School property by a student. Items such as computers, Library books and resources, specialist equipment and tools etc. are included.

16. Parents who wish to insure their children for accidental injury that may occur at Sts. Anargiri Greek Language Centre, or as a result of curricular or extra-curricular activities, may undertake this privately. The School does, however, insure students under a general policy, resulting in a blanket cover for all students. Parents requiring more information or details in relation to the cover provided, may obtain these details from the School.

SCHOOL FEES AND GOVERNMENT FUNDING/GRANTS

The operation of the School depends on two main sources of income:

1. The fees and levies paid by the parents of the School, and
2. The funding provided by the State Government for Prep to VCE students

Dates for payments of fees

Fees for each term are to be paid by the end of the second week of each respective term

Payment Options

Cash, Cheque/Money Order should be made payable to The Greek Orthodox Community of Oakleigh and Districts.

EFTPOS, credit cards and direct debit facilities are also available. Please note that the School will not levy a surcharge on credit card payments.

Delays in payment

Prompt payment of school fees is essential to the provision of our educational services. Parents are encouraged to discuss any financial difficulties in meeting the due dates with the School Coordinators in order to avoid the late payment fees. The School reserves the right to take whatever other action it considers appropriate, to recover outstanding debts.

Available Discounts on Fees

Pre-Payment

5% discount on the current year's tuition fees, if the full amount of all fees owing are paid in full by the first instalment date (2nd week of Term 1 2018).

Travelling more than 10 kilometres

A 10% discount is available for parents who travel more than 10 kilometres to bring their child/ren to school. **(Not available with any other discount)**

Health Care Card discount

A 10% discount is provided to parents that possess a health care card. Proof of possession of a Health Care Card is required. **(Not available with any other discount)**

Specialist Classes - Advanced Greek and Classical Greek

Although there is no direct discount applicable for these classes, the community subsidises running costs in order to maintain our interest in Classical Greek and as an incentive for children to progress in advance levels of Modern Greek study. As such these classes are offered at a reduced cost from nominal class fees. Any child that wishes to study Classical Greek has access to the Classical Greek classes at the subsidised rate as listed on the fee structure table. However access to the Advanced Greek classes is assessment based. For a child to access the Advanced Greek classes, at a subsidised rate as listed on the table below, he/she must sit for an assessment test to determine their ability at the Advanced Greek Level. Successful test results will allow the child to access the Advanced Greek class.

FEE STRUCTURE (2018)

Child/ren	Term 1	Term 2	Term 3	Term 4	For year	Full year payment upfront 5% discount	10% discount for travel > than 10km
1 child	\$205	\$205	\$205	\$205	\$820	\$779	\$738
2 Children	\$382.50	\$382.50	\$382.50	\$382.50	\$1530	\$1453.50	\$1377
3 or more Children	\$485	\$485	\$485	\$485	\$1940	\$1843	\$1746
Kinder (3-4 years old)	\$110	\$110	\$110	\$110	\$440	\$418	\$396
Oakleigh Grammar students - per child for all classes (Multiple children discounts don't apply)	\$110	\$110	\$110	\$110	\$440	\$418	\$396
Non Oakleigh Grammar students - per child for Advanced or Classical Greek classes (Multiple children discounts don't apply)	\$135	\$135	\$135	\$135	\$540	\$513	\$486

SCHOOL OPERATING TIMES AND DAYS

- School operating days and times are as follows:

WED/FRI	5.00 p.m. to 8.30 p.m.
THURSDAYS	5.00 p.m. to 8.15 p.m.
SATURDAY	9.30 p.m. to 1.00 p.m.

- If classes fall on an official government Public holiday then classes will not run on that day.
- Supervision is provided in the corridors for students 10 minutes before the start time of school. Students are not to gather at the back of the school before or after school.

PRIVACY OF INFORMATION

1. The School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for the student, in accordance with current Privacy Act laws.

2. Some of the information we collect is to satisfy the School's legal obligations, particularly to discharge its duty of care, under current Occupational Health and Safety provisions. Also information we require is needed for government funding application purposes.

We will ask you to provide information on the following:

- the sex of your child
- the country of birth of your child
- the indigenous status of your child
- your occupation and educational qualifications (in very broad terms), and
- the main languages spoken at home by yourself and your child.

The School is required to collect this information on behalf of the Department of Education.

3. Certain laws governing or relating to the operation of schools require that certain information be collected. These include Public Health regulations and Child Protection laws.

4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. The Registration Form for students contains a section requesting parents to disclose any medical condition that is critical to the proper care of the student. The School from time to time may disclose personal and sensitive information to others for administrative and educational purposes. Medical conditions may be recorded on camp excursion, sporting activities and incursion forms. Other schools, government departments, medical practitioners and people providing services to the School, including specialist visiting teachers, educational or medical consultants, sports coaches and possibly volunteers may be included in this disclosure. If you wish to discuss this matter please contact the Privacy Officer at the School.

5. If we do not obtain the information referred to in the Registration Form the School may not be able to enrol or continue the enrolment of a student.

6. On occasions information such as academic achievements, pupil activities and other news may be published in school publications or on the School website or. Student images or other photographic material related to the School activities, may be used by the School in its various publications or for publicity purposes. Please indicate your preference on the enrolment form. Further permission will not be sought from families if parents have provided permission on the enrolment form.

7. Photographs: Please note that photographs of students may, from time to time, be included in newsletters, magazines and other routine promotional materials. If for any reason you do not wish your son's or daughter's name or photo to be used in these publications, please notify the School of this by indicating it on the student's enrolment form.

8. Parents may seek access to personal information collected about them and their children by contacting the School. Pupils may also seek access to personal information about themselves. However, there will be occasions when access may be denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the pupil, or where pupils or parents / guardians have provided information in confidence.

9. As you may be aware, the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist the School's fundraising activities solely for that purpose (Parents' Association).

10. Parent/Guardian contact details may be included in a class list and School directory that may be made available to other parents / guardians of the School. Should it be the wish of a family for details not to be made available, this should be indicated to the School in writing.

11. If you have provided the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and the reason for this. This is in order that they may access that information if they wish and for them to know that the School will not disclose information to third parties.



STS ANARGIRI GREEK LANGUAGE CENTRE PARENTS DECLARATION FORM

My/Our signature below indicates that I/We have read the conditions of enrolment and agree to abide by these and any policies and regulations in force at the School. I/We agree to pay promptly and by the due date all fees and other money due to the School in respect of the child enrolled. If not, I/We accept the fees and charges that may apply to the School undertaking further collection activities to recoup any outstanding school fees.

This application requires the signature of both parents. If both signatures cannot be provided, the circumstances should be indicated to the School, in writing as to why both signatures cannot be provided. If parents are divorced or separated, only one signature is required with proof of sole custodianship.

Parent/Guardian relationship to child	Print name	Signature	Date signed

Child lives with:

- Both parents
- Mother
- Father
- Other, please specify _____

Please return the following to the school:

1. Completed and signed *Enrolment form*
2. Completed and signed *Student health form* (if applicable)
3. Recent photo of the child
4. Completed and signed *Parent declaration form - Page 9 of 9 of the Enrolment Policy* (please retain pages 1-8 for your records).